



## JOB DESCRIPTION

<b>Job Title:</b>	Attendance Manager
<b>Grade:</b>	G
<b>Hours:</b>	37 hours per week, term time only
<b>Responsible to:</b>	Headteacher/Deputy Headteacher
<b>Direct Supervisory Responsibility for:</b>	Attendance Officer, Administrators
<b>Indirect Supervisory Responsibility for:</b>	Oversight of administrative support staff
<b>Important Functional Relationships:</b>	<p><u>Internal:</u> Headteacher, senior leadership team, pastoral support teams, SENCOs, attendance team, administrative team</p> <p><u>External:</u> School governors, education welfare officers, parents/carers and other relevant support agencies</p>

### **Main Purpose of Job**

To develop the school's policies, procedures and working practices relating to the support and management of students' attendance at school. To work closely with the senior leadership team (SLT) to set, assess and monitor targets relating to improved attendance. To be responsible for the administration and tracking of attendance and facilitating support programmes including home visits to address attendance problems. To take responsibility for leading administrators in the attendance team, and other related administrators as required.

### **Duties and Responsibilities**

1. To develop procedures and strategies to support the management of attendance, working with the Pastoral SLT link, heads of year and Education Welfare Officer (EWO).
2. To manage and administer the attendance systems and procedures for students in accordance with school, the Trust, audit and Department for Education (DfE) requirements and guidelines, analysing daily findings and reporting on trends and patterns.

3. To undertake relevant parent/carer contact and engagement in promoting good attendance. This includes undertaking attendance concern meetings and appropriate follow up as required.
4. To manage the Attendance Officer and ensure the effectiveness of their work through quality assurance, line management, training and support as required.
5. To manage a reasonable number of other comparable administrative roles as part of a wider administration team, as required.
6. To liaise and work with the Trust EWOs to support attendance including engagement in case referrals, data, and relevant communication and documentation.
7. To develop policies on attendance in partnership with the school's SLT.
8. To work with the SLT, SENCO, teaching staff and the relevant agencies in order to review and monitor school policies and processes relating to attendance management, ensuring adherence to DfE guidelines and consideration of the success of the school's policies and processes.
9. To work with the SLT, SENCO, teaching staff, the Trust officers and external agencies to monitor and evaluate attendance and punctuality data and to promote, review and monitor success of the school policies and initiatives to improve the attendance and punctuality of students where this is of concern.
10. Support good attendance and punctuality through active participation in related initiatives including meeting and greeting in the mornings and at other times as required.
11. To be responsible for maintaining accurate student records, ensuring all new students joining the school and those leaving are recorded on the school's administration systems in liaison with the appropriate administrators.
12. To maintain a range of school records and data relating to student attendance records.
13. To be responsible for holding and distributing registers and absence reports and maintaining accurate, up to date registration details.
14. To ensure the utmost confidentiality with regard to all registration and attendance data and information.
15. To monitor and report on attendance for the school in general and for groups including year groups, Special Educational Needs, Free School Meals, Children in Care, Pupil Premium and Service children.
16. To communicate and advise staff both formally and informally of the procedures and regulations necessary in support of the attendance policy.
17. To liaise as required with external agencies including the Education Welfare Service, Multi Agency Referral Unit (MARU), Early Help Hub, and Devon and Cornwall Police in promoting strategies and initiatives dealing with truancy and attendance, including truancy sweep initiatives and attendance clinics.
18. To inform parents/carers of absent students in line with the attendance policy and to communicate as appropriate to parents/carers regarding the attendance concerns of students.

19. To be responsible for the generation of weekly, termly and annual reports and publications as required by the headteacher, governors, the Trust and DfE and to advise and assist in the interpretation of any data and information.
20. To process absence request forms: this includes providing relevant student data to the head of year and headteacher and informing parents by letter of school's decision. To monitor unauthorised absences and complete penalty notice referrals if appropriate. To liaise with Cornwall Council and complete papers for court should a penalty notice be unpaid.
21. To undertake Community and Hospital Education Service (CHES) referrals: Arrange to meet with the head of year, student and parents in the home; ensure relevant paperwork is completed (medical form, CHES referral and funding form) and attend review meetings. Liaise with a range of health and support agencies to seek advice and support on behalf of students with specific concerns which may affect their attendance at school.
22. To liaise with the pastoral and safeguarding team regarding concerns around a student's attendance in order to identify underlying issues affecting attendance, in accordance with the school's pastoral policies and procedures.
23. To regularly communicate with all staff to promote good attendance and awareness of support programmes in place.
24. To advise and signpost support for students as appropriate. To provide guidance to staff on strategies as required to facilitate students' return to the mainstream curriculum.
25. To undertake home visits as part of the school's safeguarding procedures as required.
26. To ensure that all paperwork relating to attendance is robust, accurate and organised.
27. To build strong relationships and work with families, staff, and other agencies in support of the attendance policy.
28. To manage Children Missing Education (CME), CHES, Elective Home Education (EHE) referrals and escalation as required.
29. To prepare case files to support EWO engagement in any legal action necessary in respect of student attendance as required.
30. To act as an independent chair for partner secondary schools' education planning meetings as required.
31. To be flexible to the timings required in order to support key attendance issues.

### **Responsibilities applicable to all Trust employees**

1. To be aware of, and adhere to, applicable rules, regulations, legislation, policies and procedures within the Trust, including safeguarding and child protection, health and safety, equality and diversity, the Code of Conduct, and data protection.

2. To maintain confidentiality of information acquired in the course of undertaking duties.
3. To be responsible for your own continuing self-development, engaging in appraisal, mandatory and other training as appropriate for the role.
4. To undertake other duties appropriate to the grading of the post as required.



**PERSON SPECIFICATION**

**Job Title:** Attendance Manager

**School/Department:** Liskeard School & Community College

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
<b>Relevant Experience</b>	Substantial experience of working with children and young people  Experience of working in a confidential environment	Previous experience of supervising groups of staff in a school environment with disaffected children	Application form  Interview
<b>Education and Training</b>	GCSE grade 4-9 (A* to C) in Maths and English or equivalent level 2 qualifications	A-levels or equivalent level 3 qualifications  Attainment of NVQ level 3 qualification in learning & mentoring (or a related field)  Full UK driving licence	Application form
<b>Knowledge and Skills</b>	Knowledge of learning and mentoring schemes  Communication skills  Organisational skills  Strong working knowledge of MS platforms including		Interview

	<p>Word, Excel and Teams</p> <p>The ability to travel to different locations e.g. to complete home visits</p>		
<b>Any Additional Factors</b>	<p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people</p> <p>Self-motivated</p> <p>Ability to work as part of a team</p> <p>Patient and friendly approach</p> <p>Acceptance of different attitudes, willingness to work with children and young people</p>		Interview

Date Updated: March 2025

Updated by: Senior HR Officer