

METROPOLITAN BOROUGH OF KNOWSLEY

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| SCHOOL | ALL SAINTS CATHOLIC HIGH SCHOOL |
| POST TITLE | ATTENDANCE MANAGER |
| GRADE | H (SCP 23-25) 36 hours per week, 46 weeks per year Actual Salary £28,374 to £30,028 |
| RESPONSIBLE TO | ASSISTANT HEADTEACHER |

MAIN PURPOSE

To manage the Attendance Team to support pupils to overcome barriers to learning, specifically where poor attendance is reducing progress, impacting on participation in learning or active engagement in school life. Working alongside key staff and the School Attendance Service under the direction of the Assistant Headteacher to promote whole school attendance strategies and to work with pupils and families to improve levels of attendance.

MAIN DUTIES

- To reduce the levels of persistent absence at the school and improve overall attendance and punctuality.
- To be responsible and operationally accountable for the day-to-day running and effectiveness of the Attendance Team, ensuring that the school Attendance Policy is adhered to.
- To work with the Assistant Headteacher and other agencies, including School Attendance Service, and families to promote and deliver whole school attendance strategies to improve attendance.
- To prepare various reports to support the work of Year Teams and the Senior Leadership Team in order to raise and sustain attendance and punctuality levels.
- To work closely with the Designated Safeguarding Lead (DSL) and Deputy DSL with some of the more “vulnerable” pupils regarding safeguarding concerns.

KEY TASKS

- To promote positive relationships with parents/carers and pupils to promote good attendance.
- To work with key members of staff, in particular Year Teams, to inform them of attendance issues and support them in taking the appropriate actions to raise and sustain attendance and punctuality levels.
- To manage the school’s ‘first day response system’, ensuring that families are contacted on the first day of a pupil’s absence in accordance with the school’s Attendance Policy.
- To check registers are taken and ensure that codes for attendance are used consistently and accurately across the school and provide advice and training in this matter as appropriate.
- To ensure that the attendance of “vulnerable” pupils and those attending alternative provisions with partners is recorded accurately and that there is a swift response when these are not in line with expectations.
- To provide timely and influential reports on attendance to ensure appropriate actions have the desired impact.
- To ensure that in the event of an emergency accurate attendance records are available for use.
- To identify pupils to be referred to the School Attendance Service in discussion with the Assistant Headteacher.
- To ensure that attendance/absence evidence is stored and recorded accurately and is easily accessible.
- To respect the confidentiality and sensitivity of the information that is likely to be shared.
- To quality assure and deliver high quality, accurate attendance data for census in a timely manner.
- To apply and monitor the school’s attendance interventions ensuring that accurate tracking of these occurs.
- To be responsible for sending our Educational Penalty Notices (EPN) and ensuring these are recorded on the Local Authority’s EYES.

- To be responsible for the preparation and advertisement of attendance rewards and initiatives to praise pupils for good attendance and to encourage others to attend.
- To attend a weekly attendance meeting with the Assistant Headteacher responsible for attendance to consider patterns of absences and lateness and to suggest strategies for improvement.
- To attend weekly pastoral meetings to ensure that Year Teams are fully aware of patterns of absences and lateness and share suggested strategies for improvement.
- To prepare data and media for parents/carers to be given out at events such as parents evenings to promote good attendance.

Other Duties

- To undertake word processing and other ICT based tasks including the production of letters, reports schedules, etc.
- To accurately record all telephone conversations and meetings with parents/carers.
- To maintain computerised records and/or Arbor (Management Information System) and produce reports for key staff.
- To provide general advice and guidance to staff, pupils and others in relation to attendance issues.
- To provide clerical support in relation to the production and distribution of specific materials e.g. school newsletters, school prospectus, etc.
- To undertake Reception duties, such as answering the telephone and face-to-face enquiries and signing visitors in and out, as necessary.
- To assist with first aid and break duties.
- To attend parents evenings.
- To carry out performance management reviews with the Attendance Officers.

Support for the School

- To be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of and support differences to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
- To contribute to the school ethos, aims and development/improvement plan.
- To work as part of a team, appreciating and supporting the role of other people in the team.
- To attend and participate in network meetings, sharing best practice to support others.
- To undertake personal development through training and other learning activities including performance management as required.
- To complete all associated paperwork and undertake all necessary administration relating to the role.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

PERSON SPECIFICATION

| Attributes | Competency |
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| <p>Qualifications, Knowledge and Training</p> | <p>Essential</p> <ul style="list-style-type: none"> ● GCSE grade C/4 in English Language and Mathematics or equivalent Level 2 qualification in Literacy and Numeracy. ● IT literate with experience of using Arbor or other school management information systems (MIS). ● Knowledge of the factors that can impact on school attendance. ● Knowledge of strategies to improve attendance. ● A good understanding of current legislation, guidance and best practice relating to school attendance. ● Ability to undertake further training and development as required. <p>Desirable</p> <ul style="list-style-type: none"> ● Relevant administrative qualification. ● First aid knowledge/qualification. |
| <p>Experience</p> | <p>Essential</p> <ul style="list-style-type: none"> ● Experience of working with children to address attendance issues. ● Experience of managing pupil attendance data and reporting. ● Ability to identify and analyse attendance patterns and trends. ● Ability to relate to others. ● Experience of working with external agencies. ● Excellent communication skills, both verbal and written. <p>Desirable</p> <ul style="list-style-type: none"> ● A proven track record of improving attendance in an educational setting. ● Experience of leading a team. ● Experience of working alongside a school Safeguarding Team. ● Experience of home visits and working with families in the community. ● Previous care or medical experience. |
| <p>Personal Qualities and Skills</p> | <p>Essential</p> <ul style="list-style-type: none"> ● Ability to embrace the values of the school and Knowsley's Attendance Strategy. ● A commitment to inclusion and ensuring all pupils have equal access to education. ● Ability to build positive relationships with pupils, parents/carers, colleagues and other professionals. ● Patience, enthusiasm and a caring nature. ● Flexibility, adaptability and the ability to remain calm under pressure. ● Strong organisational skills and the ability to prioritise tasks effectively. |

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| | <ul style="list-style-type: none">• Ability to work effectively as part of a team and using your own initiative.• Problem-solving skills with the ability to develop and implement strategies to improve attendance.• Discretion and tact when dealing with sensitive issues.• A commitment to safeguarding and promoting the welfare of children and young people. |
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Desirable

- Full driving licence and access to a car.