



JOB DESCRIPTION

POST:	Attendance and Behaviour Manager
GRADE:	Grade E
RESPONSIBLE TO:	Head of Lower School and Head of Upper School
RESPONSIBLE FOR:	Pastoral Support Assistants
JOB PURPOSE:	The core focus of this job is to complement the professional work of teachers by taking responsibility for implementing the schools Attendance and Behaviour Policy and improving the attendance and behaviour of identified students who attendance and/or behaviour is a barrier to their performance. Responsible for recording, monitoring, evaluating and reporting on attendance and behaviour data
JOB CONTEXT:	<p>Works within the school, promoting good attendance and behaviour and identifying students with poor attendance or behaviour and working with them and their family to improve their attendance and/or behaviour at school</p> <p>Is available at all times during the school day to respond to infringements of the school Behaviour Policy</p> <p>Enhanced DBS clearance required</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English</p>



ACCOUNTABILITIES / MAIN RESPONSIBILITIES

Operational Management

- Communicates with parents/carers to establish reason for unexplained absences and report the outcome of such calls to relevant parties
- Report any child who is absent without reason to the head of year as a potential safeguarding issue
- Accurately input absences, including reasons for absences, onto SIMS
- Produce a daily absence list for use in a fire call
- Monitor attendance and punctuality data, interpret statistical data to identify issues/patterns of non-attendance with individual students
- Work with identified poor attendance and/or behaviour students and their parents/carers on short and medium term strategies to remove barriers to regular attendance at school, using advisory and persuasive skills as appropriate
Undertake home visits as necessary
- Work with the school's agreed Behaviour and Attendance Policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Monitor and evaluate the effectiveness of strategies with individual students
- Actively promote good attendance and behaviour with all students
- Administer student holiday request forms
- Undertake general administration duties, as required
- Develop support materials and information to communicate clearly to students the school's attendance and behaviour policies, raising the profile of attendance, punctuality and good behaviour within the school
- Provide time out if there is a classroom incident or where a student's behaviour difficulties lead them to leave the classroom, and monitor the students behaviour whilst in their care
- Organise and manage an appropriate learning environment and resources to provide appropriate educational provision in liaison with subject staff for students temporarily excluded from lessons
- To attend pastoral meetings



	<ul style="list-style-type: none"> • To work to raise students' achievement, particularly those at risk of underachievement through their behaviour, attendance or personal circumstances • To promote and manage the rewards and sanctions system • To supervise students at lunchtime and break • To supervise isolation when needed • To support students to re-integrate and 'catch up' when they return to school following long absence or exclusion • To respond to on call in times of emergency
<p>Communications</p>	<ul style="list-style-type: none"> • Communicate with school staff to update them on student attendance and behaviour and work with the staff to identify students with issues that are affecting their performance at school • Meet regularly with year leaders to discuss current issues and developments relating to attendance, punctuality and behaviour • Establish links and communicate with feeder schools to gain any relevant information about attendance and behaviour records of new students to feed into the teaching staff in producing an action plan to support the pupils to ensure the smooth transition of pupils between phases • Respond to enquiries from parents/carers by telephone, email or letter and direct them to relevant sources of advice and guidance as appropriate • Develop and maintain regular contact with parents of students with behavioural difficulties to inform them of incidents and identify triggers for poor behaviour, including home visits where appropriate • Provide advice for students returning after long periods of absence and assist in planning their re-integration • Communicate work as set out by the classroom teacher to the pupils • Challenge inappropriate behaviour where appropriate • Provide pastoral support where required • Provide challenge and encouragement to the pupils to persuade them to learn
<p>Partnership or Corporate Working</p>	<ul style="list-style-type: none"> • Attends meetings with external agencies and parents as appropriate and follow up on actions required



	<ul style="list-style-type: none">• Liaise with external agencies and share information appropriately• Liaise with specialist support service to ensure appropriate support is in place for students as required
Skills Development	<ul style="list-style-type: none">• To demonstrate and advise new staff on the accurate recording of student's attendance on the register• Support the teaching assistants who work directly with a students with behavioural difficulties• Participate in team meetings and attend any necessary training events• Participate in the schools performance management system
Safeguarding	<ul style="list-style-type: none">• To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate
Systems and Information	<ul style="list-style-type: none">• Ensure that staff have completed the attendance registers• Maintain an accurate system for students signing in and out of the school• Provide accurate and up to date statistical data and reports• Oversee the signing in late procedures and ensure that 'minutes late' are recorded on SIMS• Keep records of students behaviour and any incidents• Maintain records of all communication with parents/Carers
Planning and Organising	<ul style="list-style-type: none">• Assist in developing systems and procedures to improve attendance and punctuality• Assist in development and implementation of appropriate behaviour management strategies• Prepare a bank of planned activities to be delivered when students are withdrawn from lessons for poor behaviour
Safeguarding and Promoting the Welfare of Children & Young People	<ul style="list-style-type: none">• To be responsible for promoting and safeguarding the welfare of students in line with policy and legislation, raising concerns as appropriate
Administration/Other	<ul style="list-style-type: none">• To undertake routine clerical duties as required• To support the use of ICT and adhere to relevant policies• To supervise and provide access arrangement for students sitting internal and external examinations and tests, ensuring that examinations comply with Examination Board Regulations



	<ul style="list-style-type: none">• To participate in appraisal, training and other learning activities
Data Protection	<ul style="list-style-type: none">• To comply with the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality
Health and Safety	<ul style="list-style-type: none">• To be aware of and implement health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure• To work with colleagues and others to maintain health, safety and welfare within the working environment
Equalities	<ul style="list-style-type: none">• To promote inclusion and acceptance of all students• To work, within own area of responsibility, in accordance with the aims of the Equality Policy, treating individuals with respect for their diversity, culture and values
Flexibility	<ul style="list-style-type: none">• North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures
Customer Service	<ul style="list-style-type: none">• The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment• The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values
Date of Issue	June 2020



PERSON SPECIFICATION

JOB TITLE: Attendance and Behaviour Manager

Essential upon appointment	Desirable on appointment
<p>Knowledge</p> <ul style="list-style-type: none">• An understanding of issues that may affect a student's ability to attend school and behave• Knowledge of Behaviour Management techniques and behaviour intervention strategies	<ul style="list-style-type: none">• Knowledge of attendance regulations and targets• Knowledge of child protection legislation and procedures• Knowledge of school procedures• Knowledge of support service available to signpost students and families to
<p>Experience</p> <ul style="list-style-type: none">• Experience of working with Bromcom or a similar data management system• Administrative experience• Experience of working with children and young people and their parents/carers	<ul style="list-style-type: none">• Experience of working in a school environment• Experience of working with children and young people who have behavioural difficulties• Experience of implementing attendance and behavioural policies
<p>Occupational Skills</p> <ul style="list-style-type: none">• Excellent communication skills, including advisory and persuasive skills• Ability to establish positive and effective relationships with children and young people• Advisory skills• Listening skills• Organisational skills• Excellent ICT skills• Analytical skills• Ability to keep accurate records	<ul style="list-style-type: none">• Ability to analyse the reasons for behavioural problems of the pupils to ascertain the needs of the pupils and formulate an action plan



<ul style="list-style-type: none">• Ability to work successfully as part of a team• Ability to work on own initiative• Confidentiality• Report writing skills	
<p>Qualifications</p> <ul style="list-style-type: none">• Level 2 qualification or equivalent to demonstrate good literacy and numeracy skills	<ul style="list-style-type: none">• Level 3 qualification in business/finance/administration or equivalent• Counselling qualification
<p>Other Requirements</p> <ul style="list-style-type: none">• Enhanced DBS clearance• Commitment to the schools policies and ethos• Commitment to Continuing Professional Development• Motivation to work with children and young people• Ability to form and maintain appropriate relationships and personal boundaries with children and young people• Emotional resilience in working with challenging behaviours and attitudes.• Flexibility• The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.	