

## Great Academy Ashton JOB DESCRIPTION

<b>Post:</b>	<b>Attendance Manager</b>
<b>Reporting to:</b>	Assistant Principal (Attendance & Engagement)
<b>Salary Scale:</b>	Band 8
<b>Salary Range:</b>	£30,825-£33,024 (Pro-rata) Term Time Only + 3 days
<b>Academy Type:</b>	The Academy is a publicly funded independent secondary Academy for pupils aged 11 – 16.

### JOB PURPOSE

To monitor and manage pupil attendance across the academy complying with legal obligations, and to work with other key staff to ensure pupil attendance is raised.

### KEY RESPONSIBILITIES

- To liaise with staff and work with pupils and their families ensuring the welfare, progress and attendance of the pupils.
- To complete returns on attendance for the SLT and external agencies.
- To be responsible for coordinating Form Tutors by arranging meetings to ensure that attendance information held by the Academy is accurate and up-to-date.
- To co-ordinate the work of the Academy's Education Welfare Service when allocating referrals and reports.
- To ensure that all pupils /parents/staff receive up-to-date information on levels of attendance and take appropriate action.
- To ensure that effective communication is made between Academy, home and external agencies.
- To ensure pupils have every opportunity to raise their level of achievement, through monitoring attendance levels, especially those deemed at risk/vulnerable and taking appropriate actions to ensure that barriers are removed.
- To ensure that the actual attendance reflects that which is recorded on the Academy register.
- To implement initiatives to improve attendance as outlined by Academy policy.
- To play a pivotal role in ensuring that the Academy does everything it possibly can to meet or surpass Academy targets on attendance.
- To guide the Academy Leadership Team as to how effective and appropriate the strategies are which the Academy uses to maintain high standards of attendance, punctuality and Inclusion
- To work with parents who have been placed on the Fast Track Prosecutions programme, with the clear aim of either improving the pupil's attendance level, or providing evidence for the prosecution of the parents in the Magistrates Court.
- To work with families whose children are on the roll of Great Academy Ashton, who have an unacceptably poor record of attendance, in order to provide evidence for the EWO to seek prosecution of the parents in the Magistrates Court.

- To liaise with parents to formulate strategies which enable them to ensure their child attends school on a regular basis, as a means of avoiding prosecution as outlined above.
- To liaise with Form Tutors, Subject Leaders and Heads of Year in order to monitor the attendance of pupils from targeted families
- To maintain accurate records on all allocated cases, and produce written, in-depth reports as required for attendance panels/reviews/PSP reports.
- To be aware of and implement the Authority's policy with regard to children at risk of abuse.
- Work at all times with current guidelines regarding Child Protection.
- To support pupils who have been identified as being at risk.
- To monitor and review the attendance of those pupils who are marked as "educated off site"
- Access appropriate information about young people to identify their needs and abilities.
- Maintain records to allow the progress of individual young people to be monitored.
- Preparing documentation for appropriate Governors panels, pupil reviews, case conferences, court reports and references.
- Ensure that all staff are kept up-to-date with information or changes regarding pupil attendance.

## **LINE MANAGEMENT RESPONSIBILITIES**

To take line management responsibility for the following staff:

- Attendance Officers
- Education Welfare Officer
- Attendance Admin Officer

This will include the following responsibilities:

- Conduct performance reviews and appraisals in accordance with Academy policy
- Manage a caseload of staff, taking responsibility for attendance management and performance management of this team
- Participate in the recruitment and selection of new staff to the team
- Hold regular line management meetings.

## **OTHER DUTIES AND RESPONSIBILITIES (Generic to all posts)**

- To promote Great Academy Ashton as an inclusive institution which celebrates diversity and engages all learners and staff.
- To support the ethos of the Great Academies Education Trust
- To comply with all relevant Academy policies and procedures, including those relating to Health and Safety
- To actively participate in relevant Academy processes including appraisal
- To undertake relevant CPD as agreed with line manager and to attend relevant meetings
- To support the Academy links with the community

This post is subject to the enhanced level of Disclosure