



JOB DESCRIPTION

Job Title: Attendance & Welfare Manager
Grade: Scale 5 Term time only plus 1 Inset day
Line Manager: Assistant Headteacher (Behaviour & Inclusion)

Main Purpose of Role:

- To promote a positive culture around attendance and punctuality.
- To improve the overall percentage of students at school by making attendance and punctuality a priority for all those associated with The Chase.
- To provide support, advice and guidance to parents, students and staff and to implement a systematic approach to gathering and analysing attendance related data by appropriate persons.
- To recognise the needs of the individual student and to liaise with internal and external agencies to support the needs of students on the school roll in their attendance and education at The Chase.
- To produce effective reports with breakdown of intervention and report this to SLT.
- To ensure safeguarding of students is a priority.

Main Duties and Responsibilities

- To undertake home visits to engage families and ensure children are safe.
- To carry out safe and well checks on the 5th day of absence.
- To implement children missing education (CME) procedures when appropriate.
- To initiate and oversee the administration of absence procedures including letters home, attendance clinics, home visits and meetings.
- To undertake legal intervention procedures when necessary.
- To engage with local authority and other external agencies
- To lead daily or weekly check-ins with pupils and parents to review progress and impact of support.
- To liaise with school leaders (Designated Safeguarding, SENCO and Pastoral Leads) on referrals to external agencies and multi-agency assessments.
- To oversee Offsite Alternative Provision and liaise with the Local Authority around Section 19 provision (CCAS panel)
- To be responsible for students attending on a reduced timetable and ensure parents, staff and Local Authority are updated.
- To carry out weekly register audits and ensure accurate coding of all registers.
- To produce, analyse and share attendance data each half-term to SLT and Governors
- To liaise with the Headteacher around term-time absence requests and liaise with Local Authority if necessary.
- Maintain links with local primary schools and any external agencies

General:

- To take part in the schools Professional Review Process (BlueSky) and take advantage of any available training and professional development opportunities
- To be aware of and comply with policies and procedures relating to safeguarding, security, and confidentiality and strictly adhere to data protection regulations, reporting all concerns to an appropriate person/ line manager.
- To positively contribute to the implementation of The Chase School's Climate Pledge to reduce our carbon footprint and promote sustainability, in accordance with legislative requirements and current best practice.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in regular meetings when appropriate.
- Deputise Designated Safeguarding Lead
- To assume such additional responsibilities relevant to this position as the Headteacher may from time to time request.

This job description 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.