



Attendance Manager

Start Date: September 2nd 2019

Application Deadline: 22nd August 2019

Job Description: Attendance Manager

The purpose of the Attendance Manager is to oversee attendance across LSA, ensuring that students are attending and that barriers to learning are identified and addressed. You will be responsible for dealing with staff, pupils, parents and external agencies and will be dealing with registers, absence calls and follow ups, meeting with external agencies. You should have excellent IT skills and be able to produce detailed reports for SLT when required.

Please note this role is largely office-based but may involve leaving school premises to visit pupils or parents in their home environment

The Role

To improve the overall attendance and punctuality of students

Key Responsibilities

- To monitor attendance and punctuality, updating LSA's data systems and ensuring compliance with statutory duty
- To investigate and authorise absences in consultation with Vice Principal
- To organise and attend meetings with parents, guardians, social workers etc when required
- To report on attendance and punctuality to the Senior Leadership Team
- To contribute to developing policies and procedures that impact on improving attendance and punctuality
- To promote and safeguard the welfare of young people at LSA, including maintaining confidential information according to Data protection legislation.

Key tasks

- To be present in reception, ensuring students are dressed appropriately, have security passes etc.
- Updating data systems, monitoring systems
- Establishing reasons for pupil absence on a daily basis
- Handling face to face and telephone conversations with pupils, parents and external agencies relating to attendance matters
- Taking messages regarding absences
- Identifying poor student attendance patterns and working with students and their families to ensure patterns are transformed and attendance and punctuality improved
- Developing key intervention strategies to engage parents and students thus increasing attendance.
- Ensuring medical absences are authorised and documented, contacting families to offer support and remind of need for medical evidence where necessary, initiating further intervention where there are concerns
- Make safeguarding referrals to safeguarding lead
- Attendance at parents evening and consultation meeting when required
- Contributing to INSET and review of working practices to review and inform Attendance and Punctuality policies and procedures

- To take up references on potential students including attendance data, flagging attendance concerns
- Liaising with other members of the pastoral team when appropriate, e.g. counsellors, coaches etc.

Other

- To work with the Receptionist, occasionally supporting with general administrative duties, including exam invigilation
- Any other task assigned by SLT

Person Specification

Qualification Criteria

- Right to work in UK
- Good English and Maths exam results

Experience

- Excellent understanding of data
- Experience of working with young people
- Experience of working within challenging communities
- Awareness and understanding of best practice to ensure safeguarding and child protection.

Behaviours

Specific skills

- Strong written and oral communication skills
- Ability to keep highly organised and work efficiently and effectively even when demands of the job are high
- Ability to present confidently to a diverse range of people
- Able to establish good working relationships
- An understanding of the importance of confidentiality and discretion

Personal characteristics

- Genuine passion and belief in the potential of every pupil
- Resilience
- An enthusiasm for working with young people
- Helpful, positive, calm and caring nature
- Able to establish good working relationships with others
- Able to follow instructions accurately but make good judgements and lead when required
- Be prepared to work flexibly
- Be motivated to continually improve standards and achieve excellence.

Other

- The post holder must be committed to the safeguarding and welfare of all

- pupils
- Willingness to undertake training
- This post is subject to an enhanced Criminal Records Bureau disclosure.

Salary: £20,500 - £24,000 **FTE** (Dependant on experience)

Contract Type: Term Time only (38 weeks)

Working hours: 9.15am to 5.15pm (Including 30 min lunch break). 7.5 hrs a day, 37.5 working hours per week.

Actual salary: £16,427 - £19,427

The start date for this role would be **September 2nd 2019**, with LSA looking to engage with the appointed candidate prior to this.

Closing date: Thursday 22nd August

This post is subject to receipt of a satisfactory Enhanced DBS Check.

To apply for this role please send a covering letter and CV to Charlie Kennard, at charlie.kennard@lsa.ac.uk