



Biddick

Academy

Application Pack

Attendance Manager

Closing Date: Monday 19th April 2021

Dear Applicant

Thank you for your interest in the post of Attendance Manager at Biddick Academy.

Our aim is to inspire children to learn, unlock their potential and achieve success. We are passionate and determined that every student feels a sense of achievement, enjoys their learning, is happy and cared for, and develops as a well-rounded individual.

At Biddick Academy, we are preparing students not just to excel in examinations but also to have the skills and attributes to be successful in life. Our curriculum is designed with the intention of developing curious, resilient, aspirational young people, who leave us, truly ready for their next steps. We recognise the importance of the informal and formal curriculum and actively encourage a wealth of extra-curricular activities.

I am proud to lead a team of exceptional staff who develop positive relationships with students and are committed to providing opportunities so that students fulfil their potential. You will be joining a team that works together, supporting and motivating each other to ensure our students thrive and flourish.

Biddick Academy is at the heart of the local community and for this reason; the Academy is a warm, energetic and supportive environment. We provide a comprehensive induction programme for new colleagues and offer a range of high quality professional development opportunities.

I would like to wish you the best of luck with your application and should you require any further information please do not hesitate to contact the Academy.

A handwritten signature in black ink, appearing to read 'K. Morris', written in a cursive style.

Miss K. Morris
Headteacher

Academy Information

As an oversubscribed school, Biddick Academy has an excellent reputation in the local community. With 1110 students on roll and a specialist ASD provision comprising of 35 places, Biddick Academy is a dynamic place to work. We have 6 feeder primary schools and our catchment area is comprehensive, encompassing a wider variety of backgrounds.

The Academy has benefited from significant investment over a number of years and has excellent facilities, including a purpose built Engineering workshop and Hair and Beauty salon. After school hours, the Academy is busy with many community groups using the 3G pitches and leisure facilities.

As an organisation, we want everyone, students and staff alike, to:

- Be part of a safe and respectful community
- Feel happy, valued and empowered so that we all thrive
- Aspire to be the best we can be
- Act with integrity
- Nurture resilience and independence
- Have the attitude and character to excel in life
- Have a desire to learn and work with passion, purpose and pride

Curriculum

Key Stage Three

In Years 7 to 9 students study a broad range of subjects that, at the end of Key Stage Three, enable them to make informed choices for their GCSEs. For example, at present students study the following subjects: English, Mathematics, Science, Geography, History, Religious Education, Physical Education, Music, Art, Design Technology, ICT, IAG (Information, Advice and Guidance), Accelerated Reader, Spanish/French.

Key Stage Four

At the end of Year 9, students make choices regarding the courses they would like to study in Years 10 and 11. All students study GCSEs in the following subjects: English Language, English Literature, Mathematics, Science, History and /or Geography. In addition, all students must also continue to study Physical Education, Ethics, and IAG (Information, Advice, Guidance) as part of the non-examined curriculum.

Students may then choose from a wide variety of further subjects to make up their option choices. At present GCSEs and vocational courses are available in: French, Spanish, Philosophy and Ethics, Engineering, Computer Science, Creative iMedia, Business and Enterprise, Food and Nutrition, Fine Art, Art and Design, Textiles, Digital Art, Hair and Beauty, Physical Education, Dance, Drama and Music.

Student Support and Attendance Team

The Student Support team plays a central role in the life of the Academy, including exams and data analysis, SEND support, pastoral care and is the first point of contact for parents/carers.

The Attendance Manager role is a new post, created to provide greater capacity to promote and enhance student attendance. The Attendance Manager will work with and line manage the Attendance Officer and work in conjunction with the Student Office Manager.

We pride ourselves on having a comprehensive knowledge of students and their circumstances, this enables us to provide excellent support for students. The Attendance Manager will liaise frequently with Heads of Year and Assistant Heads of Year as well as the Deputy Headteacher: Pastoral to provide direction regarding attendance improvement strategies.



Job Description

Post Title:	Attendance Manager
Responsible to:	Deputy Headteacher (Pastoral)
Grade and Terms and Conditions	Scale 6 (26-28) TTO

Principal Responsibilities:

Reporting to the Deputy Headteacher Pastoral an Attendance Manager will manage, promote and secure high levels of attendance and punctuality of students within the school. With line management responsibility of an Attendance Officer, the primary role is to continue to drive down student absence and further enhance attendance across all the year groups on behalf of the Academy.

The Attendance Manager will identify and implement intervention strategies to address and continually improve individual attendance and punctuality. Maintenance of accurate manual and electronic records on behalf of the Academy is paramount. To work collaboratively with the Heads of Year, to identify and address those individuals and/or groups of students that require additional support to improve their levels of attendance and punctuality and assist in raising standards.

Specific Areas of Responsibility:

- Apply the Academy attendance policy and punctuality policy;
- To assist in meeting agreed targets and outcomes in the Academy;
- To identify those children in need of support by reason of absence in the Academy;
- To effectively manage staff inclusive of an Attendance Officer, via line management responsibility, to ensure meaningful impact of implemented strategies;
- To assist the Academy to safeguard students through joint working with other agencies; arranging and attending meetings as appropriate, including child protection conferences; reviews, core groups and multi-agency meetings
- To assess need, plan interventions and implement effective actions to support students and their parents or carers to improve student attendance to the academy;
- Visit pupils and their parents/ carers in their homes to identify reasons why the pupil is not attending and work with them to agree a course of action to ensure that the pupil attends the Academy regularly;
- Collect identified pupils from their home and bring them in to the Academy and if necessary take them home again at the end of the session;
- Use a range of assessment and intervention strategies, to support students and families;
- Work with partners who provide support for Academy students (this could include LA services as well as voluntary sector partners) to develop support programmes for identified pupils and where necessary take pupils to and collect them from projects/ placements;
- Identify and follow academy and Local Authority procedures regarding children going missing from education and make reasonable enquiries to locate such children, working with and referring to the Local Authority as appropriate;
- Attend and contribute to inclusion and attendance meetings and develop plans to support students with attendance related difficulties;
- Identify those cases that should be referred to the Local Authority for court proceedings or Penalty notices; Prepare reports and appropriate evidence as required, acting as a witness in the Magistrates Court if required;
- Understand, follow and implement procedures regarding child performance and child employment;
- To prepare and maintain appropriate case notes and records to enable the production of comprehensive

statistics on outcomes of intervention, legal sanctions etc;

- To prepare and analyse regular data reports for SLT, Academy Trustees and Ofsted;
- To ensure all registers are completed and maintained with complete accuracy on a daily basis;
- To actively plan a strategy to reduce PA student numbers each term and reflect on the impact of the strategy;
- To ensure all attendance data from offsite providers is obtained and updated onto our systems;
- To meet with SLT weekly to review year group attendance and plan intervention and review the impact;
- To maintain the Academy's attendance School Management Information System, together with the daily automated system to contact parents/ carers regarding absent or late students;
- To respond to parental enquiries and complaints regarding attendance concerns;
- Discuss reasons for absence with parents/ carers offering support and challenge where appropriate;
- To assist parents/ carers with processes regarding admissions, exclusions and elective home education;
- To contribute to assemblies for all year groups regularly to raise the profile of attendance with students;
- To arrange and lead meetings with parents/ carers both on site and at the students' home address as appropriate;
- To give guidance, support and lead CPD where appropriate to support Academy staff in regard to attendance policies and procedures and in relation to improving attendance of individuals and groups;
- To send out appropriate correspondence to parents/ carers regarding absence and attendance including leave of absence requests;
- Prepare and lead regular attendance panels/ fast-track meetings, ensuring appropriate follow up action is taken;
- To develop, implement, maintain and evaluate systems of praise and recognition for good and improved attendance;
- 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/aims of the Academy;
- Have due regard for personal health and safety in the course of their duties including risk assessing home visits and other out of academy duties;
- Demonstrate an active commitment to their own professional development – participate in performance management reviews and undertake those for staff for whom you are responsible.

Duties and Responsibilities

- Be aware of and work within the school policies and procedures;
- Work collaboratively with SLT, Heads of Year, Form Tutors, other relevant professionals and external agencies;
- Working alongside multidisciplinary professionals by assisting with the planning and delivery of relevant attendance strategies.
 - Plan and implement strategies to support pupils in their social development and their emotional well-being, dealing with and following the school's policy on reporting problems as necessary;
 - Establish and maintain relationships with parents, carers and other professionals.
 - Provide regular communication to parents / carers in regard to pupils' attendance; Contribute to meetings with parents / carers by providing constructive feedback and specialist advice/knowledge e.g. pupil attendance/progress/achievement;
 - Contribute to the development of school policies and procedures;
 - Be responsible for the preparation, maintenance and control of stocks of materials and resources; in line with school policy;
 - Maintain a clean, safe and tidy learning environment;
 - Assist with the supervision of pupils before school, break times, lunchtimes (but not as a supervisory assistant) and after school clubs if required;
 - Accompany teaching staff and take responsibility for pupils on visits, trips and out of school activities as required;
 - Provide pastoral care to pupils as appropriate;
 - To act as a first aider;

- Be responsible for tracking and monitoring pupil attendance who are not working to the normal timetable;
- Provide basic first aid, liaising with senior leaders and medical staff and if appropriate referral to health service in emergency cases;
- May be asked to Administer medication subject to agreement and in line with school policy and procedures;
- To support the invigilation of examinations and tests;
- Support pupils to develop their skills of independence, resilience and confidence and self-esteem;
- To supervise pupils in bus lines and escort them safely to their designated transport (if this is a requirement of the Academy);
- Prepare and present displays as appropriate.

Support for the School

- Be aware of and comply with policies and procedures relating to safeguarding, confidentiality and data protection, reporting all concerns to an appropriate person;
- Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times;
- Be aware of and support difference and ensure that all pupils have access to opportunities to learn and develop;
- Contribute to the overall ethos, work and aims of the school;
- Maintain good relationships with colleagues and work together as a team;
- Appreciate and support the role of other professionals;
- To attend all relevant meetings including morning briefings, staff meetings and parents evenings;
- Participate in training and other learning activities and performance development as required to meet individual pupil needs including a First Aid qualification.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory. The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head Teacher.

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Biddick Academy

Attendance Manager

PERSON SPECIFICATION

Qualifications and Training

	Essential	Desirable	Method
GCSE (or equivalent) in English and Maths at Grade C or above	✓		A
Relevant qualification and/or training (eg. NVQ Level 3)		✓	A
Recent evidence of commitment to own professional development	✓		A

Knowledge and Understanding

	Essential	Desirable	Method
Knowledge of general office procedures and practice	✓		A/I
Knowledge of school systems and procedures		✓	A/I
Knowledge of statutory requirements in regards to attendance within schools		✓	A/I
Awareness of the reasons for non-school attendance and current thinking about how to address these		✓	A/I

Skills and Experience

	Essential	Desirable	Method
Experience within a school attendance role	✓		A
Experience of attendance reporting systems , for example SIMS or Integris	✓		A/I
Experience of analysing data and preparing reports		✓	A/I
Excellent interpersonal and communication skills	✓		A/I
Ability to form strong and effective relationships with colleagues, external agencies and parents/carers	✓		A
Ability to use ICT packages such as Microsoft Excel, Word, Outlook	✓		A
Experience of dealing with difficult and challenging situations		✓	A/I
Able to work under pressure and use own initiative where appropriate	✓		A/I
Excellent organisational skills, able to prioritise tasks and manage time effectively	✓		A/I
Full UK driving license	✓		A

Personal Attributes	Essential	Desirable	Method
A passion and commitment for working with young people	✓		I
A strong commitment to improving the outcomes for students	✓		I
Act as a role model for students and staff by setting high professional standards	✓		I
An ability to determine priorities and organise all available resources towards the achievement of objectives	✓		I
Ability to be highly productive, work under pressure and meet fixed and often conflicting deadlines	✓		I
Ability to use initiative and to work independently to meet the challenge of rapid change	✓		I
Ability to present to large groups of young people (eg assembly for poor attenders)	✓		I
An ability to line manage others to ensure meaningful impact of implemented strategies and/or intervention.	✓		I
Good ICT skills – to be able to extract data and produce reports	✓		A/I
Team player	✓		A/I
Personable, approachable and able to gain the respect of others	✓		I
Commitment to the safeguarding and promoting the welfare of children	✓		I

A – Application Form
I - interview