**JOB DESCRIPTION**

**Post:** Student Attendance Manager

**Reporting to:** Vice Principal/ Principal

**Location:** ArkCharter Academy, Portsmouth

**Contract:** Full-Time (Permanent)

**KEY RESPONSIBILITIES**

This significant, strategic role involves identifying attendance concerns and devising hard hitting action focused strategies to eradicate attendance issues.

You will monitor the daily attendance of the academy, ensure accurate attendance coding and compliance with attendance law.

You will proactively address systematic attendance issues with hard-to-reach families and work in partnership with the Student Entitlement team, the Heads of Year, the Principal and the Vice Principal to ensure student attendance exceeds national attendance targets.

You will work strategically, devising a whole school attendance action plan, identifying and implementing individual student action plans and coordinate with agencies beyond the school to address poor attendance.

The post holder will uphold all of the academy’s policies, in particular those related to Safeguarding, Attendance and Child Protection to ensure the safety and wellbeing of all students.

**Main Duties**

* To lead the attendance strategy for Ark Charter.
* To ensure 100% compliance with the Ark Charter attendance policy.
* To establish productive working relationships with appropriate members of staff and agencies in the identification of students whose absence, lateness and welfare are a cause for concern.
* To provide regular strategic information, analysing attendance patterns and trends to support the improvement of attendance at Ark Charter.
* To meet parents, conduct home visits and implement appropriate strategies where required to improve attendance.
* To introduce a whole school attendance reward system that motivates students to be in school.
* To apply all statutory/ legal processes to address poor attendance.

**Attendance**

* To maintain registers as is the statutory duty of the school and to ensure that students are properly safeguarded by immediately acting upon unknown student absence by contacting staff and parents to ascertain student whereabouts including for those at alternative provision and on part time timetables.
* To liaise with staff, parents/carers, other schools and colleges, the LA and other agencies in relation to attendance.
* Meet with school staff, students and families in response to attendance concerns through home visits and/ or meetings in school in order to identify individual problems and possible solutions.
* Establish the reasons for non-attendance, make assessments and agree a plan for facilitating a return to school using appropriate strategies within specified timescales.
* Monitor and coordinate attendance of individuals and groups of students – coordinating attendance improvement plans and interventions as required.
* Keep clear and concise records of all consultations and meetings and to write any other reports i.e., action plan and summaries for Senior Team and Governing Body, as required for the school.
* To maintain PA reports and ensure that they are reported to the LA.
* To follow up CME and report to the LA.
* To monitor, track and keep record of students who leave the academy both in year and at the end of year 11.
* To act as a deputy designated safeguard lead (DDSL).
* To actively promote good attendance with the students through prizes, trips, events, social media, posters etc.
* To pursue court action, local authority attendance panels and penalty notice applications.

**Professional Development**

* To participate in regular performance reviews to ensure that any personal development needs are identified and met.
* To attend relevant INSET training. Review and maintain your own professional practice through agreed development activities.

**Health and Safety**

* In accordance with the provisions of the Health and Safety at Work Act 1974, to take reasonable care for the Health and Safety of yourself, colleagues and pupils who may be affected by your omissions at work, and to co-operate with the academy so far as is necessary to enable the academy to perform or comply with their duties under statutory Health and Safety provisions.

**Other Responsibilities**

* To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
* To promote actively the academy’s policies.
* To continue personal professional development.
* To comply with the academy’s Health and Safety Policy and undertake risk assessments as appropriate.
* To comply with the academy’s procedures concerning safeguarding and to ensure that training is accessed.
* Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
* Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
* Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students.

This job description is not necessarily a comprehensive definition. It will be reviewed periodically and when appropriate to reflect or anticipate changes in the job commensurate with the grade and job title. It may be subject to change or modification at any time after consultation taking into account the circumstances of the academies and their implications.

**Person Specification**

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| **Essential Criteria** | **Desirable Criteria** | **Evidence** |
| **Qualifications:** | Degree or Level 3 qualifications | Application Form |
| Level 2 English and Maths | Further qualifications relevant to this post | Application Form |
| **Experience:**  Experience of attendance law  Experience of attendance intervention  Experience working with young people, families and agencies  Experience working in an educational setting | Evidence of recent professional development relevant to the post | Application Form |
| **Skills and ability:**   * Be flexible, resourceful and determined * Have the ability to engage with a wide range of young people and parents/carers from diverse backgrounds * Be systematic and highly organised * Understanding of the education system * Knowledge and understanding of attendance issues * Ability to develop and implement attendance development programmes * Ability to produce and use data and spreadsheets * Ability to work effectively with a wide range of services and an ability to draw on a wide range of support, information, opportunities and guidance * Ability to manage people effectively and direct the work of others * Ability to communicate effectively in a range of different mediums, in particular to use clear language to communicate unambiguously, to listen effectively and to negotiate effectively * Ability to be a good role model to young people – demonstrate and promote positive attitudes, values and behaviour * Ability to maintain a non-confrontational approach * Ability to manage workload and prioritise effectively * A commitment to equal opportunities * Knowledge and understanding of safeguarding |  | Application Form/Interview |
| **Disposition/Attitude:**   * Must be committed to the importance of education * Must be excellent at communicating persuasively * Will display a high level of emotional intelligence * Excellent attendance record * Must show persistence and a desire to achieve aims at all costs * Must be able to work creatively and with initiative within a given framework * Must show resilience * Must be able to reflect in order to continue improving outcomes for young people * Must be able to work alone and as part of a team effectively |  | Application Form/Interview |

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process which will include questions about safeguarding. This process is outlined* [here](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check. This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark’s safer recruitment process, please click this* [*link*](https://arkschools.sharepoint.com/:b:/g/ArkNetCentral/hr/EcXQDSjo9UpCpgk8lDWMN0sBVG6GBUTVWVXp9c5KkW-tog?e=bfdlES)*.*

*We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark’s diversity and inclusion commitments, please click on this* [*link*](https://arkonline.org/our-approach/diversity-and-inclusion)*.*