



Job title: Attendance Manager

Salary: Grade 6 (NJC 15-23)

Hours: Full time

Contract type: Permanent

Reporting to: Assistant Headteacher

Responsible for: Absence management of students

Main purpose

The Attendance Manager will oversee an area of the day-to-day absence management of all students and support the Assistant Headteacher:

- Co-ordinate the first day calling process
- Be responsible for the accurate management of the academy registers
- Ensure communication systems for attendance are timely and accurate
- Review trends and patterns in absence and take relevant action
- Support the Attendance Team in improving whole academy attendance
- Work with external partners such as the EWO as directed
- Act as the academy liaison for students attending Alternative Provision

Duties and responsibilities

Support for school:

- Ensure that academy registration systems are developed and correctly administered and report on the quality of the registers.
- Produce and interpret statistical data relating to attendance patterns of groups within the academy.
- Be the first contact for all attendance issues in the academy.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality, and data protection. Report all concerns to the appropriate person.
- Attend and participate in meetings as required.
- Contribute to the overall ethos/work/aims of the academy.
- Participate in training, other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Assist in the supervision, training, and development of staff.
- Lead the operation of student 'late gate' and late detentions
- Any other duties commensurate with the duties/responsibilities/grade of the post

Support for Teaching and Learning:



- Be available to staff and parents/carers for home visits to individual students.
- Provide regular updates for staff, for example Assistant Headteacher, Pastoral Team and Form Tutors, on student attendance with targets and strategies for improvement.
- Liaise with Education Welfare and other support services to improve attendance rates.
- Keep up to date with current technology and oversee the training of staff in attendance and registration issues.
- Work with new and supply staff to ensure that the academy system of registration is adhered to.
- Participate in the development of school reward systems in relation to attendance.
- Prepare and administer fixed penalty notices.
- Prepare and follow up on referral forms to education welfare officers.
- Complete the attendance return.

Support for students:

- Organise a daily check on children at risk of truancy (off site).
- Initiate and carry out periodical post-registration truancy checks.
- Chase up reasons for absence using agreed systems.
- Provide advice and support for students returning to school after an extended period of absence.
- Contact feeder primary schools and gain any relevant information about the attendance records of new students.
- Act as the key point of contact in school for students on Alternative Provision.
- Support student transition to Alternative Provision.
- Provide re-integration support packages for students.
- Have a good understanding of the additional needs of students (SEND, PP, CIC) and implement strategies to support them to attend.

Support to Parents/Carers

- Manage the academy communication systems for attendance.
- Be a key point of contact for parents and carers.
- Administer requests for Leave of Absence from parents/carers requesting time off.
- Provide updates to parents/carers on the attendance of students.
- Challenge reasons for absence in line with the academy policy.
- Ensure there is accurate information sharing for students that are truanting.
- Plan, lead, collaborate with colleagues to deliver Early Help to Families.
- Run attendance clinics as directed by the Assistant Headteacher.
- Send attendance letters in line with the academy policy.

Support to School (this list is not exhaustive)

- Implement relevant policies and practices in school.
- Attend meetings as directed.
- Provide inputs/updates at inclusion/pastoral meetings on relevant students as directed.
- Be proficient in the use ICT and relevant programmes used in the academy.



- Complete relevant duties as directed
- Review trends in data and respond to the information accordingly.
- Complete general administration in relation to attendance.
- Effectively safeguard students in line with academy policies.
- Share weekly reporting with key staff.
- Maintain school registers correctly.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Attendance Manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Executive or Associate Headteacher.



Person specification

(this is a guide and is not expected that any one candidate will necessarily fulfil all of the list points)

Skills	Assessed
Qualifications <ul style="list-style-type: none">• English and Maths GCSE (C or above/ Grade 4 or above)• Relevant qualification in education/welfare/social care	AF AF
Experience <ul style="list-style-type: none">• Evidence of working successfully with young people who have barriers to learning• Evidence of supporting young people in a learning environment• Attended courses that can aid the development of young people (for example counselling, mentoring)• Demonstrate ability to overcome a difficulty• Pastoral/Administrative Experience in a school setting• Management of a school system or process• Is an effective team player	I, R AF AF AF AF I I
Knowledge <ul style="list-style-type: none">• Understand young people with who need additional support• Apply the schools polices effectively• Understand the work in a setting to educate young people• Understand how to support a young person to attend school• To be able to deal with parents/carers and other agencies effectively• To enable a young person to make effective progress• Understand how to effectively safeguard young people• Have good knowledge of statutory frameworks/legislation/policy	O AF, R AF O I, R I, R AF
Leadership <ul style="list-style-type: none">• Ambitious standards and expectations of yourself• Set ambitious standards for others• Is a motivator of others• Can inspire young people to achieve their goals• Is an effective team player• Has integrity and accountability• Has excellent intra/interpersonal skills• Does not shy away from a challenge• Can make effective changes through innovative working practices	AF O O I I, R I, R I



Supporting Learning and Teaching

- Excellent Literacy and Numeracy skills
- Strong communicator
- Can work with young people with a range of additional needs
- Can form outstanding relationships with young people
- Can adapt lessons to suit the needs of all young people
- Has excellent time management and organisational skills
- Strives to drive achievement and standards
- Is resilient and possess an excellent sense of humour
- Will embed the school ethos into all aspects of school life
- Can connect the impact of missed learning opportunities with attending school

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AF – Application Form, I – Interview, O – Observation, R – Reference