



## Attendance Manager - JOB DESCRIPTION

**Reporting To: Assistant Headteacher (Attendance)**

**Payscale: TEAL Associate Staff Pay Scale, Point 25**

**Job Purpose:**

To actively support our core purpose, remembering that “We are here to make great schools and happier, stronger communities so that people have better lives.” To manage the schools attendance team in working with pupils and their families, as well as other professionals, to promote high levels of attendance and reduce pupil absence.

**Key Responsibilities: Specific**

- Management of the school's attendance monitoring systems and all associated budgets, including attendance rewards.
- Leadership and development of the Attendance team, including day-to-day line management, identifying and delivering training as required, ensuring the team raise standards of student attendance and respond positively to any identified issues in a timely and effective manner.
- Develop and maintain a strong culture of attendance across the school community, monitoring student attendance and working with SLT, Senior Managers and House teams to identify and implement individual, year group and whole school strategies that deliver positive outcomes.
- Track attendance for key sub-groups such as vulnerable pupils, disadvantaged and SEND pupils. Liaise with appropriate staff to promote good attendance for these groups and co-ordinate meetings and interventions for these pupils as appropriate.
- Oversee the Attendance Team's work, contributing to the inputting and maintenance of daily absence data, effective analysis and preparation of periodical reports for staff, SLT and other partners, ensuring the delivery of high-quality attendance systems, rigorous self-review and quality assurance across the Attendance Team.
- Work with the SLT link to be the strategic lead for promoting the importance of attendance to all groups of staff and ensuring attendance is everyone's business.
- Support the development of the school's attendance policy and oversee its implementation, including adherence to the various attendance stages and appropriate actions resulting from them.
- Work in partnership with the DFE attendance hub to identify best practice and evidence-based practice to sustain improvements in attendance.
- Ensure that the Attendance Team has a strong understanding of current attendance legislation and legal requirements.
- Work directly with the attendance and exams team to promote attendance to key school activities, including examinations.
- Attend appropriate meetings to provide insight and strategy to promote individual pupil attendance (e.g. inclusion meetings).
- Oversee the implementation of reduced timetables for specific pupils including the completion of relevant paperwork, tracking and reviews of these timetables together with other key staff.
- Support the School to fulfil its statutory duties in relation to school attendance.
- Be responsible for the accurate and statutorily compliant maintenance of the attendance registers.
- Work with pupils and their families to build positive relationships with families, identify barriers to good attendance and help them understand and fulfil their responsibilities in relation to school attendance.
- Oversee and participate in the Attendance Team's welfare visits to pupils who are absent.
- Play a key role in the safeguarding and wellbeing of pupils whose attendance may be a concern, liaising closely with the Safeguarding Team and Local Authority regarding any concerns.
- Monitor, record and respond to persistent absence and unauthorised absence, working with the school and other agencies to reduce these.
- Co-ordinate the attendance team to organise relevant meetings with parents and pupils to promote and improve attendance.
- To organise the collection of pupils from their homes when required.
- Create and maintain effective multi-agency working to improve and sustain good attendance to school.
- Issue warning letters and maintain student records.
- Support the School with the Penalty Notice Procedure, prepare penalty notices and maintain Pupils records.
- Prepare panel paperwork.
- Prepare prosecution paperwork.
- Referral form to EWS for school attendance enforcement procedures.
- Liaise with all relevant agencies responsible for Pupils' welfare, attending multi-agency and inter-agency meetings/panels when necessary
- Develop and maintain links with the community, families, feeder primary schools and the Local Authority.
- Work alongside SLT and Senior Managers to ensure that pupils are rewarded for good attendance.
- Liaise with the Headteacher and Assistant Headteacher to ensure efficient processing and administration of extended leave absence requests from parents.
- Ensure adherence to all statutory requirements and local and national guidance in relation to attendance, including overseeing the use and implementation of the ATTEND framework.

- Communicate with House teams, Senior Leaders and other staff to ensure that pupils receive regular support and encouragement with their attendance.
- Work with families when requests for pupils to go Elective Home Educated (EHE) and manage re-integration for children who are/have been electively home educated.
- Supporting Children and Young with specific barriers to attendance such as people involved with Children's' Adolescents Mental Health Service (CAMHS) and Pregnant School Girls and Teenage Parents.
- Liaise with the Senior Leadership Team regarding pupils who may require alternative provision, supporting with evidence for referrals, information required for reviews and ensuring accurate recording of attendance whilst at these provisions.
- Deal with day-to-day queries from colleagues, families or other stakeholders relating to attendance, responding in a timely and professional manner.
- Oversee and administer 'child missing in education' processes, aligned to school, Local Authority and DfE guidance promptly and robustly.
- Work with pupils to improve their attendance through review meetings, support plans and regular contact in school.
- To undertake any other duties at the request of the Headteacher as appropriate to the remit of the role.

#### **Key Responsibilities: General**

The post holder will be required to act on their own initiative or on the authority delegated from their line manager or a member of the School/TEAL SLT.

The post holder will be expected to work within TEAL and the schools' policies and procedures and uphold the organisation's values and vision.

The job description is not intended to be a complete list of duties and responsibilities but details the major requirements of the post. It may be amended at a future time, to take account of the developing needs of TEAL. The post holder will undertake any other duties appropriate to the remit.

TEAL is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.

The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibility for Health and Safety on all employees, therefore it is expected that everyone takes reasonable care for their own health and safety and the health and safety of others.

The above duties may involve having access to information of a confidential nature, which may be covered by General Data Protection Regulations (GDPR) 2018, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must always be maintained and employees must work with and process personal and sensitive information in accordance with Data Protection Act 2018 including the GDPR. Employees must protect the safety and security of information (e.g. using strong passwords, reporting breaches, and ensuring information is stored and disposed of securely).

**The key competencies and behaviours commensurate with this post are identified overleaf.**



## Ethical Behaviours Charter

Competency	We do this by
<b>Trust</b>	<ul style="list-style-type: none"> <li>• Being reliable, consistent, credible, honest, humble, courageous and kind.</li> <li>• Managing emotions and helping others to do the same.</li> <li>• Keeping promises and doing what we say we will</li> <li>• Having genuine compassion for others</li> </ul>
<b>Wisdom</b>	<ul style="list-style-type: none"> <li>• Developing knowledge and expertise, then sharing that knowledge</li> <li>• Learning from mistakes and failures and admitting when we are wrong</li> <li>• Seeing systems and processes as ways to fulfil our purpose, removing or changing them if they fail in that.</li> </ul>
<b>Kindness</b>	<ul style="list-style-type: none"> <li>• Being patient, respectful, generous and forgiving.</li> <li>• Acting with compassion and care, listening and seeing the person behind the role</li> <li>• Focusing on relational practice; building trust and rapport with others by empowering and elevating them.</li> </ul>
<b>Justice</b>	<ul style="list-style-type: none"> <li>• Doing what is right, rather than what is popular or easy</li> <li>• Ensuring we live our sense of purpose and values in the way we behave, make decisions and communicate.</li> <li>• Applying rules in a consistent, transparent and fair way, whilst allowing for discretion and common sense.</li> <li>• Valuing difference, building diverse teams and encouraging others to behave responsibly and with moral purpose.</li> </ul>
<b>Service</b>	<ul style="list-style-type: none"> <li>• Putting ourselves in the service of others.</li> <li>• Reducing stress and anxiety in the organisation by modelling calm and considerate behaviour</li> <li>• Behaving in a dutiful way, demonstrating humility and self-control.</li> <li>• Removing barriers to enable others to do their jobs well</li> </ul>
<b>Courage</b>	<ul style="list-style-type: none"> <li>• Holding ourselves to account when something goes wrong.</li> <li>• Remaining calm, optimistic and positive in the face of adversity and change.</li> <li>• Speaking honestly, openly and with empathy</li> </ul>
<b>Optimism</b>	<ul style="list-style-type: none"> <li>• Believing in our own ability, and the ability of others, to do what is right to change the world for the better.</li> <li>• Calling out negativity, cynicism and dishonesty.</li> <li>• Remaining positive and encouraging, helping others to overcome challenges and celebrating their success.</li> </ul>
<b>Vision</b>	<ul style="list-style-type: none"> <li>• Anticipating the future and embracing it. Thinking strategically, analysing and assessing information to deliver organisational growth.</li> <li>• Reading, researching, networking and sharing learning with others.</li> <li>• Believing in the potential of others; helping them be the best they can be.</li> </ul>