

## Attendance and Welfare Manager- Job Description

Salary	Grade G
Location	St. Aidan's CE High School
Contractual basis	Permanent, 37 hours per week TTO plus 1 week
Responsible to	Deputy Headteacher: Pastoral and Safeguarding
Responsible for	

### Overall Purpose of the Job

Attendance management is an integral part of the safeguarding system within School. At St Aidan's the Attendance Manager is responsible for the management of data and administration to support the safeguarding issues related to school attendance.

The purpose of this role is to maintain accurate records of student attendance and to monitor whole school attendance and punctuality. The Attendance Manager is responsible for coordinating and managing intervention strategies to ensure whole school attendance is a priority.

### Specific Responsibilities of the Attendance Manager

1. To monitor daily student attendance and lateness records.
2. To follow up on student absences and lateness by on a daily basis with guidance from relevant colleagues, making appropriate referrals.
3. To ensure all attendance codes are correct and in line with the most recent guidance and attendance legislation.
4. To liaise with Heads of Year, Assistant Heads of Year, and other members of the pastoral team in all issues relating to student attendance.
5. To support with the analysis and reporting of student attendance data.
6. To ensure all unexplained absences are accounted for, seek the reason for absence, and record appropriately.
7. To support with producing the Attendance Policy and ensure it is followed appropriately by the school.
8. Through data analysis identify individuals and/or groups of students that require additional support to improve their levels of attendance and punctuality.

9. Identify and implement intervention strategies to address poor attendance and celebrate excellent attendance.
10. Liaise with the year team and make home visits to students and parents/carers as appropriate.
11. Initiate and follow through appropriate sanctions according to the attendance pathway and national guidance, including fines and court action, in liaison with the relevant colleagues and other professionals.
12. Coordinate and attend follow-up meetings and other relevant meetings with parents/carers and/or other professionals to provide relevant information, offer support and seek ways in which the school can help in improving individual attendance and punctuality.
13. Liaise with outside agencies, parents/carers, social services, other schools and/or organisations in relation to information on student attendance and punctuality.
14. Establish and maintain good relationships with all pupils, parents/carers, colleagues and other professionals.
15. Provide accurate and timely attendance reports to relevant colleagues including governors, Trust members and members of SLT when required.
16. Work closely with the admissions team and support with transition and new student induction.
17. Support with tracking the attendance of students who attend off-site provision such as day-release, alternative provision or personalised timetables.
18. Work closely with the behaviour team to support with track the attendance of students who are suspended or excluded.
19. Design initiatives that promote good attendance at school. Contribute to articles in the school InTouch magazine, newsletters and assemblies.
20. Contribute to the school behaviour policy, particularly around rewarding excellent attendance.
21. Report any welfare and/or child protection concerns as per school policies and procedures.
22. Contribute to the completion of accurate statistical returns regarding student attendance and punctuality as required by the school, local authority and DfE.
23. Be responsible for ensuring data quality and the integrity of management information through the proper use and safekeeping of data and record systems both.
24. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.
25. Undertake professional development activities to enhance personal development and job performance, through the provision of training and mentoring.
26. Attend relevant school meetings, as well as any other meetings associated with this role.
27. Any other reasonable duties as required by the Headteacher.

This job description forms part of the contract of employment on appointment. It will be subject to review and may be amended at any time after consultation, and with the agreement of the postholder.

[January 2025]