

**Job Title:** Attendance Manager/Education Welfare Officer

**Reporting to:** Vice Principal, Deep Support

**Grade:** 7

**Responsible for:** Attendance Assistant and Attendance Officer

**Overall purpose of the post:**

To lead the academy attendant team in providing operational and administrative support to promote whole school attendance strategies to improve attendance and reduce persistent absence.

To support parents/carers to improve their children's attendance thereby improving their access to learning, enabling all children and young people to maximise their educational opportunities.

**Main Duties and Responsibilities:**

- Apply the academy attendance and punctuality policy;
- To assist in meeting agreed targets and outcomes in the academy;
- To identify those children in need of support by reason of their absence from school;
- To assist the academy to safeguard students through joint working with other agencies, arranging and attending meetings as appropriate, including child protection conferences, reviews, core groups and multi-agency meetings;
- To assess need, plan interventions and implement effective actions to support students and their parents/carers to improve student attendance to the academy;
- Undertake home visits as part of ongoing work to engage parents/carers in working together to support students;
- Use a range of assessment and intervention strategies, to support students and families;
- Identify and follow academy and Local Authority procedures regarding children going missing from education and make reasonable enquiries to locate such children, working with and referring to the Local Authority as appropriate;
- Attend and contribute to inclusion and attendance meetings and develop plans to support students with attendance related difficulties;
- Identify those cases that should be referred to the Local Authority for court proceedings or Penalty Notices; Prepare reports and appropriate evidence as required, acting as a witness in the Magistrates Court if required;

- Understand, follow and implement procedures regarding child performance and child employment;
- To prepare and maintain appropriate case notes and records to enable the production of comprehensive statistics on outcomes of intervention, legal sanctions, etc.;
- To prepare and analyse regular data reports for the SLT, OGAT and Academy Council;
- To use a variety of Microsoft applications during the course of their work, for example, Word for reports, Excel for data analysis and recording, PowerPoint for presentations and SIMS for attendance management;
- To respond to parental enquiries and complaints regarding attendance concerns;
- Discuss reasons for absence with parents/carers offering support and challenge where appropriate;
- To assist parents/carers with processes regarding admissions, exclusions and elective home education;
- To line manage staff in the attendance office;
- To arrange and lead meetings with parents both on site and at the students home address as appropriate;
- To give guidance and support to academy staff in regard to attendance policies and procedures and in relation to improving attendance of individuals and groups
- To send out appropriate correspondence to parents/carers regarding absence and attendance, including leave of absence requests
- Prepare and lead regular attendance panels/fast-track meetings, ensuring appropriate follow up action is taken;
- To develop, implement, maintain and evaluate systems of praise and recognition for good and improved attendance;
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop;
- Contribute to the overall ethos/work/aims of the academy;
- Have due regard for personal health and safety in the course of their duties including risk assessing home visits and other out of academy duties;
- Demonstrate an active commitment to their own professional development;
- Participate in Performance Management reviews and undertake those for staff for whom you are responsible.

### **Additional Responsibilities**

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;

- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

### **Personal Contacts**

**External:** Contractors, suppliers, parents and external agency professionals.

**Internal:** Students, staff, Governors, parents and any other visitors to the academy.

This job description may be subject to change, following consultation between the post holder and the academy.