



JOB DESCRIPTION

Title: Attendance Manager
Grade: TPLT 5
Academy: The King Alfred School Academy

Main purpose of the role

To improve and sustain improvement in pupil attendance at the school through the effective management of the administration of pupil attendance systems, including data management and analysis.

Main Duties and Responsibilities:

- To supervise the input of attendance data into Sims, identifying any anomalies/errors/omissions and to investigate any discrepancies. To be responsible for the input of more complex attendance data and to be accountable for the accuracy of such data, making amendments and enhancements as appropriate.
- To contact parents of identified pupils to ascertain reasons for absence and to follow up on any unauthorised absences taking action as appropriate. To compile and issue correspondence to parents, arranging for typing and filing by other staff.
- To produce management information statistics and interpret the data to contribute to individual student plans to improve attendance.
- To produce standard and complex reports for tutors/year leaders/ SMT on a weekly/monthly/termly basis, gathering information, analysing, presenting data for review, and planning further intervention. To provide detailed analysis on request including statistical returns for external agencies.
- To be responsible for the training and induction of new staff with regard to using the Sims system of attendance and to run appropriate training in procedures and processes.
- To attend meetings or liaise, as appropriate, with parents, Senior Leadership, school advisors and external agencies to ensure that information is reported fairly and accurately and to contribute to and implement strategies to improve attendance and prevent unauthorised absence.
- To identify students with problems/at risk, assess the underlying causes of poor attendance and punctuality in individual cases and target resources by effective intervention to maximise attendance and improve punctuality. Effective intervention may involve social services or other agencies to address the specific needs of individual student. To refer such students on to Heads Of Year It will also involve supporting a range of alternative actions to promote attendance.
- To work with team members, senior leadership and other professionals to put together programmes of initiatives to improve attendance/punctuality and to monitor and evaluate their effectiveness
- To direct Pastoral Support officers to make home visits.
- To manage teaching staff to ensure that school attendance policies and procedures are followed and properly documented.

- To carry out the statutory duty of legal action when all attempts to improve school attendance has failed. To collate evidence which will be necessary to meet legal requirements and to prepare case files for prosecutions. These include WPN & EHE
- Creativity & Innovation
 - The work is routine and is largely working to set, laid down procedures.
- Contacts & relationships
 - Work effectively with teachers, support staff and other professionals, applying own strengths and expertise to contribute positively to the overall aims and objectives of the school. Provide effective support for all other members of the school staff by sharing own knowledge and expertise in a professional and constructive manner.
 - May involve dealing with challenging situations which can require conflict resolution and dealing with emotive situations.
 - Take an active role in supporting and developing a culture of team working for the benefit of the pupils, both individually and collectively.
 - Participate in staff, team and planning meetings.
- Decision making and consequences
 - Work is carried out within clearly defined rules with information and guidance easily available.
 - Use of initiative is required to support the team in making decisions that have safeguarding implications so attention to detail is essential.

Resources

The post holder will not have any responsibility for budgets or equipment..

Line management duties and responsibilities

The post holder will not have line management responsibility

Safeguarding responsibilities:

Whilst this role does not work directly with students the post holder will be based on site and have regular access to students and are therefore in regulated activity. Details of our Child Protection & Safeguarding Policy can be found on Access and is available on request.

Be committed to safeguarding and promoting the welfare of children and young people.

Work Demands

Work tasks may be subject to interruption

Able to work to strict deadlines but also be flexible to deal with changing priorities and unforeseen circumstances, which could be lengthy to resolve.

Periods of concentration will be involved to ensure external communications are prepared to a high standard and sent in a timely manner

Physical Demands

Normal physical effort required.

Working Conditions

Role is office based

Expectations of Jobholder

Be aware of and comply with all Trust policies as well as individual academy policies and procedures.

Contribute to the management of student behaviour and security.

Demonstrate professionalism towards sensitive and confidential information.

Commit to professional self-development, through participation in training, to include any necessary health and training and annual safeguarding training.

Undertake such other duties as are commensurate with the grade of the post.

This job description only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out. This job description may be amended at any time following discussion between the line manager and member of staff and may be reviewed annually.

Skills/Qualifications

Please refer to the Person Specification for full details. Please note all original qualification certificates will need to be presented on the day of interview for verification and production of these certificates forms part of the conditional offer checks.

Person Specification

Job Title: Attendance Manager

Assessment criteria	Essential	Desirable	Method of Assessment
Qualifications	<p>Educated to GCE "A" Level or equivalent</p> <p>NVQ Level 4 or equivalent</p>	<p>Have one or more of the following qualifications : CGSW, Diploma in Social Work, Education Welfare Service, Residential Social Work, Teaching or Youth Work.</p>	<p><i>Production of the Applicant's certificates</i></p> <p><i>Discussion at interview</i></p> <p><i>Independent verification of qualifications</i></p>
Experience	<p>Ability to communicate both orally and in writing with colleagues, families and external agencies</p>	<p>Specialist qualification in Attendance/Behaviour Improvement – NPSLBA</p> <p>Ability to prepare and present papers for court to enable prosecution of non-attenders in extreme cases</p> <p>Ability to prepare paperwork for case conferences</p> <p>Ability to provide clear professional advice on</p>	<p><i>Contents of the application form</i></p> <p><i>Interview</i></p> <p><i>Professional references</i></p>

		<p>matters relating to school attendance</p> <p>Ability to manage and prioritise a caseload and to respond positively to a wide range of priorities</p> <p>Significant experience of working on school attendance strategies</p> <p>Extensive experience of working with young people in an educational environment on attendance and/or behavioural issues</p> <p>Extensive knowledge of SIMS software</p> <p>Practical experience of encouraging student and family engagement with school</p>	
IT Skills	<i>Ability to generate reports and analyse statistical data</i>		<p><i>Contents of the application form</i></p> <p><i>Interview</i></p> <p><i>Professional references</i></p>
Other Skills		<p>Ability to prioritise the workload of self</p> <p>Extensive experience of working with secondary school age students on attendance or behavioural issues</p>	
Specialist Knowledge	<p>Knowledge of the statutory legislation relating to school attendance, Child Protection and other legislation relating to the school e.g. The Student Act and the Education Acts 1996 and 1997</p>	<p>Experience of Court Work</p> <p>Knowledge of the legislation and guidance on Social Inclusion Pupil Support circulars 10/99 and 11/99</p> <p>Knowledge of the Green Paper "Every Child Matters"</p>	<p><i>Contents of the application form</i></p> <p><i>Interview</i></p> <p><i>Professional references</i></p>
Personal competencies, qualities, attitude and behaviours	<p>Ability to relate sensitively to families with complex problems and to contribute to a team approach to ensure that all issues are considered</p>		<p><i>Contents of the application form</i></p> <p><i>Interview</i></p> <p><i>Professional references</i></p>

	<p>Good organisational and time management skills</p> <p>Ability to communicate effectively in a multi agency environment</p>		
Equality	<p>An understanding, acceptance and commitment to the fundamental principles of an equal opportunities.</p> <p>To work in a way that promotes equality of opportunity and respect for diversity.</p>		
Safeguarding	<p>Evidence of a commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.</p> <p>To work in a way that promote the safety and well-being of children and young people.</p>		