

Attendance Learning Manager – Job Description

Job Title: Attendance Learning Manager	Post No:	Grade: HC06
<p>Organisational information:</p> <p>Responsible to: Operational Safeguarding Officer</p> <p>Professionally responsible to: Operational Safeguarding Officer</p> <p>Responsible for: N/A</p> <p>Key relationships/Functional links with:</p> <p><i>Internal:</i> Headteacher, Senior Leadership Team, Head of Key Stage, Faculty Heads, DSL, SENDCo, Safeguarding Team.</p> <p><i>External:</i> External agencies, parents, carers, children and young people, health services, Herefordshire Local Authority</p>		
<p>Main Purpose of Job:</p> <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 be part of The Safeguarding Team, providing support to students with emotionally based school avoidance (EBSA) and their families to access education consistently and aim for 95% + attendance. • To be the contact point for school absences ensuring that registers are completed correctly and updated throughout the day. • To ensure those who have been out of education due to exclusions, school changes, school avoidance or through attending offsite provision are integrated back into the school environment and supported with their ongoing progress. 		
<p>Main Responsibilities / Accountabilities/Activities:</p> <p>The job holder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation.</p> <ul style="list-style-type: none"> • To work in partnership with the school and Head Teacher to promote good attendance and to disseminate and encourage good practice. 		

- To liaise with The Safeguarding Team and SLT with responsibility for attendance 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 Student Service Support team that may be needed for safeguarding and attendance systems eg MyConcern, Arbor, TEAMS.
- To make regular and consistent checks on students' attendance and welfare matters, including consulting with the Safeguarding Team 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. Referring any attendance concerns to the Student Service Support Team
- 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 the DSL/SENDCo, SLT and Directors when requested.
- To attend termly meetings with LA Attendance and Engagement Team and completing Inclusion and Engagement Referrals as per LA requirements.
- To work with the SLT lead for attendance to arrange and deliver attendance panels.
- To complete accompanied home visits for those who are not attending school.
- To ensure that attendance information is kept up to date and files are kept confidential.
- To liaise with the SLT lead for attendance 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 SLT lead for attendance that appropriate follow-up action is taken in response to any court direction.
- To liaise with SLT, Local authority and parents to ensure that Elective Home Education information is shared appropriately, and all relevant paperwork is completed and submitted in a timely manner.
- To maintain and monitor up to date records of student attendance, EHE and focus groups.
- To ensure that a weekly agenda is available for attendance meetings and that records of the meeting are kept.
- To ensure that students safeguarding and attendance files are received for new students and forwarded to other education providers when students leave the school within the required time frames.
- To support with integrating new starters into Fairfield High School.
- To support with the organisation of students who are attending offsite provision including organising referrals, tracking and monitoring progress and supporting with integration back into school when this is complete.
- To support the Head of Key Stage with integrating students back into school following an external suspensions.
- To lead meetings with parents and carers of students who have low attendance.
- To run interventions with students who have EBSA.

Name: _____

Sign: _____

Date: _____

Personal Specification		
Job Title: Attendance support Officer	Post No: Support Officer	Grade: HC5 equivalent
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

<p>Skills and Abilities</p>	<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> <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>	<p>1</p>
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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.