

CORNWALL COUNCIL

School Based

JOB DESCRIPTION

Job Title:	Assistant Attendance Manager
Grade:	F
Hours:	2 days per week (term time only)
Responsible to:	Attendance Manager/ Headteacher/Assistant Headteacher (Inclusion)
Direct supervisory responsibility for:	N/A
Important functional relationships:	<u>Internal:</u> Attendance Manager, Headteacher, Heads of Departments/school management team, pastoral support teams, SENDCos. <u>External:</u> School Governors, LA officers and advisers, Education Welfare Officers, parents, Careers South West and other relevant support agencies.

Main Purpose of Job

To implement the school's policies, procedures and working practices relating to the support and management of pupils' attendance at school. To be responsible for the administration and tracking of attendance, and facilitating support programmes to address attendance problems. The role is based at Liskeard School, but will involve supporting local primaries within south-east Cornwall.

Duties and Responsibilities

1. To administrate the attendance systems and procedures for students in accordance with school, LA, audit and DfE requirements and guidelines, analysing daily findings and reporting on trends and patterns.
2. To implement policies on attendance in partnership with the school's senior leadership team.
3. To maintain an analysis of a range of school records and data relating to pupil attendance records.
4. To communicate and advise schools of the procedures and rules necessary for the correct functioning of the attendance system.
5. Work in partnership with the Leadership Team to set targets and evaluate the success of support initiatives with regard to school attendance problems.
6. To liaise with the school receptionist regarding attendance information and absences; to work with the school's SENDCo and external agencies to monitor and evaluate attendance and punctuality data and to promote, review and monitor success of the school policies and initiatives to improve the attendance and punctuality of students where this is of concern.

7. To be responsible for the co-ordination of reports and publications, as required by the Headteacher, LA departments and DfE.
8. To ensure the utmost confidentiality with regards to all pupil and attendance data and information.
9. To network with internal and external health/support agencies, as required. To liaise with a range of health and support agencies with a view to seeking advice and support on behalf of students with specific concerns which may affect their attendance at school, under the direction of a member of the school senior leadership team.
10. To communicate and advise staff both formally and informally of the procedures and rules necessary for the correct functioning of the attendance system and address year groups when necessary.
11. To inform parents/guardians of absent students and to draft and send out the appropriate correspondence to parents/guardians regarding meetings over the non-attendance of pupils.
12. To work with the school management team, the SENDCo, teaching staff and the relevant LA advisers so as to contribute to the review and development of school policies and processes relating to attendance management, ensuring adherence to DfE guidelines and consideration of the success of the school's existing policies and processes.
13. To offer support to students, as requested, by individuals or where there are concerns for a student's wellbeing in order to identify underlying issues affecting students' attendance, and to pass on information to parents and members of the pastoral team, as appropriate, and in accordance with the school's pastoral policies and procedures.
14. To arrange support for families/pupils, as appropriate. To provide guidance on behavior management to staff as required with a view to facilitating students' return to the mainstream curriculum.
15. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the school's Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
16. To be responsible for your own continuing self-development, undertaking training as appropriate.
17. To work with primary colleagues to undertake home visits, as required, to support student attendance.
18. To prepare case files to support any legal action necessary in respect of student attendance.
19. To undertake other duties appropriate to the grading of the post, as required.

CORNWALL COUNCIL PERSON SPECIFICATION

Job Title: Assistant Attendance Manager

Department: School-based

Attributes	Essential	Desirable	How Identified
Relevant Experience	Minimum of 2 years' experience of working with children and young people.	Previous experience of supervising groups of staff in a school environment with disaffected children. Experience in a role in school.	Application form Interview
Education and Training	Attainment of 'A' level qualifications or equivalent (as an alternative to qualifications, be able to demonstrate equivalent skills through work experience). Attainment of GCSEs in Maths and English.		Application form
Special Knowledge and Skills	Communication skills. Organisational skills. ICT skills.	Mentoring and counselling skills. Knowledge of career pathways post-16.	Interview
Any additional factors	Self-motivated. Ability to attend/work at various locations throughout south-east Cornwall. Ability to work in a team. Ability to work alone and in various settings outside school. Flexible approach to working hours. Patient & friendly approach. Acceptance of different attitudes, willingness to work with children and young people. Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people		Interview