



Job Title:	Attendance Manager
Grade:	LBR6, scale point 18 to 20.
Hours of work:	36 hours per week, term time only plus 5 directed days
Responsible to:	Assistant Headteacher, SLT
Date of Job Spec:	January 2022

Core Purpose

To contribute to improving school attendance by ensuring timely and accurate recording of attendance information, effective analysis and deployment of impactful interventions to improve overall attendance and punctuality in line with the school's strategic aims.

To contribute to raising achievement by improving school attendance by:

- Working with students and families, including those hard to reach, to identify the reasons impacting on the attendance of individual students and to facilitate their return or access to regular, full-time education provision
- Establishing and developing a professional service to support the school, its staff, students and parents, in raising attendance, overcoming persistent absenteeism and improving punctuality
- Advising the school on strategies to promote the regular and punctual attendance of all students. Assisting with the implementation of these strategies, analysing the effectiveness of them and reporting back to ensure that best practice is always being used.
- Ensuring robust communication of key messages with regard to attendance to all stakeholders

Liaising with a range of staff including Assistant Head Attendance, School Business Manager, SLT, Heads of Year, Teachers, and administration staff.

Attend meetings as necessary including morning briefings, INSET and relevant CPD.

Employees are expected to be courteous and always provide a welcoming environment to visitors and telephone callers.

Core duties and responsibilities

- To ensure awareness and establish the link between attendance and attainment with school staff, students and parents and work proactively to successfully establish a culture of high attendance.
- To establish the reason for non-attendance, make assessments and agree with families a plan for facilitating a return to school using appropriate strategies within specified timescales.



- Work closely with Heads of Year and other key staff to establish target groups and proactively support strategies to address attendance of these groups.
- To ensure that all registers are correctly and rigorously completed, that no missing marks or unexplained absences remain, and that correct attendance codes are entered in class registers and on the School Information Management System (SIMS). This includes identifying incomplete registers and reminding staff to complete them.
- Check registers for absentees and make first day response calls, ensuring records of all telephone calls made to parents and carers are kept. Follow up using school's messaging system. Work with parents and families, school and pupils to identify why full attendance and punctuality is not being achieved where there is a concern and report to appropriate staff.
- To work with the school's EWO or the school's Education Welfare Service to support action in relation to attendance. For example, to initiate appropriate legal action to ensure the school is carrying out its statutory responsibility in respect of students. This will include preparing statements, attending and presenting evidence or request the issuing of penalty notice fines or other legal sanctions and completion of Common Assessment Form (CAF) referrals.
- To be fully aware of and carry out all work in line with Child Protection Procedures. This may involve attending case conferences, strategy and planning meetings as well as core groups or other meetings concerning child protection cases that require input.
- To keep up to date with changes to legislation and procedures with regard to attendance and punctuality at a national and local level and be aware of best practice.
- To keep clear and concise records of all meetings and consultations and to produce reports as required, e.g. annual action plans and summaries.
- To use the school's IT systems to record, analyse and present statistical data, proactively highlighting students of concerns to Assistant Head for Attendance, SLT and other professionals and updating on progress in a timely way.
- To proactively analyse data to support attendance improvement. For example, provide regular reports on whole school attendance, including Sixth Form attendance, which effectively analyses trends across groups, cohorts and over time to support the Assistant Head for Attendance or SLT in improving attendance.
- To acquire and maintain a working knowledge of the statutory framework relating to school attendance, child employment, child protection and special needs, so as to be able to give informed advice to parents, school staff, governors and others.
- To develop and promote initiatives that raise awareness of school staff, parents and students of the importance of good school attendance.
- To attend parent evenings as required.



Other Specific Duties

- To maintain confidentiality at all times,
- To engage actively in the Performance Management Review process
- To carry out the duties in the most effective, efficient and economic manner available
- To co-operate with other colleagues to ensure a sharing and effective usage of resources to the benefit of the school, department and the students
- To contribute to the promotion of the school, contributing to the overall ethos, work and aims of the school
- To present a positive personal image and appreciate and support the role of other professionals
- To attend relevant meetings as required
- To be courteous to colleagues and students, and provide a welcoming environment to visitors and telephone callers

Training and Development

The school has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations as directed by SLT.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances.

Equality and Diversity

Caterham High School is committed to equality and values diversity. As such it is committed to fulfilling its equality duty obligations, and expects all staff and volunteers to share this commitment. The duty requires the school to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people with whom they come into contact with dignity and respect, and are entitled to expect this in return.



Safeguarding

The member of staff will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct. They will uphold, support and act upon the school Safeguarding Policies and practice ensuring they have an up-to-date knowledge of relevant safeguarding legislation and guidance in relation to working with and the protection of children and young people. Every member of staff is responsible for ensuring that the school child protection policy is adhered to and concerns are raised in accordance with this policy. They will attend Safeguarding meetings and events as appropriate and work with the Safeguarding Lead to promote strong, secure systems and development of ethos across the school.

Working ethos

Caterham High School expects all staff to work effectively as part of a team or teams, delivering high quality education and support to staff and students. As a minimum this requires dealing with people politely and tactfully, communicating with colleagues and students both formally and informally (but professionally), offering guidance and information in accordance with school guidelines, policies and procedures when requested and contributing to the maintenance of the school environment. In order to do this, staff are expected to make themselves aware of the relevant policies and procedures. All staff are required to maintain confidentiality as required.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that a post holder will carry out. Employees will be expected to comply with any reasonable request from a manager or be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

This job description will be reviewed at regular intervals and is subject to change as the needs of the school evolve.

I have read, understood and accept the above job description.

Last review date: January 2022 Next review date: January 2023

Headteacher's signature: _____ Date: _____

Postholder's signature: _____ Date: _____



PERSON SPECIFICATION

EXPERIENCE AND KNOWLEDGE	Essential	Desirable
Good standard of general education including GCSE English and Maths at grade C (Level 4) or above or equivalent	X	
NVQ 3 or equivalent qualification or experience in relevant discipline	X	
Demonstrable knowledge of attendance regulations and an understanding of the issues affecting truancy and non-school attendance		X
Knowledge of working with an EWO and external agencies such as, social care to support attendance and punctuality		X
Safeguarding Training Level 2 or above		X
Successful experience of working with young people and families	X	
SKILLS	Essential	Desirable
Excellent interpersonal skills and ability to communicate effectively both orally and in writing for a range of audiences	X	
Ability to understand and analyse statistical data to identify patterns for individuals or a cohort	X	
Expert in the use of IT systems to produce effective clear and concise reports, record and monitor outcomes for individuals and groups	X	
An excellent working knowledge of SIMs		X
Ability to establish and maintain effective working relationships at all levels whilst demonstrating a flexible approach	X	
Ability to prioritise and organise own workload, work independently and manage time effectively	X	
Ability to negotiate and build positive relationships with young people and adults	X	
Proven commitment in promoting and safeguarding the welfare of children, young and vulnerable people that you are responsible for or encounter	X	
Ability to supervise and manage the work of others, as appropriate	X	
A commitment to the school's inclusive ethos and the principles and policies of equal opportunities to deliver excellent outcomes for all	X	
Ability to maintain confidentiality and show sensitivity where required	X	
PERSONAL ATTRIBUTES		
High levels of resilience, integrity, honesty and credibility which will inspire confidence and trust from both internal and external stakeholders	X	
Ability to demonstrate flexibility and commitment to providing a high-quality service	X	
Commitment to your own personal and professional development	X	
Highly motivated, confident, 'can-do' problem solver	X	
Able to give clear instructions and guidance to others	X	
Ability to cope with stressful/conflict situations and achieve a positive outcome	X	