

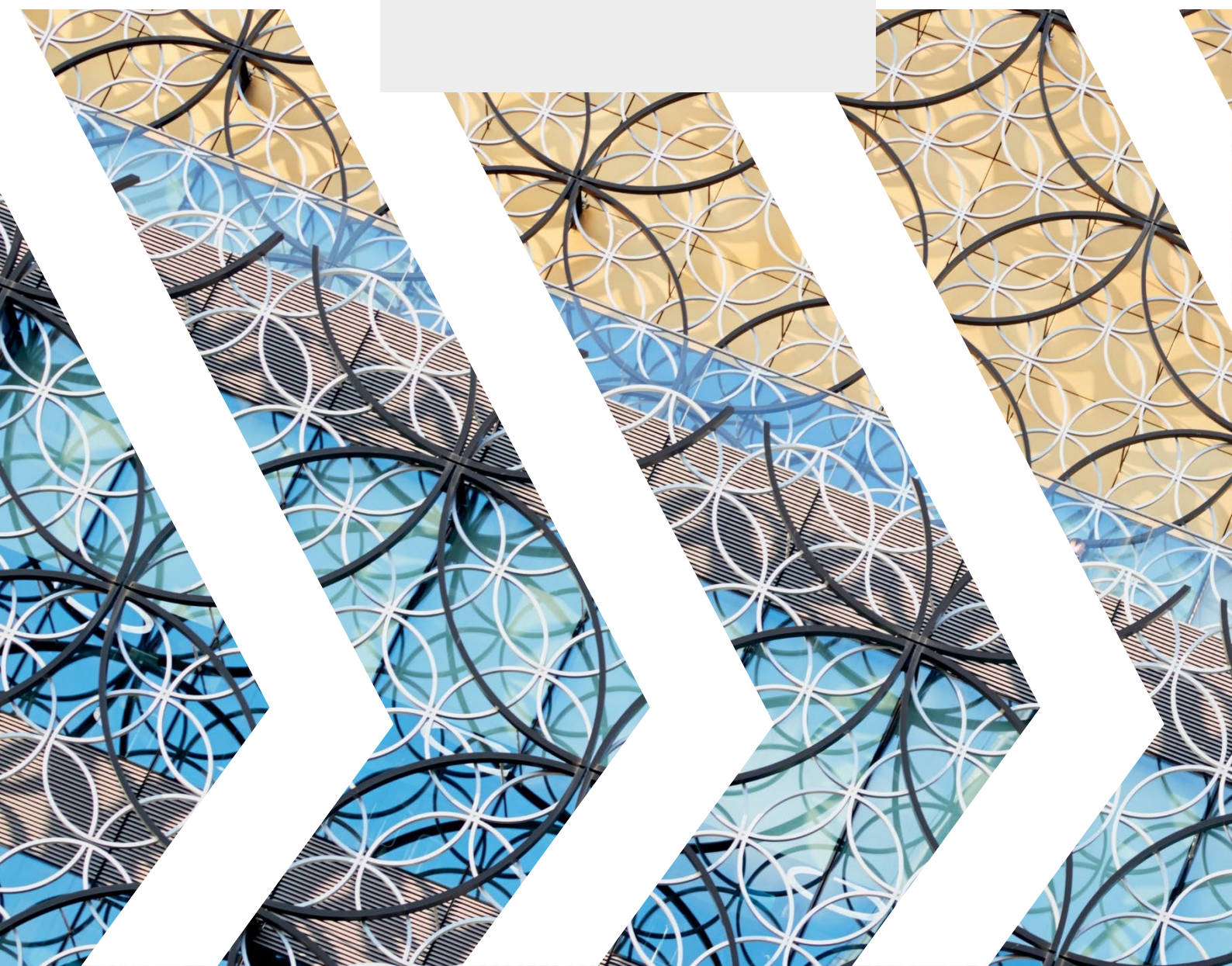


**FAIRFAX**  
MULTI-ACADEMY TRUST



**Attendance Manager**

**JOB DESCRIPTION**



## **JOB DESCRIPTION**

### **ATTENDANCE MANAGER**

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To be responsible to the Vice / Assistant Principal for leading the work of the academy attendance team.

This job description lists the major duties and requirements of the job and is not all-inclusive. The post holder may be expected to perform other duties under the direction of the Principal and Vice Principal than those contained in this document and may be required to have specific job-related knowledge and skills.

## **JOB PURPOSE**

To improve attendance by building solid links between families and the Academy to ensure parents are empowered to ensure their child attend school consistently

To lead attendance and act as a Family Liaison/ Support worker with the ability to effectively carry out the outreach work with families and children in a non-threatening, collaborative way to build the relationship between home and school.

Will be able to carry out some of the time-consuming gradual work to support "Emotional Based School Avoidance" that sits outside the legal process.

## **MAJOR DUTIES AND REQUIREMENTS SPECIFIC TO THE POST**

- Carry out all the attendance tracking, data analysis, home visits, administer the ELIT processes, information evenings etc.
- Lead on whole school campaigns with staff and quality assuring the effectiveness of these campaigns.
- Ensure the signposting of the importance of attendance is visible across the school and on the agenda of every meeting.
- Liaise with families and establish an integration plan/ action plan for targeted students to improve attendance in light of any push/pull factors identified.
- Liaise with the wider Pastoral team ensuring any pastoral support agreed in any integration plan is actioned and its effectiveness monitored.
- SEND TAs to support teachers in lessons to help find ways to fill in any learning gaps that any low attendance may have created for students with low attendance
- Maintain overall responsibility for managing the attendance team and quality assure their work
- Liaise with Safeguarding and Pastoral staff

- Notify Tutors/ Learning Mentors /Pastoral Staff of any 'delicate' information derived from attendance calls either by e-mail or telephone
- Administer 'Truancy Call' system as early as possible and deal with all queries that derive from it
- Contact parents when students are found to be truanting and liaise with Head of Year, Deputy Head of Year and Assistant Principal to initialise next step for reprimand.
- Attend weekly meeting with Education Welfare Office to review active case referral and carry out home visits
- Ensure that attendance panels are run efficiently and effectively
- Support the academy and produce the legal paperwork for the LA for fixed penalty notices in relation to term-time absences
- Analyse attendance statistics, e.g. end of term and end of year attendance, for information for Pastoral Leaders and Education Welfare Service
- With Senior Leadership Team, set targets and plans for attendance and evaluate them
- Attend weekly meeting with Pastoral Leaders to discuss attendance concerns and safeguarding concerns arising from attendance
- Working with the Safeguarding Officer, Pastoral Leaders and Assistant Principal to identify students at risk of Persistent Absence, to assist in investigating potential safeguarding issues and to support families to improve student attendance
- Be responsible for all external communication with parents, managing and maintaining the school's parental communication software

## GENERAL

- Promote and safeguard the welfare of students you come into contact with
- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and adhere to all Trust and Academy level policies and procedures and comply with their contents; raising any concerns in a timely manner
- Be aware of, support and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training, other learning activities and performance development as required
- Engage actively in the performance review process
- Perform any other such duties as the Head of Academy and Deputy/ Assistant Head of Academy may from time to time determine

This job description allocates core initial duties and responsibilities and will be reviewed periodically and when appropriate. It is therefore not necessarily a comprehensive definition and may be subject to change or modification at any time after consultation.

I have read and accept this job description

**Signature:**

**Print Name:**

**Date:**



ENRICHING **LIVES;** TRANSFORMING FUTURES

**EXCELLENCE.**

DEDICATION.

**AMBITION.**

INTEGRITY.

**TRADITION.**