***JOB DESCRIPTION***

**POST: Attendance Coordinator**

**ACCOUNTABLE TO: Assistant Principal**

**JOB PURPOSE:**

The post holder will coordinate attendance management procedures throughout the academy and support the pastoral team to ensure attendance is a priority for all students, where necessary supporting them and their families to overcome barriers to outstanding attendance.

The post holder will work as part of an attendance team, led by the Assistant Principal to manage daily attendance, reduce persistent absentees and work closely with families and external agencies to both celebrate good attendance and address areas of concern.

It is important to:

* Improve levels of attendance for all students
* Promote a positive attendance and punctuality culture at Kettering Buccleuch Academy
* Accurately track attendance patterns across the academy and engage with pastoral leaders for key students
* Address barriers to non-attendance at the earliest possible opportunity whilst engaging with external agencies where necessary

**Required Experience and Qualifications:**

* Relevant experience of working within a team
* Relevant experience of working with young people and their families
* A proven record of general administration, preferably in a training environment
* Good ICT skills

**Professional Responsibilities**

* Liaise with external agencies to share, where appropriate, the attendance of key students
* Coordinate Parent Contract Meetings for persistent absentees, liaising with pastoral leaders
* Ensure registers are accurate and anomalies are addressed and managed on a daily basis
* Communicate with parents to celebrate outstanding attendance
* Coordinate the issuing of staged letters to address persistent absentees
* Coordinate the effective implementation of reduced timetables
* Liaise with EIPT and complete relevant referrals
* Coordinate and conduct home visits to address continuous absence
* Carry our early morning communications to address absences of key groups of students
* Meet regularly with students and their families to address early attendance concerns

**Performance Management**

* To participate fully in the academy’s Performance Development Review process
* Attend relevant INSET training

**Knowledge, Skills & Experience**

* Keep up to date with current national targets for attendance
* Review and maintain your own professional practice through agreed development activities
* Ensure statutory requirements are met
* Ensure a secure knowledge and understanding of all academy policies and procedures
* Keep up to date with Arbor and its methods of reporting systems and how to utilise them

**Academy Policy**

* Contribute to development of, and adherence to, academy policies and procedures
* Support the academy vision and ethos

**Personnel**

* Communicate effectively to all members of the team
* Work collaboratively with other staff and outside agencies
* Meet in accordance with calendared meetings and with line managers as agreed
* Support the guidance, coaching and mentoring of staff

**Student Outcomes**

* Report to the leadership team, governors and parents on attendance

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may, therefore, be altered from time to time to reflect the changing need of the service, always in consultation with the post holder.

Every member of staff at Kettering Buccleuch Academy has a responsibility to promote and safeguard the welfare of children and young people with whom they come into contact.

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated. These will include:

* 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 some of the most vulnerable students
* Good attitudes to use of authority and maintaining discipline

We take the safeguarding of students and staff seriously at Kettering Buccleuch Academy. All staff are expected to support this ethos.

February 2024

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Post holder)