



Attendance Manager Job Description

Post	Attendance Manager
Responsible to	Deputy Headteacher (Attendance, Behaviour, Safeguarding)
Permanent or Temporary	Permanent
Grade (Range) / FTE Annual Salary	NJC Grade 7 (Points 19-25) / £32,061 - £36,363 (Pay award pending)
Weekly Hours	37
Days & Hours of Work	Monday to Friday; 8:00-16:00 with 36 minutes unpaid lunch break
Working Weeks	41 (Term-time plus 3 weeks)
Pro Rata annual leave, including public holidays and statutory days	6.57
Paid Weeks	47.57
Actual Annual Salary	£29,259 - £33,175 (£16.61 – 18.84 per hour) - Pay award pending

Purpose of the role

To work with pastoral colleagues, pupils and families to improve whole school attendance. This role will include going off site to visit pupils and will require you to work closely with the Senior Leadership Team to develop a strong whole school culture of positive attendance.

Responsibility

- Work with the Headteacher and Deputy Headteacher on developing and implementing our attendance policy, to develop our culture of excellent school attendance
- Have working knowledge of best practice in improving attendance
- An awareness of government initiatives to improve attendance
- Use ICT systems to identify and coordinate appropriately staged interventions across the school
- Lead on addressing and removing barriers for pupils with chronic poor attendance including being Lead Professional on Team Around the Family (TAF) meetings where necessary
- Manage the work of the Pastoral Administration Officer to ensure school policies and systems are efficiently and rigorously implemented
- Manage and lead daily home visits to address poor attendance and where appropriate address any safeguarding concerns. Own car and business insurance are essential
- Have oversight of Alternative Provision placements and monitor the attendance of pupils who access Alternative Provision
- Oversee attendance during examination periods, coordinating resources to ensure pupils attend external and internal examinations
- Provide weekly and half termly attendance reports measuring the impact of interventions to the Headteacher, Deputy Headteacher and Pastoral Team
- Present data for SLT and the Local Governing Body





- Lead on celebrating and promoting excellent attendance across the school
- Follow the stages of intervention, monitoring Persistent Absent (PA) pupils and keep the attendance tracking spreadsheets up to date for the whole school
- Attend weekly meetings with the Deputy Headteacher analysing year group data, discussing pupils and concern and planning intervention for pupils requiring attendance support.

Key tasks

- 'Check and chase' A.M. registers and P.M. registers each day, record late pupils accurately and monitoring calls/messages for pupils who are absent each day, prioritising those who are vulnerable/disadvantaged
- Make first day absence contact through appropriate communication systems following up communication for non-response/unsatisfactory reasons for absence
- Conduct home visits using own vehicle daily
- Monitor register completion and address gaps
- Monitoring of PA pupils against targets and administration of staged letters, attendance panel meetings and Penalty Notices
- Make arrangements to ensure that parents/carers who wish to take their child out of school during term time are contacted and the potential consequences explained. Seek permission/advice from the Headteacher
- Closely monitor the attendance of dual registered pupils
- Ensure that the school's official registers are in line with legal requirements and that any anomalies are reported to the Deputy Headteacher in first instance, during that working day
- Provide weekly/half termly data on attendance for the Deputy Headteacher
- Ensure stages of intervention are followed rigorously and outcomes recorded both accurately and timely in the intervention register, ready for discussion with the Deputy Headteacher in a timetabled meeting
- Work closely with the parents/carers of targeted pupils, forging positive and constructive relationships in order to engage
- To provide support for pupils to return to school at the earliest opportunity and improve their attendance through the Attendance Strategy
- Keep in weekly contact with red group absentees, accurately recording outcomes of communication in the relevant attendance log
- Liaise with Class Teachers/Head of Department/SLT to ensure that effective reintegration strategies are used, identifying 'catch up' needs and work is provided for study at home during the absence where applicable
- Under take regular visits to pupils attending Alternative Provision and who are dual registered
- Contact parents/carers where absences have remained unexplained, despite previous intervention seeking and securing relevant evidence to 'authorise' the absence
- Prepare detailed and accurate cases for referral through the EHA process as required
- Prepare detailed and accurate cases for where court action is required
- Liaise with the Court Officer to initiate proceedings and follow identified protocol
- Attend training that is identified as essential professional development





- Act as a safeguarding officer reporting any concerns immediately to the Designated Safeguarding Lead (DSL) or Deputy DSL
- Attend Year Team and / or DSL meetings as appropriate.

In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.

General Duties:

- To ensure that GDPR principles are applied in all areas of work.
- To work flexibly as part of the team to meet any emergencies that may arise
- Promote the safeguarding of all pupils in the school.
- All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

It is the Academy's intention that this job description is seen as a guide to the major areas and duties for which the Attendance Manager is accountable. However, this may change and the post holder's obligations will vary and develop. The post holder is required to perform other reasonable duties which are assigned from time to time. The job description should be seen as a guide and not as a permanent, definitive and exhaustive statement.

Safeguarding:

The Bay Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects its entire staff to share this commitment. All post-holders will be subject to safeguarding checks and required to have an Enhanced Disclosure from the Disclosure & Barring Service (DBS).

Person Specification





We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

	Essential (E) or Desirable (D)	To be identified By Application, Interview or Reference
Qualifications Recognised & relevant Level 3/4 qualification or equivalent Level 2 or equivalent qualification in English/Mathematics Driving Licence	E D E	A A A
Experience HLTA status Experience of working with children Experience of administrative work Experience of supporting pupils with challenging behaviour Staff management experience	D E E E D	A A,I,R A,I,R A,I,R A,I,R
Knowledge/skills/abilities Administrative skills Ability to relate well to children Ability to work as part of a team Good communication skills Ability to relate well to parents/carers Ability to supervise and assist pupils Time management skills Organisational skills Knowledge of the concept of confidentiality Knowledge of numeracy and literacy strategies Ability to make effective use of ICT Flexible attitude to work	E E E E E E E E E E E E	A,I,R A,I,R A,I,R A,I,R A,I,R A,I,R A,I,R A,I,R A,I,R A,I,R A,I,R A,I,R
Other Commitment to undertake in-service development Commitment to safeguarding and protecting the welfare of children and young people	E E	A,I,R A,I,R

