

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Attendance Improvement Manager	Location	Weavers Academy
Salary	NJC 23-25 £38,510 - £40,444 (Actual £33,123 - £34,787)	Hours	37 hours per week, 39 weeks
Department	Support Staff	Reports To	Assistant Principal

JOB PURPOSE:

To lead and manage the school's attendance strategy, ensuring robust systems are in place to monitor, improve, and sustain high levels of pupil attendance and punctuality. The Attendance Manager will oversee attendance operations, coordinate interventions, and work closely with families, staff.

To ensure the academy's attendance remains above national levels and continues to improve.

KEY RESPONSIBILITIES AND DUTIES:

Strategic Leadership

- Develop and implement a whole-school attendance strategy aligned with DfE guidance and school improvement priorities.
- Set attendance targets and KPIs, monitor progress, and report to SLT and governors.
- Lead on attendance-related policy development, ensuring compliance with statutory requirements.
- Provide training and guidance to staff on attendance procedures, escalation pathways, and safeguarding links.
- Provide overall leadership and oversight of the attendance policy, ensuring it is effectively implemented across the school.
- Together with the Senior Champion; plan and implement a graduated response to attendance support at Weavers Academy.
- In collaboration with the Senior Champion, foster a culture of belonging across the school.
- To line manage and coordinate the roles and responsibilities of the attendance team.
- Use the CET data dashboard daily to forensically analyse patterns and trends in attendance and punctuality.
- To quality assure attendance coding and interventions across the school.
- Plan and implement targeted strategies and interventions to rapidly improve the attendance of identified groups of children and to move them up through the attendance bandings.
- To provide professional development to staff across the school on their roles and responsibilities in the graduated response.

Operational Management

- Oversee daily attendance processes, including register monitoring, absence coding, and follow-up actions.
- Line manage attendance officers or administrative staff, ensuring consistency and accuracy in data handling.
- Maintain and audit attendance records using the school's MIS (e.g., SIMS, Arbor, Bromcom), ensuring data integrity.
- Coordinate the response to unexplained absences, including first-day calling, home visits, and welfare checks.

You can find out more at:

www.creativeeducationtrust.org.uk

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- Ensure all students and parents receive informative reports and guidance which they can understand and act upon.
- Undertake any administrative duties as required to perform the role.
- To attend weekly core group meetings to discuss and plan for complex cases.

Data Analysis & Reporting

- Analyse attendance data to identify trends, vulnerable groups, and priority pupils.
- Produce detailed reports for SLT, governors, and external agencies, including persistent absence tracking and intervention impact.
- Lead on statutory returns such as the school census and LA attendance submissions.
- Through quality assurance, ensure all attendance monitoring, coding and record keeping is up to date and complies with statutory duties.

Intervention & Casework

- Lead on early intervention strategies for pupils at risk of poor attendance, including attendance panels and action plans.
- Work collaboratively with pastoral teams, SEND, safeguarding, and behaviour leads to address underlying issues.
- Liaise with external agencies (e.g., Education Welfare Service, social care, CAMHS) to coordinate multi-agency support.
- Manage legal processes related to attendance, including penalty notices and court referrals, in line with LA protocols.
- Implement attendance plans for children and their families to support the improvement of student attendance.
- Oversee and implement the legal graduated response and proactively work with the Local Authority to ensure notices to improve and Fixed Penalty notices are implemented where necessary
- Liaise with colleagues to share appropriate information about students.

Family Engagement & Communication

- Build strong relationships with families to promote attendance and address barriers.
- Communicate clearly and consistently with parents/carers regarding attendance expectations, concerns, and support options.
- Organise attendance campaigns, workshops, and events to raise awareness and celebrate improvements.
- Ensure all communications are inclusive, accessible, and culturally sensitive.

Safeguarding & Compliance

- Ensure attendance processes are embedded within the school's safeguarding framework.
- Escalate concerns appropriately and contribute to safeguarding assessments and plans.
- Maintain accurate records of interventions, communications, and outcomes for audit and safeguarding purposes.

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- Assist the academy and other agencies in the early identification of children missing in education, attendance barriers, and to jointly develop and apply strategies designed to initiate improvements
- Ensure compliance of staff across the school when completing registers, tutor programmes and any interventions to support school attendance.
- Identify the need for, monitor, and complete home visits where necessary, following both government and Trust guidance where applicable. Use of own car with business insurance, and willingness to use own vehicle for this purpose is essential.
- Lead on collation and administration of Part timetables and coordinate reviews with relevant staff.
- Lead on the administration and notification of the elective home education process with the principal and Senior Champion.
- To attend weekly core group meetings to discuss and plan for complex cases.

JOB REQUIREMENTS		
	ESSENTIAL	DESIREABLE
QUALIFICATIONS	• GCSE English, Maths and Science or equivalent qualification. • Evidence of continued professional development and expectation of continuing willingness to develop own professional skills.	• A Level or equivalent qualification. • Degree level qualification of demonstrable CPD.
EXPERIENCE	• Proven experience in attendance management or pastoral leadership within an educational setting. • Strong understanding of attendance legislation, safeguarding and multi-agency working. • Experience of working with young people and families. • Experience of line managing a dynamic team. • Proven experience of using data to inform intervention. Interpreting and analysing data.	• Experience of working within school admissions. • Experience of using Arbor MIS system.
KNOWLEDGE AND SKILLS	• Strong understanding of attendance legislation, safeguarding and multi-agency working. • Secure knowledge of the attendance legal system. • Confident ICT user, to include Microsoft Office and Excel.	• Experience of using Arbor MIS system. • Knowledge of Local Authority procedures and legal frameworks.

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	• Ability to manage own and others workload and prioritise to meet deadlines.	
SAFEGUARDING	• A thorough and up-to-date knowledge of safeguarding systems and processes. • A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity.	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.