



APPLICATION PACK:

ATTENDANCE MANAGER



Attendance Manager

Salary: Grade D (range equates to £17,761 to £19,989 per annum)

Hours: 37 hours per week

Start date: September/October 2018

We are looking to recruit an Attendance Manager who will lead and manage all aspects of student attendance in school and ensure student attendance is maximised. Working closely with the Deputy Headteacher and Pastoral Team you will be responsible for ensuring that all requirements for recording and reporting student attendance and absence are met in an efficient and effective manner.

You will employ a range of strategies to overcome barriers to good attendance and work closely with parents and carers, as well as effectively challenging students, staff and parents on matters relating to attendance.

Ideally, you will have an understanding of school systems and issues affecting non-school attendance. Experience of working with Microsoft Office packages is essential and knowledge in the use of SIMS Attendance and PARS would be beneficial. The successful candidate needs to be extremely well organised, have the ability to prioritise work and ensure that strict deadlines are met. The ability to work on own initiative as well as part of a wider team is essential.

To request an application pack please email Mrs Amanda Simmons via amandas@cowplainschool.co.uk or access via www.cowplainschool.co.uk. If you wish to apply for this post you will need to return a fully completed The Cowplain School application form to Mrs Amanda Simmons, PA to the Headteacher, via email or post to The Cowplain School, Hart Plain Avenue, Cowplain, Waterlooville, Hants, PO8 8RY.

The closing date for receipt of applications is Thursday 13th September at midday.

The Academy reserves the right to interview earlier should suitable candidates apply.



Join us on our journey to outstanding!

Thank you for your interest in the post of **Attendance Manager** at The Cowplain School. I sincerely hope that you will continue your application and wanted to share with you a few words that I hope will convince you to apply.

In applying for this post you will be in the same position I was in five years ago, so I thought it would be useful to explain why I joined the school as Headteacher;

Firstly, the school is part of a community that values it and parents and students enjoy attending Cowplain and are very proud of it.

Secondly, the school provides a caring and inclusive environment that values each child. Staff are committed to ensuring the best outcomes for those that they teach and work with and there is a very positive feeling and ethos in the school which I am determined to maintain.

Thirdly, we have an exciting challenge ahead of us to raise the standards of attainment, achievement and behaviour in the school. Results have already improved dramatically but they need to improve further and I am looking for staff who can help raise standards. I am extremely ambitious for the school and its students and require colleagues who share this ambition.

The desire to accept the challenge should, I trust, be one that inspires and motivates you to apply; if you are successful I can offer you the opportunity to play a big part in the continued and future success of The Cowplain School through the chance to enhance the whole school experience for each child.

For more information about the school, please consult our website www.cowplainschool.co.uk. To receive more information or ask any questions that may inform your application, please contact Mrs Amanda Simmons, PA to the Headteacher:

amandas@cowplainschool.co.uk

Once again, thank you for your interest in the post.

Ian Gates
Headteacher



Information for applicants

Pay scale – Grade D (range equates to £17,761 to £19,989 per annum)

37 hours per week

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Mrs A Simmons
PA to the Headteacher
The Cowplain School
Hart Plain Avenue
Cowplain
Waterlooville
Hants
PO8 8RY

The closing date for receipt of applications is Thursday 13th September 2018 at midday.

If you are shortlisted, interviews will take place week beginning 17th September 2018.

The Academy reserves the right to interview earlier should suitable candidates apply.

The Cowplain School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.



THE COWPLAIN SCHOOL

Job Description

Post Title:	Attendance Manager
Grade:	Grade D
Responsible to:	Nick Brockhurst, Deputy Headteacher

Principal Responsibilities/Duties

1. Oversee daily/weekly /termly and annual attendance procedures as carried out by the Pastoral Clerical Assistant
2. Establish priorities for the Pastoral Clerical Assistant relating to attendance
3. Plan and implement attendance interventions reviewing at least annually
4. Produce attendance reports as required
5. Analyse attendance data and liaise with SLT/Line Manager with a focus on key groups
6. Develop strategies, as an ongoing process, to address attendance concerns in conjunction with the Deputy Headteacher and Heads of Upper and Lower School
7. Identify students whose attendance is falling below expected levels guided by Government set thresholds and work with students and families to address the concerns using a whole school approach to this work, supporting staff and students to ensure the correct message is given and understood at all times
8. Conduct home visits when necessary either alone or with a member of the Pastoral Team to include collection of students where attendance is a concern
9. Identify where use of alternative educational provision on or off site may support improving attendance for an individual and monitor progress in relation to attendance
10. Identify to the Pastoral Team where referrals to agencies may support improving attendance for an individual and assist in preparing paperwork to make the referrals and monitor progress in relation to attendance, liaising with sibling schools if needed.
11. Liaise with outside agencies where attendance of a student is a concern and attend any initial or review meetings (onsite and offsite) to further support work done to improve the attendance of an individual whether through family or student support
12. Identify trigger points for use of the legal process for poor school attendance after support interventions have not been successful within school or outside
13. Issue Fixed Penalty Notice (FPN) warning letters, as an initial intervention, where attendance has reached thresholds and the County Code of Conduct has been followed
14. Issue Fixed Penalty fines when improvement in attendance has not been shown and/or maintained ensuring that the Headteacher is aware of the case and has agreed the issue of the fines
15. Prepare paperwork for the Attendance Legal Panel (ALP) when attendance concerns are complex and issuing a Fixed Penalty Fine will not be suitable or where there is an unpaid fine
16. Attend ALP meetings to present the case on behalf of the school
17. Attend Education Planning Meetings (EPM) (onsite and offsite) as required by the legal team and monitor individuals for attendance following the initial meeting
18. Prepare paperwork for court as required by the legal team and submit within set timeframes

19. Attend Court to present cases on behalf of the school
20. Keep paper and computer files for all legal work
21. Attend network meetings to ensure the school has updates on County and National data and information
22. Log all calls and meetings on the school SIMS/PARS system
23. Maintain an individual chronological summary record of events/strategies/intervention for each student with attendance concerns, both paper and computer files.
24. Maintain, with support from the Pastoral Clerical Assistant, a case summary spreadsheet for attendance at all levels with a focus on those students falling below 90% to be accessible to all staff
25. Keep and maintain an annual log of all attendance legal work done
26. Provide weekly attendance tracking data to Deputy Head, Pastoral Team, SENCO, Resilience Centre staff
27. Plan and assist with whole staff training on attendance matters at least once a year and maintain communication with staff on any changes or updates throughout the year ensuring any new staff are given training where needed
28. Such other duties as may reasonably be allocated by the Headteacher within the purview of the post.