

Job Description

Academy :	Leeds East Academy
Job Title:	Behaviour & Attendance Manager – Non Teaching
Grade:	SO1 P23 - 25 £28,449 Pro Rata £25,692
Hours:	39 hours per week, term time only plus 15 days. 7.30am start.
Accountable to:	Behaviour and Attendance Leader

Role:

To support the implementation of the Academy strategic priorities, focusing predominantly on the promotion of positive student behaviour, excellent attitudes to learning and outstanding attendance. The post holder will ensure that the pastoral care, personal development and safeguarding of students in the year group(s) is of the highest standard. You will address attendance issues; seek help for students in need by liaising with colleagues, parents and external agencies and work closely with all stakeholders to ensure that students feel safe and engage well.

Duties and Responsibilities:

- Work proactively to ensure maximum support for students at risk of disaffection and to facilitate early intervention.
- Use whole academy student tracking information to have an oversight of the pastoral progress of all students in the year group, plan for future interventions and set measurable improvement targets against specific Key Performance Indicators. Where necessary, prepare and present reports and Impact Presentations to the Behaviour & Attendance Leader/Pastoral and Senior Leadership Team, regarding the behaviour and attendance of individuals and the year group as a whole.
- Help uphold the academy's principle of 'respect for all' by managing emotions and modelling good behaviour. Incorporate restorative practice and PIVOTAL behaviours throughout all aspects of our work and with all stakeholders.
- Recognise students' positive contributions within the academy and ensure that their achievements are acknowledged through the academy rewards system.

- Regularly engage with colleagues (following the LEA Communications Protocol), parents and carers to ensure a coordinated, partnership focused approach to dealing with individual student and year group issues.
- Maintain the professionalism expected of a School Manager in all dealings with colleagues, students, parents and other professionals. Be a consistent positive role model.
- Maintain accurate records for all significant interactions, interventions or contact with individual students, their parents/carers, colleagues and any external agencies using academy agreed systems.
- Be responsible for the implementation of positive and pro-active disciplinary measures within the year groups.
- Assist in managing the Rewards and Sanctions arrangements within the year group, taking a proactive approach to the promotion of positive behaviour.
- Develop relationships with students needing particular support in order that behaviour AND attendance targets are met.
- Share and support the corporate responsibility for the efficient running of Room Transfer, Detention, Seclusion and Internal Exclusion and any other pastoral duties as designated by the Behaviour & Attendance Leader/Pastoral Leader.
- Help facilitate the smooth admission and departure of students to or from the academy. This includes the re-integration of pupils back into mainstream lessons following prolonged periods of absence or internal/external exclusion.
- Assist middle leaders, teachers, form tutors and all other colleagues who require further action/consequences to support academy discipline initiatives.
- Support and enforce the academy uniform policy.
- Contribute to and assist with the behaviour modification programme of students at the academy.
- Assist in the organisation and delivery of assemblies.
- Track and monitor the progress and attendance of vulnerable students including disadvantaged to ensure the gap is closed with other students.
- As necessary, conduct home visits where students are poor attenders.
- In conjunction with the Community Engagement Managers, monitor and respond to poor attendance, truancy and absconding. Develop relationships with parents and plan interventions to engage with academy attendance expectations. This might include home visits to establish and maintain relationships with parents.
- Preparation of attendance reports for Governors/OFSTED and for other occasions such as Meet Your Form Tutor day
- Maintain and manage attendance and behaviour data displays for your Year Group(s).

- Responsibility of students on the STARS/Attendance Intervention and Transformation Programme, within your Year Groups(s) facilitating meetings and ensuring the correct correspondence is sent out
- Responsibility for persistent absent students (PA) across your Year Group(s). Tracking and monitoring progress to ensure PA meets national average
- Have good knowledge of the year group's attendance data and figures
- Ensure all the absence of students is addressed through a short meeting
- Track and monitor the persistent absence of the year group
- Hold parental meetings where necessary as a strategy to improve attendance and build positive relationships
- Reinforce expectations of attendance through daily monitoring calls and attendance clinics including the 7.30am calls. Ensure contacts are logged using the academy's system
- Support the administration and conduct of year group examinations (internal and external).
- Assist during Fire Drills/Fire Emergencies and with other duties designed to keep students safe.
- Attend appropriate courses for personal professional development.
- Attend and contribute to the organisation and smooth running of academy events such as open evenings, parents' evenings, SPACE days and transition.
- Undertake before and after school duties, break and lunch duties, and attend academy meetings and training as directed by your line manager.

Specific Support for children and families:

In conjunction with the Family Support Worker, assist families with ensuring that their children benefit from the appropriate educational opportunities available to them by applying or participating in a variety of casework techniques including initiating or contributing to:

- Early Help Assessment;
 - Multi-agency Panels - in relation to attendance and any other educational issues; solution focussed casework; group work;
 - Individual and family support work;
 - Parenting skills development;
 - Sign-posting to other services / agencies;
 - Mediation to remove barriers to learning;
- Use counselling skills (where appropriately qualified)
 - Ensure that parents are aware of their responsibilities in relation to exclusion from the academy
 - Use reintegration strategies for all children out of school.

Partnership working:

- Work in partnership with the Attendance Team to undertake truancy sweeps / child employment sweeps.
- Attend and send written reports to Initial Child Protection conferences, reviews and core group meetings for children.
- Keep accurate up to date records of casework on the database.
- Make full use of electronic recording as required by the local education authority, reporting in line with local and regional requirements.
- Ensure the Children Missing Education procedure is followed by the academy.
- Working within the White Rose Academies Trust, undertake reporting and liaise with other offices to share good practice.

Personal and professional attributes:

- Ensure personal safety and security.
 - Evaluate and develop own contribution to the service.
 - Be available for and make use of regular supervision.
 - Attend training and development opportunities as appropriate.
 - Contribute to the development of the academy attendance strategy.
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Equal Opportunities:

- Promote equal opportunities in education in order that all children and families may gain optimum benefit from the service provided
 - Promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing
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Generic Staff Requirements:

Uphold the professional standards expected of every member of Academy staff in all dealings with colleagues, students, parents / carers and the wider community

- Adhere to the principles expressed in the aims of the Academy and its mission statement

- Actively contribute to the continued development of the Academy by attending training, participating in relevant meetings, and putting forward ideas for improvement
- Be a positive, collaborative team member.
- Apply Academy policies in all aspects of the role.
- Keep up to date with all aspects of the safeguarding children policy as it applies to the post.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified.

This job description may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

All postholders are accountable through The White Rose Academies Trust Performance Management Policy. The Governors and Principals of The White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

The White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and a DBS check.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the Academy.

Signed		Dated	
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