



Job Description

Attendance Manager

Role Title Typically reports to: Deputy Headteacher (Pastoral)

JE Code AG6

Date of profile

Grade 8 (term time plus 5 days)

December 2023

Purpose of the role (job statement)

In order to deliver the college's objective laid out in the School Development Plan, the Attendance Manager will have overall responsibility for attendance, including analysing trends and driving strategic interventions to improve attendance. You will lead and manage the day-to-day operation of the attendance team including the staff and associated resources. You will have overall responsibility for ensuring the highest standards in record keeping, communication and safeguarding in relation to attendance. You will have overall responsibility for the identification of students whose attendance is a cause for concern and for actively implementing strategies to aid improvement.

Main Duties:

The following list is typical of the duties that the postholder will be expected to perform or supervise others in completing. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

General

- Manage the school register and ensure that attendance is recorded accurately.
- Analyse attendance data daily, weekly and half-termly to identify trends and groups of concern.
- Manage the day-to-day work of the attendance office.
- Communicate with parents, promoting positive attitudes by students and families towards education and to ensure that parents are made fully aware of their statutory responsibilities.
- Undertake interviews, gather relevant information and professionally assess cause/effect and action/need, with the objective of securing high attendance
- Provide high quality documented evidence and statements when legal action is taken, as well as verbal evidence as necessary.
- Make professional and appropriate attendance referrals to the Local Authority Attendance team.
- Maintain professional, accurate and detailed records in accordance with policy and practice, producing high quality reports to senior management as required.
- Complete the preliminary work necessary for a referral to the statutory responsibilities of the Local Authority
- Promote social inclusion principles and practice, for children and young people in an education setting.

Support for Teachers and Support Staff

- Line manage the attendance team ensuring the highest quality of professional development and appraisal are in place.

- Ensure that the daily and weekly routines and tasks of the attendance office are completed accurately and carefully checked.
- Communicate key information clearly and in a timely fashion with relevant staff.
- Work closely with heads of year and key stage leads to ensure that support and relevant actions are taken to address poor attendance.

Support for Students and Families

- Meet with families where student's attendance falls below necessary levels to put targets in place.
- Ensure that Short Term Support Plans are used to only when necessary and lay out a clear path back to full attendance.
- Lead and run events to reward and encourage good attendance.
- Conduct and monitor attendance support meetings.
- Ensure that students are supported in reintegrating back into school following periods of ill health or other absence.
- Routinely make visits to parents at their homes and take part in discussions in school with a view to improving school attendance.
- Routinely invite parents into school and hold meetings with them when attendance is a concern.

Support for College

- Develop existing practice in raising attendance, investigating persistent absences and improving punctuality.
- Ensure the school policy is implemented in relation to attendance and to enforce the staged response system (letters, referrals and necessary meetings).
- Inform key stakeholders about current attendance rates in school through daily and weekly reports.
- Analyse attendance data and ensure that attendance interventions respond appropriately.



Person Specification

ESSENTIAL	DESIRABLE	HOW MEASURED
QUALIFICATIONS AND EXPERIENCE		
Experience working with children and young people.	Experience working with children and/or young people in a school setting.	Application form and certificates
Experience undertaking administrative tasks.	Experience using Google Suite.	Application form and certificates
Experience using IT.	Experience using a school MIS to manage and maintain good records.	Application form and certificates
Grade 4 (or equivalent) or higher in Maths and English at GCSE	Further training and/or qualification at NVQ level 4 or other qualifications relevant to the post.	Application form and certificates
Experience and some level of formal training in safeguarding regulations.	Level 3 Safeguarding Training (DSL).	Application form, personal statement, results and references
	Training or experience working with young people in maintaining good mental health.	Application form, personal statement, references
	Experience chairing and contributing to meetings with staff, students and agencies.	Application form, personal statement, interview
ATTITUDES		
To support and develop students with a wide range of educational needs		Personal statement, assessment process
Committed to continual professional development, in		Personal statement, assessment process

particular with regard to attendance leadership		
RELATIONSHIPS		
Excellent interpersonal and communication skills to support students' needs		Personal statement, assessment process
A team player who seeks to have positive and mutually supportive relationships with colleagues		Personal statement, assessment process
SKILLS & WORK RELATED REQUIREMENTS		
A clear Enhanced DBS check		DBS Check, application papers
Strong interpersonal skills both written and oral		Personal statement, assessment process
Self-motivated, resilient and tenacious, consistent in the development and application of high standards		Personal statement, assessment process
Ability to work under pressure to meet deadlines		Personal statement, assessment process
Creative thinker and able to anticipate and solve problems		Personal statement, assessment process
A proactive approach, anticipates opportunities and issues and attends with a sense of urgency		Personal statement, assessment process

