

JOB DESCRIPTION

Contract: Permanent

Grade: I (Job Evaluation Pending)

Attendance Manager

Hours: 37 hours per week, term-time only plus 2 days.

Line Manager: Deputy Headteacher

Job Purpose

Working with the Attendance Lead to drive improvements in student attendance across Years 7–13, with a clear focus on reducing persistent and severe absence. The post holder will hold oversight of attendance systems, lead targeted intervention for identified high-risk students, and ensure consistent, timely action across pastoral teams in line with statutory guidance. Working as part of the safeguarding team, the role will promote a positive culture of attendance at Conyers, recognising attendance as a critical factor in safeguarding, inclusion, and securing positive life chances for all students.

Core Duties and Responsibilities

The implementation of the schools' attendance processes to support the improvement of attendance across the school.

Attendance leadership and oversight

- Maintain oversight of whole-school attendance using Arbor and ATTEND.
- Using school data to identify patterns, trends and priority cohorts, including persistent and severe absence.
- Ensure Sixth Form attendance processes align with whole-school expectations set by the Senior Leadership Team.
- Produce weekly and half-termly attendance reports by year group and priority cohort.
- Work closely with the engagement leads to co-ordinate the staff and student facing strategies in promoting a culture of contagious attendance.
- Establish, embed and maintain consistent communications around strong attendance to all stakeholders.
- Working with the attendance champion and DHoS Inclusion, actively monitor, control and oversee the use of part-time timetables.
- Undertake regular scrutiny of registers to check coding is accurate and compliant with DfE requirements.
- Support census readiness by checking attendance codes and register accuracy.
- Oversee the consistent application of leave of absence requests.

Targeted attendance intervention

- **Monitor** a caseload of the highest-risk students and attend case conferences and multi-agency meetings as required.
- Attend attendance meetings with internal and external stakeholders as the school representative as required.
- Ensure attendance plans implemented in a timely manner, are clear, recorded, reviewed and escalated to Attendance Lead where required in school attendance procedures.
- Undertake and coordinate home visits where appropriate, ensuring actions and outcomes are recorded.
- Signpost families to external services and support where barriers to attendance are identified.

Delegation and monitoring

- Direct and monitor attendance actions undertaken by pastoral managers and culture leads.
- Train and coach pastoral managers and tutors to ensure consistency in practice.
- Ensure follow-up activity is timely, proportionate and consistently recorded.
- Ensure robust first-response processes and administration, working directly with the attendance clerk.

Safeguarding, SEND and inclusion

- Support the school's safeguarding culture through prompt identification and escalation of attendance-related risk.
- Closely monitor vulnerable groups' attendance.
- Work closely with the DSL where attendance indicates safeguarding concerns.
- Liaise with SEND and inclusion teams to ensure attendance responses reflect individual need.

- Prioritise vulnerable students, including those with SEND and disadvantaged students.

External liaison and statutory processes

- Act as the school contact with the Local Authority, external agencies, and attendance services.
- Prepare evidence for attendance panels and legal processes.
- Work with the attendance clerk to ensure penalty notices are processed correctly and lawfully.
- In accordance with prescribed guidance Identify cases to refer to the Local Authority for legal intervention, including penalty notices, and coordinate evidence bundle
- Act as school representative where required
- Identify and follow procedures for children missing education and elective home education, working with the Local Authority.
- Understand and implement procedures regarding child employment and child performance where applicable.

Professional responsibilities

- Attend Pastoral and attendance related meetings as required.
- Be aware of and comply with data protection in accordance with the General Data Protection Regulation (GDPR) and Trust Policies.
- Uphold confidentiality and data protection requirements.
- Contribute to a culture of high expectations and belonging.
- Be aware of and support differences and ensure Equal Opportunities for all and promote the elimination of behaviour and practices that could be discriminatory.
- Develop constructive relationships and communicate with other agencies/professionals.
- To continue personal development as agreed.
- To keep up to date with relevant training required for the role.
- Share expertise and skills with others.
- Participate in training and other learning activities and performance development as required.
- Undertake training relevant to attendance and inclusion.
- Work across other schools within the Trust as required
- Carry out other duties appropriate to the role as directed by the Deputy Headteacher.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE Grade 4 or above in English and Maths, or equivalent. 	
Experience	<ul style="list-style-type: none"> Experience working in a secondary school or similar setting. Experience working with students and families where attendance is a concern, including providing professional challenge where required. Experience using data systems to track and monitor student information. Experience working with persistent and severe absence, including high-risk cases. Experience of multi-agency working, including engagement with local authority services. 	<ul style="list-style-type: none"> Experience in an attendance, inclusion or pastoral role. Experience working with persistent or severe absence. Experience of attendance enforcement processes or statutory escalation routes.
Knowledge and Understanding	<ul style="list-style-type: none"> Clear understanding of the links between attendance, safeguarding and inclusion. Understanding of children missing education and elective home education procedures. Understanding of statutory guidance relating to school attendance. 	<ul style="list-style-type: none"> Knowledge of attendance legal processes and penalty notices. Understanding of post-16 attendance requirements.
Skills and Abilities	<ul style="list-style-type: none"> Ability to analyse attendance data and identify priority actions. Ability to delegate, monitor and hold others to account for attendance interventions. Strong organisational and record-keeping skills. Clear written and verbal communication. 	<ul style="list-style-type: none"> Experience using a dedicated attendance system and spreadsheets to analyse attendance data Confidence leading meetings with parents and external agencies, including where professional challenge is required.
Personal Attributes	<ul style="list-style-type: none"> Calm, resilient and professional. Persistent and solution-focused. Able to balance challenge with support. Child-centred and ethically grounded. Able to remain calm and effective when working under pressure and with challenging situations. 	
Safeguarding	<ul style="list-style-type: none"> Commitment to safeguarding and promoting student welfare. Confidence in identifying and escalating safeguarding concerns where attendance is a risk factor. Willingness to work closely with safeguarding and SEND teams. Enhanced DBS clearance. 	