



**North East  
Learning Trust**

**Attendance Manager**  
**Ashington Academy**  
Applicant information pack

# **Attendance Manager**

## **Required as soon as possible**

### **37 hours, Term Time plus 10 additional days**

#### **Grade 4, SCP 12 (£22,183) – 17 (£24,491) actual salary (£20,075 - £22,163)**

We are looking to appoint a dedicated and professional Attendance Manager who will work alongside the pastoral team to support young people and raise achievement by improving attendance and engagement. If successful, you will have a real opportunity to improve the life chances of young people.

At Ashington Academy, we aim to provide opportunities to enable all students to learn and make lifelong friendships in a caring, supportive environment. In becoming successful learners, we want all our students to develop a love of learning, to recognise that learning is a lifelong activity and that the skills they acquire and develop are transferrable. Our vision, along with all schools in the Trust, is that every child experiences excellence every day.

#### **We are committed to:**

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued
- A supportive and effective governing body

#### **We can offer:**

- National Terms and Conditions of Employment (NJC Green Book)
- Local Government Pension Scheme
- Employee Assistance Programme providing free confidential advice and counselling service 24/7 365 days per year

#### **The successful candidate will:**

- Either have previous experience as an attendance officer or similar demanding administrative roles
- Possess strong organisational skills with the ability to prioritise own workload, meet all deadlines and remain calm under pressure.
- Have a good level of administrative and computer skills
- Be highly numerate and literate, have strong attention to detail and accuracy with a good level of education
- Have excellent communication skills with the ability to communicate effectively, clearly and accurately both orally and in writing with a wide range of people e.g. students, teachers, parents/carers and colleagues
- Be self-motivated, enthusiastic, hardworking and flexible in their approach with a proactive approach to problem solving

#### **Deadline: Wednesday 15 December**

Shortlisting will take place Wednesday 15 December with interviews taking place on Friday 17 December.

### **How to apply:**

Application packs can be downloaded from the website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to [jade.hutton@bedlingtonacademy.co.uk](mailto:jade.hutton@bedlingtonacademy.co.uk) or by post to Jade Hutton, Bedlington Academy, Palace Road, Bedlington, NE22 7DS.



# Job description

**Post title:**

Attendance Manager

**Responsible to:**

Assistant Headteacher

**Job purpose:**

To work within the Pastoral team to reduce levels of absence, and work with students and families to promote high levels of attendance.

**Duties and responsibilities:**

- To be responsible for improving attendance throughout the school and to meet or exceed the school attendance annual targets and support the academy in achieving targets in relation to persistent absentees following school policies and procedures
- Monitor the school attendance system to ensure academy records are accurate, identifying trends and intervene appropriately
- To act as first line of contact to parents in relation to all attendance matters. Offer advice, assistance and support to parents and students on school attendance issues and advise on assistance, which may be available from the Local Authority and other agencies. Telephoning parents/carers to discuss absence in a sensitive but firm manner and building positive relationships with parents/carers and developing strategies to improve attendance
- Assess reasons for non-attendance and initiate and support appropriate action to improve it.
- In consultation with line manager to recommend action to be taken, and develop strategies to combat unauthorised and authorised absences
- To meet with parents and students either at school or within the family home to discuss any concerns that may be affecting school attendance and make agreements as to how attendance can be improved.
- To provide attendance information for School Reports.
- Initiate and refer cases for legal action, as appropriate, to enforce school attendance in conjunction with the Local Authority, Education Welfare Service.
- To support the academy in fulfilling its statutory duties in relation to attendance Provide information and reports which may be used as evidence to court, when necessary, in pursuit of Section 444 of the Education Act 1996 and attend court as a witness as and when require and where appropriate instigate legal action following appropriate protocols.
- To attend court as necessary – see above.
- Attend and present reports to professional and external agency case discussions as required.
- To liaise with other professionals and external agencies where appropriate e.g. School Nurse, CYPS, YOT.
- Establish and maintain good working relationships with appropriate agencies and refer to them cases encountered in the course of duty where the student's well-being and/or ability to benefit from the educational opportunities available may be affected.
- To co-ordinate and organise specific intervention and support around individual students and groups, with various levels of need, liaising with all who are or could be in contact with students.

- To work with Designated Safeguarding Lead to ensure appropriate support for vulnerable students
- To liaise with Key Stage Directors of Learning and Student Services Officers on attendance data
- To attend and contribute to Pastoral meetings
- To attend any training courses relevant to the post, ensuring continuing personal and professional development.

## General

**The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.**

## Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

## Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

## Person specification

	Essential	Desirable
Education/training	<p>Good literacy and numeracy skills</p> <p>First Aid qualification (or willingness to undertake)</p> <p>Sound working knowledge of statutory duties with regard to attendance</p> <p>Sound working knowledge of child protection legislation and procedures</p>	<p>A degree or other relevant professional qualification in education, youth or social work</p>
Experience	<p>Experience of working with young people and/or their families in a similar role</p>	<p>Relevant experience in a school/educational setting</p> <p>Experience of working in a multi-agency setting</p>
Aptitude and skills	<p>Well-developed negotiation skills</p> <p>Ability to manage a range of conflicting priorities across different areas of work</p> <p>Ability to follow instructions and work to deadlines</p> <p>Sound communication skills, both written and verbal</p> <p>Ability to produce written and statistical reports and accurate record maintenance</p> <p>Good ability to work on own initiative with minimal supervision</p> <p>Excellent administrative skills, including organisation and interpersonal skills</p> <p>Ability to work within NELT attendance systems and procedures</p> <p>Ability to maintain the highest levels of confidentiality</p> <p>Ability to organise and prioritise work</p>	<p>Working knowledge of SIMS</p> <p>Counselling/mediation skills</p>
Personal qualities	<p>Have energy, enthusiasm and initiative</p>	

### References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

### DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

**Pre-occupational health:**

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

**Equal opportunities:**

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.