



Job Title: Assistant Learning Manager/Attendance Support Officer	Post No:	Grade: HC5 equivalent
Organisational information: Responsible to: Headteacher Professionally responsible to: <i>Senior Learning Manager</i> Responsible for: N/A Key relationships/Functional links with: <i>Internal:</i> Headteacher, Senior Leadership Team, Faculty Heads <i>External:</i> Local authority relevant departments; social care; police		
Main Purpose of Job: <ul style="list-style-type: none">• To carry out necessary checks and procedures regarding students' regular attendance at school and to assist in identifying any relevant issues, including safeguarding concerns.• To liaise with the Deputy Head regarding those children not attending school regularly and to develop appropriate intervention strategies to improve attendance.• To be part of a team providing support to students (and their families) to access education consistently and aim for 95% + attendance• To assist the Learning Manager with their role as required		
Main Responsibilities / Accountabilities The job holder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation. Attendance <ul style="list-style-type: none">• To work in partnership with the school and Head Teacher in order to promote good attendance and to disseminate and encourage good practice.		

- To ensure that at the earliest opportunity children and young people and families receive swift and easy access to support and advice when they have emerging additional needs, by working with colleagues in school and with external professionals where necessary including being part of an Early Help Team around the family
- To work with Learning Managers to ensure the EHA process is integrated and actively promoted as the preferred tool to provide holistic support to meet the needs of children, young people and families.
- To liaise with the Attendance officer and Deputy Head regarding the potential legal process to be taken against parent/s/carers in relation to their child's non-attendance at school
- To support the administrative work completed by the Learning Managers needed for safeguarding and attendance systems (eg MyConcern, SIMS, EXCEL) and to maintain a consistent approach.

Assistant Learning Manager

- Assist the Learning Manager to work with staff and students to ensure positive attitudes to learning and safe and respectful behaviour around the school.
- Work with parents/carers and families to secure positive family support and involvement with the support of the Learning Manager.
- Carry out relevant administrative tasks as guided by the Learning Manager, e.g. preparation of action plans, record visits, incidents and issues; prepare reports as required, working within agreed systems of confidentiality, communication and accountability.

Job Activities

Attendance

- To make regular and consistent checks on students' attendance and welfare matters, including consulting with the Attendance officer on cases of irregular attendance, giving advice and support on matters related to the attendance of the student.
- To ensure that attendance processes and systems are embedded as part of the school day and in a timely manner. Checking registers to make sure that student absence is recorded correctly and registers are submitted by staff. Preparing a list of absentees which can be discussed and followed up.
- Making first day and third day calling and some welfare calls for longer illness, communication with parents/carers about their child's absence and attendance.
- To complete administration tasks such as writing letters, completing reports for tracking and monitoring, and creating information that promotes positive attendance
- To complete reports and provide data for SLT and Directors when requested.
- To work with the DHT and Learning Managers on a range of interventions to improve attendance, including Attendance panels and accompanied home visits.

- To support the attendance tracking and monitoring of particular students who have longer absence due to ill health or specific circumstances and who may also be accessing education with external agencies (Hospital school, off-site learning, part time timetables)
- To ensure that attendance information is kept up to date and files are kept confidential
- To advise and assist parents/carers and students to reduce students' absenteeism, including supporting students where appropriate, and to provide liaison between students, and/or parents/carers, including assisting in identifying any issues, including safeguarding concerns, of which a student's irregular school attendance may be a symptom.
- To liaise with the Deputy Head in relation to the preparation of warning notices and summonses for prosecution of parents for their child's non-attendance at school, as required in the appropriate sections of the Education Act 1996, the Children and Young People Act 1969, the Children Act 1989, the Education Act 1993.
- To ensure, with the Headteacher and Attendance officer that appropriate follow-up action is taken in response to any court direction.

Assistant Learning Manager

- Assist with the development of work with staff, students and families within a whole school framework that supports the ethos of the school and follows school routines and procedures.
- Undertake training where needed.
- Meet regularly with other staff including Learning Manager, Senior Learning & Student Services Manager, Deputy Heads and SENCO
- Make time for focused and reflective interventions with students and families with the support of the Learning Manager.
- Assist in the drawing up of clear criteria for intervention work.
- Maintain confidential and secure record keeping procedures.
- Disseminate information as required, sharing clear targets which are simple, measurable, achievable, realistic and time specific.
- Attend staff Meetings, parents' evenings and other events as appropriate.
- Become involved in student transition between schools and across phases.
- Develop positive multi-agency links and liaison.
- Make home visits occasionally with the Learning Manager or Senior Learning Manager, if necessary.
- Give one-to-one individual support as required.
- Be available to supervise students at lunch time.
- Assist the Learning Manager to work with individuals, pairs or small groups of students.
- Contribute to Literacy and Numeracy with the support of the Learning Manager.
- Other activities as agreed with the Learning Managers/Senior Learning Managers.

Personal Specification		
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All candidates will be considered on their ability to meet the requirements of the person specification	Essential criteria	Method of Assessment*
Experience	<p>Experience of managing cases in a work load managed system.</p> <p>Have an understanding of the role of the Attendance officer</p> <p>Have an understanding of schools and current issues regarding attendance.</p> <p>Have an understanding of relevant legislation and issues that can impact on students attendance and progress in school</p> <p>Have an understanding of the importance of safeguarding and the relevant legislation as it applies to schools.</p> <p>Experience of creating reports and monitoring data on SIMS</p> <p>Experience of working with children and young people in a post of trust and responsibility</p> <p>Experience of working in a family support role / the EHA process</p> <p>Understanding and experience of social, emotional and mental health issues in teenagers</p>	AF, I
Skills and Abilities	<p>A positive belief in the limitless potential of young people, shown through compassion, empathy, resilience, determination and perseverance</p> <p>An excellent and confident communicator with staff, students, parents and outside agencies</p> <p>Commands the respect of staff and students</p> <p>Ability to plan, monitor, evaluate and review</p> <p>A team player with effective leadership and management skills</p>	I

	<p>Excellent time manager; able to be flexible and adaptable and meet deadlines</p> <p>Data and admin competent, with good literacy and numeracy skills</p> <p>Commitment to the highest possible academic, social and emotional standards for students</p> <p>Non-judgemental solution-focused approach to problem solving and dealing with challenging students; ability to de-escalate effectively</p> <p>High expectations and a commitment to inclusive education including creating an environment for individual contribution and achievement and equality of opportunity</p> <p>The ability to work under pressure, retain a sense of perspective and maintain a good sense of humour, together with common sense!</p>	
Qualifications and Training	A level standard or equivalent or appropriate qualification.	AF
Other Factors	This role may involve some safeguarding and visits to homes (never undertaken alone)	I DBS check

All staff are;

- Accountable for their work and should ensure that work output and quality is of the highest quality and in accordance, where appropriate, with current regulations/legislation/School/Academy standards, policies and procedures.
- Responsible for their own continuous self-development in order to enhance their own performance and expected to undertake relevant training and development.