



Many Minds One Heart

# Northfield School & Sports College

## Job Description

**Job Title:** Attendance Manager

**Responsible To:** SLT Attendance Lead

**Grade:** I point 19 – 22  
**Working Time:** 37.5 hours per week, term time only  
**Working Pattern:** 8:00am – 4pm  
**Holidays:** School holidays

### KEY PURPOSE OF THE JOB

Lead the school's attendance team and work alongside colleagues in guidance and SLT to provide operational and administrative support to promote whole school attendance strategies.

A significant amount of the work will involve identifying pupils for whom attendance is a barrier to learning and working alongside these pupils and their families with the support of external agencies to remove these barriers. A key group will be those pupils who are persistently absent.

The attendance manager will lead on the co-ordination of home visits, undertaking a significant number each week as well as all liaison work with the Local Authority attendance team.

### MAIN ACTIVITIES

- To communicate with parents on attendance issues including via letter, absence calls, texts and recording/ updating in SIMs.
- Lead on the use of the school's attendance software system and share information with stakeholders in school each day.
- To ensure the school's attendance records are accurate and updated in a timely fashion during the day.
- To ensure the correct attendance codes are used and that missing marks are corrected swiftly as part of daily register checks.
- To ensure that staff complete registers correctly.
- To promote excellent attendance, punctuality and conduct amongst all pupils and ensure the school's attendance procedures are maintained effectively.
- To work on initiatives which raise the awareness of staff, parents and the community on the importance of school attendance.
- To manage the effective use of data and apply this in improving overall attendance figures.
- To monitor trends and patterns in attendance that require action.

- To prepare reports for SLT and governors and alert SLT to any changes in LA procedures.
- To co-ordinate the work of the attendance team and work closely with families to support a return to good attendance.
- To work alongside other members of the guidance team to identify pupils for whom attendance is a barrier to learning.
- To meet regularly with the SLT attendance lead and progress the action points from each meeting.
- To liaise with external agencies and the LA regarding the issuing of fixed penalty notices and the preparation of documents for potential court hearings.
- Organise and lead on meetings in school for pupils and families where attendance is a concern.
- Be the lead author of attendance support plans and liaise with guidance teams to ensure they are issued promptly and monitored rigorously.
- Regularly meet and liaise with senior colleagues and guidance teams to discuss targeted pupils and evaluate whether interventions have been successful or not.
- Any other reasonable duties as commensurate with the grading of the post.

## **PROFESSIONAL EXPECTATIONS**

### **Working with children:**

- Safeguard and promote the general wellbeing and health of individual pupils
- Perform break and lunchtime duties to support the supervision of pupils and to assist at other times as deemed necessary by the Headteacher.
- Establish and maintain relationships with individual pupils and groups
- Be an effective role model for pupil behaviour
- Support the development of pastoral support plans where necessary

### **Working within a school setting:**

- To work closely with other support services (internal and external) to improve pupil attendance.
- To ensure that the interventions for individual pupils are appropriate.
- Assist in the maintenance of a safe environment for pupils and staff.
- Carry out duties to supervise pupils at key points in the school day.
- Assist with KS4 events and reward activities that help promote attendance.
- Take part in appraising own work against priority targets in accordance with the school's management supervision guidelines.
- Undertake any necessary training associated with the duties of the post.
- Share information, including providing written reports for pupil files, for colleagues and for external professionals where appropriate.
- Develop effective strategies for promoting good attendance.
- Make good and accurate records via the school's CPOMs system.

## **General**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and confidentiality, reporting all concerns to an appropriate person.
- Establish constructive relationships and communicate with other agencies/professionals, to support achievement and progress of pupils.
- Contribute to the overall ethos/work/aims of the school.
- Participate in training and other learning activities and performance development as required.
- Following appraisal by the line manager, identify and agree personal development objectives.
- Develop your expertise and skills by taking advantage of development opportunities made available to you.
- Show a duty of care and take appropriate action to always comply with health and safety requirements.
- Understand and comply with school policies and attend staff training programmes as required.
- Any other duties which may reasonably be requested by the Headteacher to ensure the smooth running of the school

## **SCHOOL ORGANISATIONAL OBJECTIVES**

The Post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework
- Commitment and contribution to improving standards for pupils and school improvement as a whole
- Ensuring the safeguarding of all pupils
- Demonstrating consistently high standards of personal and professional conduct
- Participate in training and other learning activities and performance development as required

## **CONDITIONS OF SERVICE**

Governed by the National Joint APT&C Conditions, supplemented by local conditions as agreed by the governors.

## **SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE**

- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers
- To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment in accordance with the current DfE statutory guidance for Keeping children safe in education

## **SPECIAL CONDITIONS OF SERVICE**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended.

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure and barring service check.

## **EQUAL OPPORTUNITIES**

The post holder will be expected to carry out all duties in the context of and in compliance with the school's Equal Opportunities Policies.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.