



JOHN WILLMOTT SCHOOL

Attendance Manager – Home School Liaison

Job Description

Grade	:	GR4 (Salary £26,470 FTE – £33,136 FTE pro rata)
Hours	:	Monday to Friday, 36.5 hours per week TTO + 2 weeks
Line Management	:	Leadership Link

1. Job Purpose

- 1.1 To co-ordinate strategies and plans for raising pupil attendance.
- 1.2 To develop plans for improving pupil motivation to attend school.
- 1.3 To work preventatively with families, children and the school to provide early intervention, signposting support and guidance in times of change and stress, to enable improved attendance and behaviour by reducing family and environmental barriers to learning.

2. Key Responsibilities

- 2.1 To develop, review and maintain attendance policy.
- 2.2 To develop attendance projects and initiatives.
- 2.3 To provide policies, guidance and support for the relevant staff in school, regarding attendance.
- 2.4 To liaise with appropriate Senior Management/Headteacher to discuss and set school targets for attendance.
- 2.5 To collate data and statistics and provide reports for the Leadership Link and Pastoral Team, and to share with Governors, Ofsted, ESW etc.
- 2.6 To investigate pupil absences.
- 2.7 To arrange, manage and attend home visits to parents and pupils.

- 2.8 To undertake legal work relating to the Spotlight programme and to liaise with the Local Authority Lead ESW.
- 2.9 To mentor or arrange mentoring for relevant individual pupils, groups and families with poor attendance.
- 2.10 To develop relationships with parents assisting to remove barriers to learning.
- 2.11 To attend and actively contribute to attendance review meetings.
- 2.12 To attend and actively contribute to child protection meetings.
- 2.13 To attend awareness workshops for parents and school staff.
- 2.14 To develop and coordinate pupil engagement and motivation activities.
- 2.15 To assist with activities to assess pupil engagement including work with student councils.
- 2.16 To monitor vulnerable children and to identify and invoke appropriate action plans when such absences are identified, to include contact with the Pastoral Faculty, parents/carers and outside agencies as required.
- 2.17 To attend courses and conferences as appropriate.
- 2.18 To ensure all tasks are carried out with due regard to Health and Safety.
- 2.19 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.20 To adhere to the ethos of the school
 - 2.20.1 To promote the agreed vision and aims of the school
 - 2.20.2 To set an example of personal integrity and professionalism
 - 2.20.3 Attendance at appropriate staff meetings and parents evenings
- 2.21 To carry out any other duties as commensurate within the grade and nature of post in order to ensure the smooth running of the school.
- 2.22 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.

3. Supervision Received

Supervising Officer's Job Title: Leadership Link

3.1 Level of Supervision:

Plan own work to ensure the meeting of defined objectives

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.1 above)
Attendance Officer	3	1	Left to work within establishment guidelines subject to scrutiny by supervisor
Attendance Assistant	2	1	Left to work within establishment guidelines subject to scrutiny by supervisor

5. **Special Conditions**

5.1 None

6. **Review and amendment**

6.1 Annual review of this job description will take place under Performance Management.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

SIGNED:Postholder

.....Headteacher

.....Date

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.		AF/C
Experience Relevant work and other experience		
Skills & Ability e.g. written communication skills, dealing with the public etc.	*Delete if not applicable *An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	
Training		
Other		

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by:

Date:
