

THE RADCLIFFE SCHOOL

INSPIRE AND ACHIEVE

Attendance Manager

£22,430.72 per annum (actual salary)
(based on working 37 hours per week, 41 weeks per annum)

Candidate Information



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£22,430.72 per annum (actual salary)
(based on working 37 hours per week, 41 weeks per annum)

An exciting opportunity has arisen for a committed individual to support the school's next steps in improving school attendance. Student attendance nationally is too low, and now is the time for children to be back at school, developing resilience and making progress towards shaping their futures. Working with the Assistant Headteacher, you will play a key role in recording, monitoring and reporting on our students' attendance and engaging with families to impress upon them the importance of regular attendance to school.

The core focus of this job is to complement the work of teachers by taking responsibility for implementing the school's Attendance Policy and improving the attendance of students. The post holder will need to have an understanding of the importance of the accurate daily recording of attendance and identify students who are at risk of becoming persistent absentees. In addition, the post holder will understand the challenges that students and their families can face in attending school and work with them in a positive and engaging manner. An understanding of safeguarding, and the school's responsibilities, is key.

It is essential that the successful candidate will already have at least two years' experience of working with young people.

To find out more, please go to www.radcliffeschool.org.uk to download information about the post and an application form, or contact Jo Moloney, HR Manager, on 01908 682 289. The deadline for applications is 9am on Friday 5 July 2024.

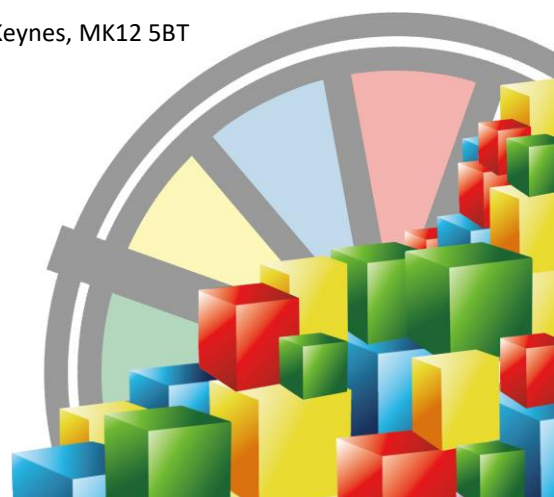
The Radcliffe School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post requires an enhanced DBS disclosure. We are an equal opportunities employer.

The Radcliffe School, Christchurch Grove, Wolverton, Milton Keynes, MK12 5BT

Tel: 01908 682 222

www.radcliffeschool.org.uk

Headteacher: Paula Lawson



Job Purpose

To promote positive attitudes towards regular school attendance, on the part of students and their parents/carers. To improve levels of student attendance and engagement. To work closely with the Local Authority to fulfil its obligations under all relevant Legislation.

Duties and responsibilities

- To monitor whole school attendance and poor punctuality across the school and work closely with the school's Assistant Headteacher, the House Teams and both internal and external attendance teams, to improve school attendance for all students.
- To rigorously monitor pupil attendance/absences/punctuality via our management information system in SIMS, identifying patterns in absence and implementing actions plans to address this on a weekly basis.
- Produce weekly attendance and punctuality reports and deliver these to the Assistant Headteacher and the House Teams, highlighting attendance trends and patterns and significant group data.
- Ensure attendance registers are completed regularly and accurately followed up instances where this is not the case.
- Make phone calls to parents/carers of students not known to be present from the morning and for those with prolonged periods of absence.
- Daily monitoring of attendance of students whose attendance falls to a level of concern and taking appropriate action.
- Work closely with the Assistant Headteacher over attendance to manage the process of addressing poor attendance across the school.
- Implement measures to improve lateness.
- Support the House Teams to implement appropriate interventions for students causing attendance and punctuality concerns, to help break down their barriers and improve attendance.
- Escalate our concerns regarding attendance and punctuality by making contact with parents, sending appropriate letters and arrange parental meetings.
- Keep an accurate and secure record of all attendance correspondence going out to students.
- Conduct weekly safe and wellness checks for key absent students.
- Conduct home visits to key students in line with school policy, identifying reasons for non attendance, working closely with families and others to break down barriers to learning and achieve regular attendance.
- Monitor and record the outcomes of planning with parents/students and the school to improve attendance and punctuality, maintaining efficient and contemporaneous notes and records.
- To make initial enquiries with parents/carers regarding unexplained absences/lateness.
- To cover duties in the event that a member of the Attendance team is absent. Develop and sustain relationships with parents, carers, and families, forging early links, so that issues affecting attendance are dealt with in the most effective way possible and tracked early.
- Monitoring the attendance of most vulnerable students at the school, including Children in Care, those that have an allocated Social Worker, or who have been identified by school staff or external agencies. Escalate to the DSL or Deputies as necessary.
- Ensure effective communication/consultation as appropriate with the parents of students through phone, email, letter and home visits as relevant, ensuring student Attendance Plans are agreed and monitored.
- Organising meetings as appropriate for relevant students, ensuring all external agencies and relevant staff are invited where necessary.
- Undertake attendance interviews in school with individual students.
- Be proactive with working with parents to ensure that those at risk of prosecution are supported to improve their child's attendance.



- Liaise with the Assistant Headteacher over attendance to address any attendance or welfare concerns.
- Liaise with the schools DDSL over attendance, when cases of poor attendance reach the level of legal intervention.
- Communicate effectively and complete the relevant paperwork for the Local Authority, at a timely manner, and manage the legal prosecution processes.
- Aid transition from Primary to Secondary for students where attendance is a concern.
- Safeguarding experience would be an advantage.
- To support with admissions into The Radcliffe School.
- Familiarise yourself with and conform to school policies and procedures.

Support for the school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the school.
- Establish constructive relationships and communicate with other agencies and professionals, in liaison with the teacher, to support achievement and progress of students.
- Attend and participate in regular meetings.
- Participate in training and plan appropriate training for the EBSA Learning Mentor Team as required (including first aid training).
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Assist in the supervision, training and development of staff.
- Undertake planned supervision of students out of school hours.
- Supervise students on visits, trips and out of school activities as required.

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health and safety, equal opportunities, security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Participate in training and other learning activities as required.
- Create and maintain an up to date Job Handbook.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Participate in training and development opportunities.
- Ensure compliance by self and others with all health and safety policies and procedures.
- Ensure safe use by self and others of equipment and materials.
- Establish constructive relationships and communication with staff, parents, students and external agencies.
- Attend and participate in regular meetings, including team briefings.
- Treat all users of the school with courtesy and consideration.
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.
- Promote and ensure the health and safety of students, staff and visitors at all times.
- Work flexibly when required.
- Maintain an up to date Asset Register where appropriate.



PERSON SPECIFICATION

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualification / Training / Competences	<ul style="list-style-type: none"> - Willingness to work flexibly when required. - Excellent numeracy and literacy skills / GCSE (or equivalent in Maths and English). - Willingness to undertake induction training. - Full driving licence and access to own transport to carry out home visits when required. 	<ul style="list-style-type: none"> - Evidence of school/education-related qualification or training. - Qualification in first aid at work, health and safety, fire prevention, IT user certificate (ie ECDL). - NVQ Levels 2,3 and 4 in Children’s Care, Learning & Development or Health & Social Care, BTEC National Certificate or Diploma in Children’s Care, Learning & Development or CACHE Certificate or Diploma in Childcare & Education. - Early Help training. - Training in facilitating parenting groups,
Relevant Experience	<ul style="list-style-type: none"> - Two years’ experience working with young people. - Experience of working with or caring for children or young people. - High standard of effective and sensitive communication with adults and children, both verbal and written, including appropriate record keeping. - Good team working skills and the ability to work independently. - Ability to constructively challenge difficult issues. - Ability to facilitate discussion and lead small group sessions. - Proven ability to work with other professionals. - Proven ability to put in place professional boundaries. - Proven ability to build good working relationships. 	<ul style="list-style-type: none"> - Experience as a Learning Mentor (or similar), preferably in a secondary school. - Experience of working within a school - An understanding of ‘Keeping Children Safe in Education’. - Experience using information recording systems such as CPOMS, SIMs.
Knowledge	<ul style="list-style-type: none"> - Use of IT and related equipment. - Appropriate knowledge of first aid or willingness to attend course. - Ability to engage young people in education. - Focus students through aspiration-based goals - Motivate students to re-engage in learning 	



Skills	<ul style="list-style-type: none"> - Willingness to develop knowledge of how to use specialist equipment / resources. - Ability to relate well to children and adults. - Work constructively as part of a team, understanding school roles & responsibilities and your own position within these. - Strong inter-personal skills. - Ability to identify own training & development needs & cooperate with the Line Manager to address these. - Team player.
Special Circumstances	<ul style="list-style-type: none"> -Occasional attendance at meetings outside normal hours.
Personal Attributes	<ul style="list-style-type: none"> - Excellent interpersonal skills - ability to communicate well with students, parents and staff. - Ability to inspire, challenge and motivate staff and students. - Ability to ask for advice and support where necessary. - Self motivating with a positive outlook. - Ability to work to deadlines and under pressure. - Empathy, patience, diplomacy, good listening skills, flexibility and ability to stay calm under pressure, - Commitment and enthusiasm. - Dependability and sound organisational skills. - Understanding of own strengths and areas for development. - Strong time management and organisational skills. - Administrative efficiency. - Ability to deal calmly with different situations as they arise. - An open and non-judgemental approach - Willingness to learn new skills - A good sense of humour.

The Radcliffe School has a professional dress code for staff and is a non-smoking workplace. We expect our staff to have a professional and positive approach and to actively collaborate with colleagues in providing the best possible learning experience for our students.



HOW TO APPLY

The following guidelines are designed to help you submit a job application in line with our requirements. Please ensure that you comply with the instructions below as, if you do not, the panel will not shortlist you. If you require clarification or have any questions regarding the application process, please contact Jo Moloney, HR Manager on 01908 682 289 or jo.moloney@radcliffeschool.org.uk.

Application Form

Please complete all the sections of the form in full, giving as much detail as possible. Once completed, you must sign and date the application form to confirm that the information and any attachments are correct. Note that CVs will be accepted only if an application form and covering letter are also included in the application.

Equal Opportunities Monitoring

Please ensure that you have completed the online Equal Opportunities Monitoring form or attach the Equal Opportunities Monitoring Form to your application.

Please send these documents to jo.moloney@radcliffeschool.org.uk to arrive by the closing date.

Shortlisting

Shortlisting will be completed as soon after the closing date as possible. Shortlisted candidates will be contacted by telephone. We are unable to contact non-shortlisted applicants. If you have not heard from us within three weeks of the closing date you should assume that you have not been shortlisted for interview.

Interviews

Interviews will be held at The Radcliffe School. Candidates may be required to complete a test or exercise relating to point(s) of the job description and criterion/criteria of the person specification.

Candidates who are invited for interview will be required to provide proof of their eligibility to work in the UK by producing verifiable documents. Candidates will be required to bring some photo ID with them on the day of the interview e.g. valid passport, driving licence or identity card.

References for shortlisted candidates

All referees whose details are included on the application form will be contacted before the interview unless you have indicated that you wish otherwise. Appointments will not be confirmed until The Radcliffe School has received two satisfactory references (one must be from your current employer or, if you are not currently in employment, from your most recent employer), confirmation of your fitness for employment, an enhanced Disclosure & Barring Service disclosure and confirmation of your right to work in the UK. Teachers will be required to provide proof of their qualifications (degree certificate(s), QTS).

Disabled applicants

The Radcliffe School welcomes applications from disabled people. If you require any adjustments to enable you to attend the interview please ensure that you have provided this information on your application form. If you are called for interview, please discuss any adjustments you may require to carry out the duties of the role with the interview panel so that the appropriate arrangements and any adjustments can be made if necessary.

(Under the Equality Act, a disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.)

