



JOB DESCRIPTION

NAME:

JOB TITLE: Attendance Manager

RESPONSIBLE TO: DHT Pastoral

The ethos of the school is one of shared responsibility, to which staff are expected to make a significant contribution. The expectation is that staff will present themselves professionally, be positive and contribute constructively to the life and work of the school.

Job Purpose

To undertake all tasks associated with the recording, management and monitoring of attendance; working with pupils and their families to improve attendance

Specific Duties:

- To support the Attendance Officer in ensuring the electronic registration system is updated daily and investigating any missing data with class teachers.
- To ensure there are accurate records of student absences and late arrivals on Bromcom, providing accurate attendance records and weekly late reports to HOY.
- To act as the initial point of contact for parents regarding attendance issues - providing routine advice as required and explaining attendance expectations to parents in accordance with school policies and the law.
- To support the Attendance Officer in making initial enquiries with parents / carers regarding unexplained absences / lateness – including first day calling / messaging / home visits and parental meetings.
- To work with students and their families regarding strategies to improve attendance / punctuality – ensuring records are kept and feedback provided to the Headteacher and other staff as appropriate.
- To monitor the attendance and record impact of attendance plans on specific pupils.
- To lead and / or support at formal meetings with parents to discuss attendance concerns – taking follow up actions as agreed.
- To provide information for attendance certificates and prizes.
- To process and action pupil absence requests.
- To issue routine correspondence to parents regarding attendance / absence requests in accordance with school procedure.
- To make referrals to the local authority / education welfare service in relation to the issuing of penalty notices.
- To work with external agencies regarding attendance – e.g. SLO / Attendance Service, Attendance Enforcement team and CME.

- To collate attendance data producing routine reports and prepare statistical returns regarding attendance. Including collating evidence for Ofsted.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Keep updated on changes to attendance law.
- Meet regularly with HOY to discuss and action attendance issues.
- Keep comprehensive student files
- Monitor monthly, termly, and annual attendance actions.
- Investigate exceptional circumstances register. Closure on Bromcom on behalf of Headteacher.

Personal and Professional Conduct

Staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct

- Staff uphold public trust in the school and maintain high standards of ethics and behaviour, within and outside school, by:
 - Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to their position
 - Having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
 - Showing tolerance of and respect for the rights of others
 - Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
 - Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Staff must have proper and professional regard for the ethos, policies and practices of the school in which they work, and maintain high standards in their own attendance and punctuality.

Contribution to School

- Assist in monitoring the appearance and general behaviour of students around the School, maintaining good order and sound discipline among students, including safeguarding their health and safety (where applicable)
- Be actively involved in the School's form tutor and house system (where applicable)
- Contribute to the School Improvement Plan where applicable (where applicable)
- Implement the School's agreed policies
- Participate in the School's Appraisal programme
- Cover for absent colleagues
- Participate in School based INSET
- Perform any other duty that their line manager might reasonably request
- To monitor the well-being of all students and report any concerns related to the safeguarding of students to the Designated Child Protection Co-ordinator (DCPC)
- To be aware of and follow school policies relating to Health and Safety

Communication & Meetings

- Attend Staff, Department and other meetings as appropriate
- Support effective communication by forwarding documentation or memos to relevant staff and students
- Preserve and promote the good name of the School in all dealings with the wider public

In addition to the above you will be expected to comply with all of those terms connected with the job of your status as referred to in the Kent Scheme Conditions of Service Document (Blue Book). This job description may be subject to change at any time in consultation with the post holder, and will be reviewed at least annually.

Signed: _____

Date: _____

The Abbey School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure & Barring Services Check is required for all posts within the school.