

Post:	Attendance Manager
<b>Responsible to</b>	<ul style="list-style-type: none"> <li>• Business Manager/AHT Attendance</li> </ul>
<b>General Duties</b>	<ul style="list-style-type: none"> <li>• Advise the SLT and governing board on strategies to promote the regular attendance of all pupils in the school.</li> <li>• Take a leading role in implementing agreed upon strategies for improving attendance.</li> <li>• Understand and implement the school's Attendance Policy.</li> <li>• Work on initiatives to raise awareness of the importance of good attendance amongst the school community.</li> <li>• Maintain a working knowledge of legislation and statutory framework relating to school attendance and ensure that the school is operating in line with its statutory responsibilities towards pupils.</li> <li>• Work with the Local Authority, e.g. by referring pupils with concerning attendance rates, where necessary.</li> <li>• Contact pupils' parents in response to allocated referrals through home visits or meetings in school.</li> <li>• Work with the LA and the SLT, to issue fines to parents for their child's poor attendance.</li> <li>• Support the pastoral team and SLT to develop targeted procedures to support pupils with lower attendance to attend school.</li> <li>• Analyse school attendance data to identify trends, key areas of concern and areas for improvement.</li> </ul>
<b>Working with Parents and Pupils</b>	<ul style="list-style-type: none"> <li>• Identify pupils with patterns of poor attendance.</li> <li>• Meet with pupils to ascertain reasons for poor attendance and to encourage them to attend school.</li> <li>• Maintain contact with the parents of pupils who have poor attendance to discuss the reasons for poor attendance and agree plans for improving attendance and punctuality.</li> <li>• Work with the pastoral support team to ensure the wellbeing of pupils who are struggling with attendance is supported.</li> <li>• Work with pupils, their parents and the pastoral team to plan and implement interventions for specific pupils or groups of pupils who are struggling with attendance.</li> <li>• Take the lead on developing any attendance case studies.</li> <li>• Make home visits where necessary, in line with the relevant school policies.</li> </ul>
<b>Administration and Data Protection</b>	<ul style="list-style-type: none"> <li>• Draft termly attendance reports to submit to the governing board that detail and analyse attendance rates.</li> <li>• Produce attendance reports and detailed action plans based on the outcomes of these reports regularly.</li> <li>• Make sure attendance registers are completed by staff and check that all coding used to categorise attendance is correct.</li> <li>• Keep accurate and clear records of all interventions and consultations conducted.</li> <li>• Keep up-to-date records of unexplained absence and any follow-up actions.</li> <li>• Send out general communications to parents and pupils about attendance and handle queries.</li> <li>• Collate and maintain attendance data for analysis.</li> <li>• Ensure that attendance data is stored in accordance with the Data Protection Policy and take responsibility for securely erasing expired data under the leadership of the DPO.</li> <li>• Convert attendance data which includes personal information into statistical data where necessary.</li> </ul>

<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Understand and adhere to the school’s Child Protection and Safeguarding Policy and the DfE’s statutory guidance ‘Keeping Children Safe in Education’.</li> <li>• Ensure awareness of the statutory obligations the school has towards safeguarding pupils.</li> <li>• Be aware of indicators of safeguarding and child protection concerns.</li> <li>• Be vigilant as to where absence or poor punctuality could be indicative of safeguarding concerns.</li> <li>• Closely monitor the attendance of pupils who are deemed vulnerable or at risk of harm.</li> <li>• Collaborate with the DSL to launch and monitor interventions for vulnerable pupils who have low attendance in line with safeguarding obligations.</li> <li>• Escalate safeguarding concerns about pupils to the DSL immediately.</li> <li>• Work with the DSL to engage with pupils’ families where low attendance is a result of a safeguarding concern.</li> <li>• Understand the limits of confidentiality, e.g. in the case of a safeguarding concern where information must be reported to the DSL or external agencies.</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• Liaise with external parties, e.g. the LA and social services, where necessary.</li> <li>• Keep up-to-date with necessary training, e.g. safeguarding training.</li> <li>• Maintain strict confidentiality where appropriate.</li> <li>• Attend meetings and updates provided by the LA as required.</li> <li>• Dealing with In-Year Admissions for all year groups, liaising with parents and local authority and preparing any paperwork required for appeal hearings.</li> <li>• Monitoring of CCTV footage for any incidents which occur.</li> <li>• Allocating lockers to pupils on an annual basis and dealing with any locker related queries.</li> </ul>

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers’ Pay and Conditions Document, the required standards for Qualified Teacher Status, other current educational legislation and the school’s articles of governance. Candidates should also refer to the most up to date Teacher Standards for the generic responsibilities of a main pay scale teacher.

This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.

**The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**The successful applicant will be subject to an Enhanced DBS disclosure.**