



Excelsior Academy

Job Description Attendance Manager Full time Term time Only

Salary will be pro rata of the annual salary of **£18 000** pa.

Role Description

Pupil Attendance Managers work as a member of a school's Pupil Welfare and Development Team.

All Pupil Welfare and Development team members are expected to work directly with pupils, providing one to one or group support to those who demonstrate difficulties in attending school and/or managing their behaviour. This will include planned sessions as well as responding to situations as they arise

All team members are also responsible for offering high quality support /liaison with parents and carers.

In addition the Pupil Attendance Manager is responsible for implementing and monitoring their School's Attendance and Punctuality Policy and Strategy within the Academy's framework.

S/he is responsible for promoting positive attendance and punctuality amongst all pupils and for working with pupils, staff and parents/ carers to manage challenging pupil behaviour.

S/he works to the direction of the Pupil Welfare and Development Manager and work co operatively with the Pupil Behaviour Manager.

Responsibilities

- Implement the school's policies and procedures with regards to attendance and punctuality.
- Work directly with pupils with poor attendance and/ or punctuality in a variety of settings including one to one, small group and in class support as well as in "off site" situations. This will include planned provision as well as responding to situations that might arise on a day to day basis.
- Lead manage and monitor the work of a team of staff who will work directly with pupils with poor attendance and/or punctuality in a variety of settings including one to one, small group and in class support as well as in "off site" situations. This will include planned provision as well as responding to situations that might arise on a day to day basis.
- Work with parents/ carers to promote good attendance and punctuality.
- Lead the promotion of strategies to encourage good attendance and punctuality.
- Manage and monitor the implementation of the school's registration system.
- Analyse data with regards to target setting, tracking and monitoring pupils' attendance and punctuality and work with staff to set targets and monitor progress in these areas.

- Identify where there are concerns about pupils' attendance and ensure that appropriate action is taken.
- Work with appropriate agencies to support and follow up concerns about attendance.
- Where necessary take appropriate action to ensure that parents fulfil their statutory obligation with regards to their child's attendance.
- Where appropriate, support, manage and provide training for other colleagues in implementing the Academy and School's Attendance Policy and strategy.
- Provide coaching/ mentor support in accordance with The Academy's procedures to those pupils assigned for this purpose.

Phil Marshall
Executive Principal

June 2010



Excelsior Academy

Person Specification Attendance and Punctuality Manager

Essential

- A commitment to raising standards for all young people at Excelsior Academy
- Experience of working successfully with young people between the ages of 11- 16.
- Experience of working successfully as a team member.
- Experience of identifying needs and targeting intervention.
- Experience of a team approach to problem solving
- Proven ability to motivate young people of all abilities.
- Proven ability to manage young people of all abilities.
- Proven ability to communicate effectively with adults and young people including through written and verbal communication.
- Ability to work sympathetically yet purposefully with challenging young people
- Ability to work sympathetically yet purposefully with challenging adults.
- Ability to take the initiative
- Ability to effectively deploy resources
- Ability to use basic ICT (word processing, spreadsheet, data input, INTERNET)
- Ability to analyse and interpret data
- Ability to represent the Academy and the needs of young people in multi professional meetings
- An excellent team member

Desirable

- Experience of working with young people in schools or similar setting
- Experience of working with parents/ carers to support the needs of young people.

Excelsior Academy follows the guidance set out in DCSF document “Safeguarding Children and Safer Recruitment in Education” which came into force on 1st January 2007 as part of the process of selecting its entire staff and any volunteer workers.

All offers of employment will be conditional on a satisfactory Criminal Record Bureau (CRB) check which will be conducted by the Academy through its appointed CRB Umbrella Body.

All applicants must give details of two referees one of whom must be their current or most recent employer.

All offers of employment will be conditional on The Academy securing two satisfactory references, one of which must be from the candidate’s current or most recent employer