

Northern Education Trust – Job Description

Job Title:	Attendance / Cover Manager		
Base:	Academy		
Reports to:	Inclusion – Coordinator	Grade:	SCP 19 – 23
Service responsibility:		Salary:	£24,799 - £26,999 (FTE, Salary to be pro rata)
Additional:	Some travel may be required.	Term:	37 hours / 39 weeks

JOB PURPOSE

- To lead the academy attendance team in providing operational and administrative support to promote whole academy attendance strategies, to improve attendance and persistent absence in line with academy targets.
- To help parents/carers to improve their children's attendance thus improving their access to learning, enabling all children and young people to maximise their educational opportunities.
- To oversee staff cover within the academy.
- To line manage the Cover Supervisors within the academy.

JOB SUMMARY

1. Apply the academy attendance and punctuality policy.
2. To assist in meeting agreed targets and outcomes in the Academy;
3. To identify those children in need of support by reason of their absence from academy;
4. To assist the Academy to safeguard students through joint work with other agencies, arranging and attending meetings as appropriate
5. Attend inclusion and attendance meetings to discuss students with attendance problems and identify those cases that should be referred to the Local Authority for court proceedings or penalty fines.
6. To assess need, plan interventions and implement effective action to support students and parents/carers to improve student attendance to the academy;
7. To prepare and maintain appropriate case notes and prepare documentation for legal action.
8. To complete and maintain case studies.
9. To prepare and analyse data reports for the Senior Leadership Team.
10. To use a variety of Microsoft applications during the course of their work, for example, Word for reports, Excel for data analysis and recording and PowerPoint for presentations. Using SIMS for attendance management.
11. To respond to parental enquiries and complaints regarding attendance concerns.
12. Discuss reasons for absence with parents/carers offering support and challenge where appropriate.
13. To arrange and lead meetings with parents both on site and at the student's home address as appropriate.
14. To give guidance and support to academy staff in regard to attendance policies and procedures and support to improve attendance of individuals and groups.

15. To send out appropriate correspondence to parents/carers regarding absence and attendance including leave of absence requests.
16. Prepare and lead regular attendance panels ensuring appropriate follow up action is taken.
17. Attend academy achievement meetings to provide feedback and intervention strategies for key students.
18. To implement, maintain and evaluate systems of praise and recognition for good and improved attendance.
19. Responsibility for performance management of Cover Supervisors.
20. To attend child protection conferences, reviews and core groups.
21. 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.

General Responsibilities:

1. Be aware of and comply with academy policy and procedures
2. Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
3. Contribute to the overall ethos/work/aims of the academy
4. Attend and participate in regular meetings
5. Participate in training and other learning activities as required
6. To be aware of confidential issues linked to home/student/teacher/academy work and to keep confidences as appropriate
7. Having due regard for personal health and safety in the course of their duties including risk assessing home visits and other out of academy duties.
8. Having due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedure adopted by the Trust.
9. Demonstrating an active commitment to their own professional development.
10. Undertaking any duties, consistent with this position, which might, from time-to-time, be assigned by the Principal, SLT or Line Manager.

GENERAL

1. To participate in wider Academy meetings and working groups as required.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed:

Date: