

Job Description

Post Title:	Attendance Co-ordinator and Intervention Lead
Location:	George Spencer Academy
Salary/Pay Range:	NJC 18-22
Hours of work:	14.5 hours per week (2 days), Term Time + 2 weeks.
Reporting to:	Assistant Director: Behaviour

Purpose of Role

- To be part of the wider inclusion team in order to improve pupil attendance, working with various stakeholders in and out of school to support the pupils and their families.
- To manage the school's attendance systems and ensure consistency of monitoring across all year groups.
- To monitor all students' attendance and ensure registers are taken for all am and pm sessions.
- To manage the use of SIMS / PARS for pastoral systems, for attendance and punctuality.
- To improve pupil attendance through systematic monitoring and interventions, including liaison with outside agencies when appropriate.
- To monitor the students' punctuality and improve punctuality by liaising with Director of Learning / PSAs.
- Closely monitor the students at risk of becoming a persistent absentee and those who are persistent absentees through the school's monitoring system.
- To plan, ensure consistent implementation and evaluate bespoke interventions for pupils whose attendance is a concern.
- Liaise with outside agencies and plan formal action for students with poor attendance that has been identified as being appropriate for possible legal action.
- To liaise with pastoral staff and conduct home visits for targeted pupils where necessary.
- Monitor and report on attendance progress, including half termly reports for SLT, and Directors of Learning.
- Ensuring school compliance with statutory requirements.

Nature and Scope

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

Main Duties and Responsibilities

Specific responsibilities include:

- Providing advice and guidance to staff and students in the area of promoting high attendance.

- Ensure high attendance for targeted students through one-to-one support for individuals.
 - Liaise with the Trust lead for data to ensure live data provided to track / monitor attendance of key groups.
 - To attend the Trust attendance hub meetings.
 - Liaise with external agencies and represent the school at meetings with such agencies where appropriate, linking to attendance and behaviour, for example, Targeted Support.
 - Liaise with the feeder primary schools to ensure a positive transition and clear communication of current / potential attendance issues.
 - Keeping knowledge and practice up to date through training and other professional development opportunities and in reaction providing training for staff as required.
 - Ensuring pupils, parents and carers understand that regular school attendance and academic attainment are linked.
 - Communicating to parents and carers that it is their legal responsibility to ensure their child's regular and punctual attendance.
 - Manage the school's attendance monitoring system including, meeting weekly with the Directors of Learning / PSAs to plan and monitor suitable interventions for identified students using the school's attendance monitoring system.
 - Oversee and hold to account the involvement of outside agencies in supporting the school with students who have poor attendance.
 - Contributing to the development of whole-school strategies to improve attendance, including interventions for key groups.
 - Maintain clear and concise records of tracking and interventions for attendance issues using Microsoft Excel / Google Sheets.
 - To monitor and oversee holiday forms and liaise with Headteacher on authorising holidays in term time, keeping clear logs of holidays being taken and appropriate contact being made with parents/carers.
 - To provide guidance and support for in-year transfers, including tours of school, liaising with previous school, liaising with parents, students settling in, friendship forming, communication with key staff (DoL, PSA, LM, Teachers, SLT), organising student file.
 - To ensure robust safeguarding procedures are followed in the event of pupils being 'missing in education'.
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- Monitor/lead the AM and PM roll call registers by using the school's monitoring system.
 - Support the Senior Leadership Team with external support for students returning from exclusion who have poor attendance.
 - To provide updates and guidance to Governors when required by the Senior Leadership Team.
 - To be an active member of the Wider Inclusion team by sharing information on identified students and working proactively on the 'Specialist Core Group'.
 - Robust and systematic interventions for poor attendance including carrying out home visits, leading meetings with parents/carers, having regular contact with parents/carers, and planning for legal action where appropriate.
 - Robust line management of attendance, including the line management of SAM (Student Attendance Monitoring with DoL).
 - To support the Directors of learning and Curriculum Leaders in using SIMS / PARS to produce reports for monitoring attendance, punctuality, behaviour, and achievements.
 - Ensure parents/carers are fully informed when dealing with students who have poor attendance.
 - Ensure parents/carers are fully informed when supporting identified students with issues linking to well-being, care and safeguarding (where appropriate).
 - Involve SLT and Governors in supporting with poor attendance for identified individuals.

- Actively present a positive image of the Trust and its activities both within and outside the school environment.
- Ensure the quality standards and performance measures applying to the role are met and facilitate continuous improvements in all aspects of the post.
- Undergo any self-development and training as necessary for success in the role.
- Carry out any duties at all times in accordance with the school duty programme.
- Incorporate the school's values and ethos when working with students and staff.
- Promote within the Trust a positive approach to safeguarding and care.
- Undertake any other responsibilities commensurate with the grade of the post, which the Executive Headteacher or their senior leader representative may from time to time require.

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
- Participate in the Trust Professional Performance Review process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post-holder may be required to carry out other duties as required by the Trust.

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Name

Signature

Date

Person Specification

	Essential	Desirable	Evidenced by A,I,T
Qualifications and experience			
Good standard of education especially with regard to literacy and numeracy skills.	Y		
GCSE Maths and English grade C or equivalent	Y		
Experience of working in a busy office	Y		
NVQ Level 3 or 4 in Administration or similar IT qualification	Y	Y	
Previous experience in an educational environment		Y	
Management of staff			
Knowledge and skills			
Ability to work calmly under pressure	Y		
Ability to communicate clearly orally and in writing	Y		
Ability to work collaboratively with others	Y		
Ability to work within school based systems and specified timelines	Y		
Working knowledge of a range of administration procedures	Y	Y	
Ability to proficiently use office computer software including word processing, spreadsheets, databases and internet systems			
SIMS management information system			
Academy procedures			
Personal qualities			
Excellent interpersonal skills with the ability to maintain strict confidentiality	Y		
A diplomatic and patient approach	Y		
Initiative and ability to prioritise own work and that of others to meet deadlines	Y		
Efficient and meticulous in organisation	Y		
Able to follow direction and work in collaboration with the leadership team	Y		
Able to work flexibly, adopt a hands on approach and respond to unplanned situations	Y		
Ability to evaluate own development needs and those of others and to address them	Y		
Commitment to the highest standards of child protection and safeguarding	Y		
Recognition of the importance of personal responsibility for health and safety	Y		
Commitment to the Trust's ethos, aims and whole community.	Y		