



**Bexhill**  
Academy



*"Ready to Learn"*

**Attendance Manager**  
Required as soon as possible

### **Attendance Manager - Transform Children's Lives**

We are looking for an experienced and dynamic Attendance Manager to lead the Attendance Team at Bexhill Academy. The successful applicant will have experience of managing attendance within a school setting and working alongside their safeguarding team. They will lead the way in promoting attendance to all academy parents, including students, staff and parents/carers.

#### **Key Duties include;**

1. Supporting Bexhill Academy in fulfilling their responsibilities in the improvement of attendance and meeting the needs of children and young people
2. In collaboration with other partners complete assessment of need and plan interventions to meet the identified needs of children, young people and their families.

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**Hours and Basis:** 37 Hours per week, term-time only plus 15 days

**Salary:** Equivalent to NJC Scale 6 Points 20-22 (increments based on performance management) currently £28,371-£29,439 per annum pro rata (actual salary £25,970-£26,948 per annum)

**Closing Date:** 9.00am – 5<sup>th</sup> June 2023

**Interview Date:** Soon after (date to be confirmed).

For further information about the role please see the Academy website [www.bexhillacademy.org](http://www.bexhillacademy.org) or for an informal pre application chat, please contact Debbie Holter, Designated Safeguarding Lead (DSL) - [deborah.holter@bexhillacademy.org](mailto:deborah.holter@bexhillacademy.org)

Please send or email completed Academy application forms to [academyhr@bexhillacademy.org](mailto:academyhr@bexhillacademy.org) noting that we do not accept CVs or applications via agencies.

***Bexhill Academy is committed to safeguarding and promoting the welfare of children and young children, therefore all positions are subject to an Enhanced Disclosure and Barring Service check (DBS).***





**Post:** School Attendance Manager

**Hours and Basis:** 37 Hours per week, term-time plus 15 days

**Salary:** Equivalent to NJC Scale 6 Points 20-22 (increments based on performance management) currently £28,371-£29,439 per annum pro rata (actual salary £25,970-£26,948 per annum)

**Accountable to:** DSL ( Designated Safeguarding Lead)

#### What is the purpose of the job?

1. To support Bexhill Academy in fulfilling their responsibilities in the improvement of attendance and meeting the needs of children and young people
2. To lead strategies to raise attendance levels and reduce persistent absence.
3. In collaboration with other partners complete assessment of need and plan interventions to meet the identified needs of children, young people and their families.
4. To instigate and support the process of legal proceedings in relation to non-school attendance where appropriate.
5. To advise colleagues on whole school attendance strategies, legal sanctions; and policy and procedure; in relation to school non-attendance.
6. To carry out home visits as required to support non-attenders and encourage re-engagement in learning and safeguard students not in school.

#### Main Accountabilities

1. To take a lead role in developing policy and practice in relation to legislation relevant to school attendance, children missing in education, home education, child employment and children in entertainment.
2. To contribute actively and fully to the management of the Attendance Team.
3. To manage the attendance budget.
4. Maintain manual and computerised records/management information systems on safeguarding and child protection.
5. To develop appropriate strategies in partnership with other agencies to maintain and/or improved levels of attendance to help ensure performance indicators and targets are met.
6. To undertake early intervention work with the year teams in the form of attendance panel meetings, initiate the "Fast Track" to prosecutions procedures with families as appropriate and track and monitor attendance thereafter.

7. To provide support and advice to children/young people and their families by engaging them in the process of assessment to identify need using a range of assessment tools
8. To ensure child/family records are maintained and stored appropriately on SIMS
9. To engage children, young people and their families in the planning and implementation of appropriate preventative and early help programmes of work to ensure regular attendance and promote good behaviour therefore preventing exclusion, including welfare checks.
10. To work collaboratively with partner agencies to support children in need including reducing levels of exclusion through improvements in attendance and behaviour.
11. To work collaboratively with BME groups/hard to reach groups and individuals to promote inclusivity and regular attendance.
12. To work in partnership with other professionals, including Social Workers and Family Support Workers in order to safeguard children and provide information or attend planning meetings, core groups and child protection case conferences as required.
13. To review school attendance data, and implementation of school policies and procedures relating to individual children and young people on a regular basis.
14. To inform parents/carers of their rights and responsibilities in relation to regular school attendance, school admissions, exclusions and transfers to other schools.
15. To support and implement pupil reintegration programmes as and when appropriate.
16. To work within timescale in order ensure quality services delivered in a timely manner
17. To identify the appropriate legal action to be pursued in relation to non-attendance and access to education and support East Sussex's responsibilities in the instigation of legal proceedings where there is evidence of persistent non-school attendance.
18. To provide half termly reports to SLT regarding performance and outcomes determined by the agreed contract.
19. To contribute to and support own professional development.
20. The post holder must carry out their duties with full regard to the Equal Opportunities and Health and Safety policies.
21. To undertake any such duties that are reasonably commensurate with the level of this post.
22. To require and ensure all information received and disseminated, whether verbal or written concerning all employees, prospective employees or clients, is treated in the strictest confidence, and that all such information held is regulated and controlled in a similar manner.
23. To act at all times with due regard to Health and Safety Policies and related Codes of Practice.

## **STAFFING**

### **Staff Development: Recruitment / Deployment of Staff:**

- to take part in the academy's staff development programme
- to work as a member of a designated team and to contribute positively to the team ethos.

### **Quality Assurance:**

- to contribute to the quality assurance procedures and policies of the academy.

**Management Information:**

- to maintain appropriate records and to provide relevant accurate and up-to- date information as appropriate for teaching colleagues/parents and carers and external agencies.
- to be responsible for developing and maintaining personal professional development records.

**Communications:**

- to communicate effectively with colleagues, the parents of students as appropriate
- where appropriate, to communicate and cooperate with persons or bodies outside of the school
- to follow agreed policies for communications in the academy

**Management of Resources:**

- to contribute to the process of the ordering department supplies through the appropriate channel.

**Other Specific Duties:**

- to play a full part in the life of the academy, to support its distinctive aim and to encourage staff and students to follow this example
- to continue personal development as agreed
- to comply with the academy's health and safety policy and undertake risk assessment as appropriate

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 be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant will be subject to an Enhanced DBS check.

**PERSON SPECIFICATION**

**Job title:** Attendance Manager

Criteria	Essential	Desirable
Education	Level 2	Level 3 or above
Qualifications	GCSE (or equivalent) Maths at English Level 4 or above	
Experience	2+ years of experience working with attendance in a mixed secondary school setting  Working with young people and families	Working with Emotional Based School Avoidance Tool Kit  Student Group Work/mentoring
Knowledge	Knowledge and experience of working with SIMS and other relevant Attendance Monitoring programmes  Strong knowledge of attendance and safeguarding	
Skills and Abilities	High level of organisational skills  Ability to form positive relationships with students, staff and parents/carers  Possessing skills to communicate with challenging families  An attention to detail  High level of personal drive and energy  Receptive to new ideas and change	Use of school information systems e.g. SIMS, Class Charts, My Concern  Experience of line managing staff

<p><b>Personal Qualities</b></p>	<p>Willing to integrate into a team</p> <p>Able to use own initiative to deal with situations as they arise, acting in line with school policies and instructions</p> <p>A friendly, co-operative approach to parents/carers, pupils and staff</p> <p>Willing to work flexibly in terms of job roles and responsibilities</p> <p>Promotes and gives a positive image of the academy</p>	
<p><b>Commitment and other requirements</b></p>	<p>Some out of hours work to meet safeguarding requirements</p>	<p>Willingness to work evenings or outside of contracted hours</p>

