



WESTCOUNTRY SCHOOLS TRUST JOB DESCRIPTION

Job Title:	Attendance Manager
Location:	Callington Community College
Grade/salary:	Plymouth Grade E (SCP 15-20) - £30,024 to £32,597 per annum pro rata
Actual Grade/salary:	Plymouth Grade E (SCP 15-20) - £20,850 to £22,637 per annum
Hours:	30 hours per week, term time plus 5 INSET days
Reports to:	Assistant Principal – Attendance & Culture
Responsible for:	Attendance Administrator
Key relationships:	Attendance Administrator, Senior Attendance Champion, Senior Leadership Team (SLT), Teachers, students and their families, DSL, SENCo, Heads of Key Stage/Year (HoKs/HoY) and the inclusion team.

Job Purpose

The Attendance Manager supports the effective operation of the College and works to uphold and promote its vision and values.

To lead on the effective implementation of the WeST Attendance Process. To monitor and track student attendance data across the whole College. To liaise with colleagues when students hit thresholds for attendance intervention including arranging for letters to be sent, Supportive Attendance Meetings (SAMs) to be held and liaising with colleagues and external agencies to address concerns related to student attendance. They will respond to matters relating to student's attendance and any related safeguarding concerns on a daily basis as directed by the Senior Attendance Champion.

Duties and Responsibilities – Whole College

- At all times demonstrate and uphold WeST's core values, ensuring that behaviour, actions and decisions align with the principles that guide our work.
- Positively contribute to the College and trust's mission, vision and values.
- Actively support and contribute to developing a culture of excellence.
- Create and maintain effective working relationships by promoting a creative and collaborative working environment.
- Undergo appropriate and regular training to develop and maintain the knowledge and skills required to carry out the role.
- Be aware of and comply with policies and procedures relating to child protection, confidentiality and data protection, including keeping children safe in education (KCSIE)

Duties and Responsibilities – Attendance management

1. Oversee the application of the WeST Attendance process, proactively monitoring student attendance and ensuring that actions are promptly completed when absence triggers are hit. Hold high expectations for student attendance and communicate this to colleagues, parents and students.
2. Monitoring students who have hit an absence trigger, particularly following a SAM or other attendance meeting and reviewing any actions from the meeting to ensure these are promptly followed up on. Informing colleagues if attendance deteriorates further.
3. Arrange and hold Supportive Attendance Meetings (SAMs) with Parents/Carers and students including the completion of appropriate paperwork and individual attendance plans.
4. Oversee the recording of information relating to student absences accurately and using a range of systems. Following up absences and daily direct contact with parents/carers through a variety of communication methods. Frequent data input and maintenance of accurate records in the School Information Management System (SIMS) and CPOMS regarding communication with students, parents etc
5. Oversee the administration of letters and the completion of relevant information for these correspondences.
6. Produce paperwork and gather evidence for penalty notice fines. Keep efficient records and collection of evidence for court hearings relating to this.
7. Monitoring and tracking of students at Alternative Provisions and accurately completing the Alternative provision tracker for the College and notifying the Trust.
8. Produce and accurately record all written correspondence as per the WeST attendance policy.
9. Notify the Senior Attendance Champion, SLT, HOKs/HoY, Inclusion team and Tutors of any relevant information derived from the calls, emails etc
10. Oversee communication to parents/carers via School comms of absent students with no reason provided as early as possible (by 10:00am) and deal with all queries received from stakeholders
11. Regularly contact parents on the telephone with empathy and professionalism on all attendance matters. This includes Day 1 Absence phone calls and will involve challenging parents on their child's attendance in a professional and sensitive manner.
12. Liaise with HoKs/HOY/On Call regarding any students found to be truanting
13. Complete Child Missing Education (CME) and Child Missing Out on Education (CMOOE) forms and submit to the Local Authority (LA).
14. Monitor Reduced timetables (RTTs) half-termly and ensure that all relevant paperwork has been completed and sent to the Local Authority and Trust alongside updating the Reduced timetable/AP tracker.
15. Monitor lesson monitor throughout the day particularly Tutor time and lesson 4 which are the statutory registration periods and liaise with reception staff who monitor "red buttons" to identify missing students and notify On Call
16. Daily communication with staff at all levels and parents on aspects related to attendance and punctuality keeping an up-to-date record as appropriate
17. Provide attendance data as required to key stakeholders e.g. HoKs/HoY – references for students who have left College. When requested to do so, obtain reports from both SIMS and CPOMS for the appropriate member of the staff
18. Provide attendance certificates and complete Supportive Attendance Meeting paperwork as requested by the attendance team. Attend SAM meetings to take minutes where required.
19. Liaise with safeguarding staff – HoKS/HoY/Inclusion team to hand over relevant information for their action such as reintegration meetings, PEPs, strategy meetings.
20. Strive to continue to improve current systems in place by forming good working relationships with Attendance Officers in the MAT

21. Work with the Senior Attendance lead, HoKs, HoY and inclusion team to identify students at risk of persistence absence. Assist in investigating potential safeguarding issues and support families to improve student attendance
22. Good knowledge of the attendance, inclusion and welfare policies from Cornwall Council. Under the guidance of the appropriate Colleagues, ensure effective links and communication with external agencies are in place
23. Ensure comprehensive administrative and clerical support to the Attendance Team is provided, including the production of written correspondence and other documents. This includes, but is not limited to, Attendance letters, penalty notices and CPOMS entries with regard attendance from a variety of sources.
24. Provide proactive support within the Attendance team on a daily basis.
25. When requested to do so, prepare and collate data for the College self-evaluation process.
26. Produce daily absence data reports for the Senior Leadership and Inclusion teams.
27. Complete any Elective Home Education (EHE) paperwork and submit to LA
28. Accompany members of SLT and the Inclusion team on home visits where required.
29. Attend Students of Concern and High Needs meetings once a week to share attendance information on key students and liaise with colleagues to put effective support in place.
30. Liaise with the Trust EWO team and colleagues to share good practice and develop our attendance processes by learning from others.

General

1. To act in accordance with, and actively promote, all Trust policies, including Safeguarding, Health and Safety and Equality & Diversity.
2. To participate in Continuing Professional Development (CPD relevant to the role and to engage in Performance Development Reviews (PDRs).
3. Preparing and contributing to Trust wide development by sharing best practice and delivering/receiving professional feedback.
4. To retain confidentiality and maintain data and/or files in accordance with Trust policies for data governance, as appropriate for the role.
5. To support with general administrative duties across the College as directed by your line manager.
6. To provide first aid to students and staff as required (appropriate training will be provided).

This job description provides a general reflection of the main duties and responsibilities of the post at the date of production. You may be expected to take on other reasonable activities deemed to be within the character of the post to assist in efficient service delivery. The duties may change over time as requirements and circumstances evolve without changing the general character of the post or level of responsibility.

Signed

Date

Signed Principal

Date



PERSON SPECIFICATION

E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
VALUES-BASED BEHAVIOURS - It is important to us that your values align with ours:			
Compassion:			
Recognising need in others and acting with positive intention to promote well-being and improve outcomes	X		X
Aspiration:			
Works to high expectations, modelling the delivery of high-quality outcomes	X		X
Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence	X		X
Integrity:			
Acting always in the interests of children and young people,	X		X
Acting with a consistent and uncompromising adherence to strong moral and ethical principles	X		X
Communicating with transparency and respect, creating a working environment based on trust and honesty	X		X
Collaboration:			
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others	X		X
QUALIFICATIONS:			
GCSE in English and Mathematics Grade A* - C (or equivalent)	E	X	X
Good standard of education (preferably to Degree Level)	D	X	X
Other relevant and related qualifications, for example, counselling, emotional logic, mental health, self-harm, suicide prevention, first aid	D	X	X
Level 3 Child Protection and Safeguarding (training will be provided if qualification is not held)	D	X	X

EXPERIENCE:			
Experience of working in an environment supporting children and young people (voluntary or paid)	E	X	X
Experience of working in a school environment (primary or secondary)	D	X	X
Experience of communicating effectively with parents/carers effectively and other stakeholders	D	X	X
Experience of promoting high standards and expectations	D	X	X
Experience of multi-agency meetings and outside agency liaisons	D	X	X
KNOWLEDGE, SKILLS AND ABILITIES:			
Excellent interpersonal skills	E	X	X
Can work independently or as part of a team.	E	X	X
Excellent organisational skills to meet deadlines and manage workload of self and others.	E	X	X
Excellent ICT skills and the ability to apply these to educational management.	E	X	X
Excellent practitioner	E	X	X
PERSONAL CHARACTER (Qualities and Abilities)			
Is a champion for children, caring, child centred, approachable.	E	X	X
Excellent communication skills, confident and motivational public speaker.	E	X	X
Good sense of humour, resilient and flexible.	E	X	X
Creative and imaginative thinker, able to anticipate problems and find solutions.	E	X	X
Able to gain respect of students, parents, staff and governors. Has energy, enthusiasm and optimism.	E	X	X
FURTHER REQUIREMENTS:			
An awareness, understanding and commitment to the protection and safeguarding of children and young people.	D	X	X
Cares deeply about the success of every child and every member of staff.	E	X	X
Committed to continuous personal and school improvement.	E	X	X
Have high expectations of self and others and provide a role model for students and staff.	E	X	X