



Astrea Academy Trust

LEARN, THRIVE, SUCCEED

Role Profile

Attendance
Manager

Astrea Academy
Dearne

ROLE SPECIFICATION

Academy / Department	Astrea Academy Dearne
Post title	Attendance Manager
Responsible to	Assistant Principal
Full time Salary	£37,501 - £41,225
Pro-Rata Actual Salary	£34,321 - £37,729
Working Pattern	41 weeks per year (Term time plus 2 weeks)
Working Hours	8am – 4pm Monday to Thursday. 8am – 3.30pm Friday
Line Management Responsibility	Yes

ROLE SUMMARY

The Attendance Manager, under the direction of the Senior Leader responsible for Attendance, is required to oversee the effective application of government policy on children's attendance at school. Using present intervention and where necessary adapt and/or create practices to assist children maintaining both a good level of attendance.

KEY DUTIES & RESPONSIBILITIES

- ★* Monitor and analyse scholar attendance and engagement across all years, taking appropriate action where necessary
- ★* Work with scholars and their families to address scholar attendance issues, liaising with other relevant parties where needed and providing accurate attendance information on a regular basis
- ★* Interrogate the academy's attendance records to ascertain levels of intervention necessary to achieve good attendance rates, using local authority letter system
- ★* Ensure the smooth operations of admissions and leavers
- ★* Ensure attendance records are updated with details of actions taken
- ★* Meet regularly and lead meetings with Year Leaders to review attendance and agree action plans to address concerns
- ★* Role model and lead a professional and customer focussed support function throughout the academy, adjusting focus to suit changing needs and priorities whilst maintaining high standards of work at all times
- ★* Attend CIN / CP / TAF meetings if attendance is also a concern and work closely with district teams
- ★* Maintain a diary for Parent Contact Meetings maintaining it to accommodate parents as much as reasonably possible
- ★* Chair and lead the Parent Contact Meetings and set targets for review
- ★* Make regular home visits to properties and report concerns
- ★* Interview scholars who have attendance difficulties
- ★* Meet with the Local Authority Attendance Officer termly and respond to enquiries from parents and other stakeholders in regard to attendance
- ★* Complete EHAs and lead on cases whilst supporting external agencies
- ★* Attend regular professional support group meetings to share data and concerns regarding specific scholars
- ★* Manage and apply for Penalty Notices and/or prosecution for unauthorised and

- poor attendance
- ★* Control requests for term time absence, issuing penalty notices for unauthorised term time leave where applicable
- ★* Control and be responsible for Penalty Notices for punctuality and/or if a scholar is seen in a public place whilst excluded from school
- ★* Produce investigation plans and documents for evidence to be used in a court of law, as required
- ★* Ensure accuracy of attendance data, including for scholars educated by external provision
- ★* Generate weekly attendance reports, or more frequently if required
- ★* Produce reports and analysis on trends and patterns for the Senior Leadership Team
- ★* Develop and lead strategies to promote good attendance with rewards, linked to an internal house system (if applicable)
- ★* Examine key areas of data such as SEN and Pupil Premium, identify targets and set improvement plans
- ★* Monitor and review vulnerable groups to ensure the gap between them and non-disadvantaged scholars is constantly kept under review
- ★* As an Astrea Academy Trust people manager, your primary role is to ensure that the objectives of the department and organisation are met through the effective leadership and management of your team. Typical areas of responsibility include: people related tasks such as interviewing and selection, induction and probation, recognition, motivation and engagement, performance management and appraisal, training, coaching and staff development and management of employee relations issues, such as disciplinary, grievances, managing sickness absence and employee wellbeing.
- ★* All employees are required to meet the expected level of performance necessary for undertaking their role, whilst demonstrating positive behaviours in line with Astrea Academy Trust Values
- ★* Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all employees to share this commitment
- ★* All employees are required to comply with all Astrea Academy Trust statutory and school policies and act in accordance with them as necessary
- ★* All employees are required to demonstrate a continued commitment to professional development and undertake all relevant mandatory training associated with their role
- ★* This list of key responsibilities is not intended to be exhaustive and is a general outline of the typical duties and responsibilities expected to be carried out whilst accepting that these may vary.

PERSON SPECIFICATION

	Essential	Desirable
Education and Training		
GCSEs (or equivalent) in English and Maths (Grades C/4 or above)	•	
Level 3 qualification in a relevant subject or a	•	

willingness to work towards		
Access to a car with full driving license (with Business Cover Car Insurance)	•	
Experience		
Experience Working with Children or Young People	•	
Working in a school environment, ideally with a background in managing attendance	•	
Understanding of statutory requirements relating to attendance	•	
Leading strategies to raise attendance and reduce persistent absence		•
Preparing and coordinating cases for court action in relation to school non-attendance		•
Processing, preparation and issuing of statutory Penalty Notices (PNs)		•
Managing in-year admissions and leavers		•
Professional Skills		
Excellent organisational skills to enable planning, prioritising and delivering of work to tight deadlines	•	
Ability to work with a variety of stakeholders including staff, pupils and parents/carers	•	
A self-starter and able to use own initiative	•	
Ability to analyse situations and possible outcomes to establish the most effective course of action	•	
High levels of resilience, integrity, honesty and credibility which will inspire confidence and trust from both internal and external stakeholders	•	
Flexible approach to work	•	
Excellent written and oral communication, networking and interpersonal skills with a friendly disposition and ability to apply sensitivity	•	
Personal Qualities		
Confident, enthusiastic and motivated with a passion for education	•	
Commitment to self-development and continual improvement	•	
Strong relationship building skills with the ability to work as part of a team understanding Trust roles and responsibilities and own position within these	•	
Commitment to Diversity, Equality and Inclusion	•	
High levels of resilience and emotional maturity	•	
Inquisitive nature with sound problem solving skills, judgement and initiative	•	
Can-do attitude and solution focused approach with an ability to manage expectations	•	
Able to adapt to changing circumstances and new ideas	•	

High level of integrity with an ability to self-evaluate and reflect	•	
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GENERAL RESPONSIBILITIES

- ★* Contribute to the overall aims of the Trust and Academy Improvement Plans.
- ★* Commitment to continual learning and development of skills.
- ★* Behave in a manner that is professional, friendly and fair demonstrating and role modelling politeness and respectfulness.
- ★* Demonstrate an excellent record of attendance and punctuality.
- ★* Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Keeping Children Safe in Education (KCSIE 2024)
 - Child Protection and Safeguarding Policy
- ★* Work cooperatively as part of the Trust wide staff team.
- ★* This role profile is not exhaustive and undertaking other duties may be required.

THIRD PARTY CHECK

Is this role subject to the following checks?

Disclosure Barring Service Enhanced Check (DBS)	Yes
Section 128 (S128) check	No
Is this role a Senior Leadership Role with management responsibility for the academy?	

APPLICATION PROCESS

Due to the Education sector requirements and that we must comply with Keeping Children Safe in Education (KCSIE) an application form must be completed. We are unable to accept a CV as form of application. We recognise that our application forms are comprehensive. If you have any difficulties completing, please do contact recruitment@astreaacademytrust.org