

# THE EBBSFLEET ACADEMY

**JOB TITLE:** Attendance Manager

**RESPONSIBLE TO:** A member of the Senior Leadership Team

**GRADE:** Kent Range 6, Points 14-17

**HOURS:** 37 hours per week, term time only, plus 5 days

## **JOB PURPOSE:**

To monitor the day to day attendance and work proactively to reduce persistent absence and maintain high standards of attendance.

Work proactively with agencies, parents and carers to maintain excellent attendance within the school so as to enable students to learn effectively.

To work with families, accessing resources as well as support from outside agencies, to help increase their involvement in the education and welfare of their children.

To work with pupils experiencing difficulties (social, health, emotional or behavioural) or at risk of exclusion/disaffection so that they are able to participate fully in school and home life and work towards achieving their full potential.

## **Duties:**

- To work towards a 97% minimum overall attendance rate for all students of Ebbsfleet Academy.
- Maintain accurate records for attendance and track groups including high quality recording of information and absence.
- Keep detailed, individual student records of work undertaken and outcomes.
- Track lesson absence and punctuality and intervene where necessary.
- Monitor and report on attendance data.
- Intervene where attendance is poor or decreasing for individuals and targeted groups. Be dynamic in researching and implementing new strategies to promote excellent attendance including creating and running whole school attendance challenges and working with small groups of children and/or parents to address the problems which have created disaffection and/or poor attendance.
- Take appropriate action to tackle disaffection and to promote attendance by providing advice, support and information to parents, students and teachers.
- Support families by promoting links between home, school and other relevant support/agencies, who are currently experiencing health, social, emotional or behavioural difficulties to benefit.
- Be responsible for FPN and prosecution as appropriate in discussion with the Senior Leadership Team.
- To regularly liaise with parents using first day calling, phone calls, letters and home visits as necessary.
- To work with outside agencies as appropriate and make referrals.
- To carry out home visits and work closely with the EWO service (KCC) ensuring accurate evidence to support any legal action.
- Lead meetings with parents and carers.
- To advise on practical childcare and parenting skills, including how to meet the emotional needs of children.
- Liaise regularly, including organised meetings, with the pastoral teams and other staff where necessary.
- Ensure that all attendance data is kept and filed in an organised way that enables the academy to have quick and easy access to information.
- Create engaging displays that promote excellent attendance.
- Ensure appropriate record keeping of actions and outcomes of meetings with families and other agencies.

**Actions to Improve Attendance and Punctuality:**

- Phone calls, visual letters and arrange meetings with parents and key stakeholders.
- Lead and coordinate attendance panel meetings with Pastoral leaders.
- Send out half termly attendance letters highlighting the current attendance percentage weighed against the academy attendance thresholds.
- Undertake routine checks of students in lessons.
- Be on duty outside school before the start of school and manage the late arrival system.
- Be present at a designated duty point before the start of all lessons to ensure punctuality.
- Manage the process of court proceedings and prosecutions with the local authority.

**Knowledge and skills:**

- Exceptional interpersonal skills, communication skills and a commitment to team working.
- An understanding of the needs of children and young people, particularly those with complex needs.
- An understanding of some of the reasons for children experiencing social, emotional and behavioural difficulties.
- Ability to describe good parenting skills and help families achieve them.
- Skills in mediation, negotiation and problem solving.
- The ability to keep accurate records and manage time effectively.
- Experience of working in a family liaison and attendance related post and a willingness to work with and refer to other agencies.
- Understand the FPN and court action procedures.
- Knowledge of Digital Front Door
- Good ICT skills
- First aid trained or willingness to be trained.
- Experience of carrying out home visits successfully.
- Experience of improving attendance in primary and secondary school environments.
- Experience of working with families and external agencies.
- Flexibility and initiative essential.

**Personal & professional qualities:**

- Confidence
- Enthusiasm
- Sensitivity
- To be innovative, creative and flexible
- Readiness to reflect on, evaluate and improve practice
- Willingness to undertake training as appropriate and develop skills to support liaison.

**Following Health and Safety requirements and initiatives:**

- Ensuring compliance with Data Protection legislation.
- Compliance with all requirements in relation to safeguarding and promoting the welfare of children and young people.
- At all times operating within the Trust's Equality policies.
- Commitment and contribution to improving standards for pupils as appropriate.
- Contributing to the maintenance of a caring and stimulating environment for young people.

Agreed By ..... Date.....  
Job Holder

Approved By ..... Date.....  
Manager