

NOTRE DAME HIGH SCHOOL  
ATTENDANCE MANAGER



**JOB TITLE:** ATTENDANCE MANAGER

**RESPONSIBLE TO:** Student Support Manager

**GRADE:** Scale G

**HOURS:** 37 hours per week. Term time plus 1 week

**RESPONSIBLE FOR:** Under the direction of the Deputy Headteacher Student Welfare and Student Support Manager, the Attendance Manager will support the Heads of Year and Senior Pastoral Workers to implement excellent attendance and low Persistent Absence.

## **1. PURPOSE AND SCOPE**

- 1.1 To assist the Deputy Head Teacher Student Welfare with strategic leadership of Attendance and Punctuality
- 1.2 Responsibility for the accurate recording and monitoring of student attendance.
- 1.3 Be the main contact for any attendance issues in school.
- 1.4 Take the lead on improving school attendance.
- 1.5 Work with parents and carers to reduce levels of absence and unauthorised absence.
- 1.6 Work with key staff to reduce the levels of absence and unauthorised absence.
- 1.7 Manage whole-school attendance strategies to promote a positive attendance and punctuality culture.
- 1.8 Provide a specialist service to assist the school in meeting their obligations and targets in relation to school attendance, especially persistent absence.
- 1.9 Collate, monitor, evaluate and update attendance data, including analysing trends, producing attendance data and reports
- 1.10 To be a Designated Safeguarding Officer and work as part of the Safeguarding Team under the direction of the Lead DSO. In particular to lead in monitoring and supporting safeguarding processes and records.

## **2. ORGANISATIONAL RELATIONSHIPS**

- 2.1 Responsible to the Student Support Manager. Works under the general direction of the Leadership Team.
- 2.2 Work closely with Heads of Year, senior staff and external bodies.
- 2.3 Liaison with colleagues providing additional in house support eg. Family & Student Support Workers and Family Support Worker
- 2.4 Liaison with the Data Manager
- 2.5 Liaison with relevant external agencies

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- 2.6 The Attendance Manager may be asked to attend and report to Leadership Team and the Governing Body.
- 2.7 To work under the direction of the Senior Designated Safeguarding Officer with regard to safeguarding records and procedures

### **3. MAIN DUTIES AND RESPONSIBILITIES**

#### **Pastoral Support Systems**

- 3.1 Monitor the input of student absences onto Bromcom and ensure registers are completed in an accurate and timely manner.
- 3.2 Rectify any missing marks or unexplained absences.
- 3.3 Implement Action Plans for persistent absentees.
- 3.4 Identify persistent absentees and work with the Designated Safeguarding Lead to ensure concerns are dealt with promptly.
- 3.5 Work with pastoral staff and Heads of Year to improve punctuality and to develop systems with Deputy Headteacher Student Welfare for analysing data and reports with HOY.
- 3.6 Liaise with students, families and professionals on attendance issues. Ensure the necessary disciplinary measures are in place and that parents and carers are informed of lateness/absence.
- 3.7 Promote the importance of good attendance and punctuality across the school through a range of strategies: assemblies/rewards/letters home etc.
- 3.8 Produce regular reports to analyse attendance and punctuality on an agreed basis. Provide analysis of attendance trends and patterns.
- 3.9 Advise the school and lead on strategies to promote the regular and punctual attendance of all students.
- 3.10 Work on initiatives which raise the awareness of the importance of school attendance.
- 3.11 Ensure the attendance of identified vulnerable students is checked at the earliest opportunity and that there is an appropriate response to non-attendance.
- 3.12 Administer the fixed term penalty notices to improve attendance. Administer term time holiday fines.
- 3.13 Attend multi agency meetings to discuss attendance and improvements required with targeted parents.
- 3.14 To organise and chair (when appropriate) attendance panels and Family Support Plan Meetings including generating letters and reports. Make regular contact with families in response to attendance referrals through contact home, coordination of home visits and/or meetings in school and keep accurate, clear and concise records of all interventions
- 3.15 Liaise with other schools on students who historically have had poor attendance.
- 3.16 Work with other professionals to ensure the Children Missing Education procedure is followed by the school.
- 3.17 Work with appropriate colleagues to ensure records are kept when a parent elects to Electively Home Educate their child.
- 3.18 Attend and participate in regular meetings, and in training and other activities as required.
- 3.19 Attend meetings with senior colleagues and Governors as required.

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- 3.20 Demonstrate a commitment to continuous development, identify opportunities for professional development and undertake training opportunities where appropriate.
- 3.21 Writing and updating of policies and procedures that relate to attendance.
- 3.22 To oversee the acknowledgement of students with good attendance within the school and assist in the issuing of rewards in line with the school's reward policy
- 3.23 Support in the training of staff in Attendance, and data issues relating to Pastoral Care, including the use of Bromcom.
- 3.24 Monitoring of data on attendance, progress etc of vulnerable groups and liaison with Deputy Headteacher Student Welfare and Student Support manager
- 3.25 To assist with the organisation of school events (for example, parents evenings and open days)

**Support for administration**

- 3.26 To support the Deputy Headteacher of Student Welfare in leading the production, monitoring and oversight of policies and procedures related to the Attendance of the school.

**General duties**

- 4.1 To be available to support in behaviour, attendance and other pastoral situations when possible
- 4.2 Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, taking the lead on investigating and reporting all concerns.
- 4.3 Carry out their duties with the due regard to the school's policies on equal opportunities, health and safety and quality assurance.
- 4.4 Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- 4.5 Participate in training and other learning activities as required and to participate in appraisal and professional development.
- 4.6 Undertakes other similar duties and activities that fall within the grade and role any other duties as may be reasonably required by the Head teacher
- 4.7. To assist with first aid duties at workplace.

The school will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to explain the main duties and responsibilities of the post, every individual task undertaken may not be identified.

**Special Conditions of Service:**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended.

Candidates are required to give details of any convictions on their application form and are expected to disclose

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such information at the appointment interview.

*This job description will be kept under review and may be amended from time to time, following consultation with the post holder, to reflect changing needs of the school*

### PERSON SPECIFICATION

			Assessment
<b>Experience</b>	Experience of working in an Attendance role in a school/organisation.	Essential	<i>Application form</i>
<b>Qualifications and Training</b>	Good literacy and Numeracy skills to NVQ2 Good general level of education and to NVQ4 level ICT knowledge – excel, word, web pages  Commitment to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	Essential Essential Essential  Essential	<i>Application form (for all)</i>  <i>Interview/ DBS</i>
<b>Knowledge and Skills</b>	Good organisational skills and high service standards Basic knowledge of first aid* An understanding of every child matters agenda Understanding of relevant behaviour policies and procedures Ability to apply behaviour management policies and strategies so as to contribute to purposeful learning environment; An understanding of education policy and procedures (e.g. every child matters, rarely cover) Working knowledge and skills of ICT; Ability to undertake varied duties; Ability to gain respect of pupils through manner of confidence and authority; Able to organise own workload in the context of varied tasks; Effective time management and organisation skills Experience of Bromcom software or similar management system	Essential  Desirable Desirable  Desirable  Essential  Essential  Essential Essential Essential Essential  Essential  Essential Essential Essential Essential	<i>Interview &amp; /or Application form (for all)</i>
<b>Personal Qualities</b>	A desire to improve themselves in terms of skills, knowledge and experience	Essential  Essential	<i>Application form/interview(for all)</i>

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	Patience, a sense of humour and an ability to accept and act on constructive feedback	Essential	
	An ability to work on their own initiative and also to be a good team player	Essential	
	Excellent pro-active communication skills	Essential	
	An eye for detail and a willingness to improve all aspects of the service we offer	Essential	
	A positive attitude to all aspects of the job including enthusiasm, a professional and common sense approach and a dedication to the interests of the school	Essential	
	A commitment to the Catholic ethos of the school	Essential	
	The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for the post.		