

## JOB DESCRIPTION

<b>Job Number:</b>	<i>For office use only</i>
<b>Department:</b>	Education
<b>Section:</b>	Frome College
<b>Job Title:</b>	Raising Attendance Leader
<b>Reports To:</b>	Assistant Principal
<b>Main Purpose of Job:</b> <i>Briefly - what is the job there for and why is it being done?</i>	
<p><b>To assist in promoting the vision of Frome College by</b></p> <ul style="list-style-type: none"> <li>• To contribute to promoting a positive attendance and punctuality culture in liaison with Assistant Principal</li> <li>• To ensure the consistent implementation of the college's attendance policy in liaison with the Assistant Principal</li> <li>• To manage the attendance data including the early identification of concerns</li> <li>• To line manage the Attendance Officers</li> </ul>	
<b>Main Responsibilities and Duties:</b> <i>What needs to be done? - Describe the <u>main</u> responsibilities and duties required of the job. This should include responsibilities for the support or management of clients, employees, budgets, processes and equipment.</i>	
<p>Liaise with and work under the direction of the Assistant Principal to undertake the following responsibilities and duties.</p> <p><b>DATA</b></p> <ul style="list-style-type: none"> <li>• Ensure tutors, heads of house and attendance officers keep accurate registers, including up to date codes</li> <li>• To generate a range of attendance reports that are suitable for parents, tutors, middle leaders, senior leaders and Governors</li> <li>• Identify any attendance concerns and liaise with middle and senior leaders and EWO service</li> </ul> <p><b>ATTENDANCE</b></p> <ul style="list-style-type: none"> <li>• Fortnightly meetings with middle leaders, including the Social, Emotional Mental Health Manager to track attendance and action attendance concerns</li> <li>• Ensure WPNs, PNs and EHAs are implemented consistently</li> <li>• Ensure regular and positive communication is established with families who have attendance issues</li> <li>• To lead and organise projects that work with young people that will improve their attendance</li> <li>• Daily line management of the attendance officers to ensure all attendance administration is carried out</li> <li>• To present a termly attendance report to SLT</li> </ul>	

## GENERAL

- Management processes and procedures in Attendance ensuring all team members are as multi-skilled as possible
- To liaise closely with the admin team regarding student data input
- Work directly with the Assistant Principal to liaise with the Post 16 Leadership Team to ensure Post 16 funding for courses is optimised
- Comply in all respects with the requirements of the EU GDPR (General Data Protection Regulation) and maintain strict confidentiality, record keeping of student data at all times
- Keep up-to-date with and observe all relevant Child Protection procedures in line with Keeping Children Safe in Education and all other College policies and procedures.
- Observe all relevant Health & Safety regulations as they relate to your working practices and responsibilities, including the Health & Safety at Work Act 1974 and all other College policies and procedures
- To cover break duties as required
- Undertake such duties as may be reasonably required commensurate with the grade.
- Support whole-school events e.g. Options Evening, Taster Day, Transition Day

**Facts and Figures:** Give facts and figures that help to give a picture of the job. This should include any statistics relevant to the job, for example, the number of clients supported, type and value of equipment, resources or premises for which the job has responsibility, size of budgets controlled or which the job has some impact on and, if appropriate, numbers of staff managed.

- Line management of the attendance team (currently two part time staff), including appraisal, recruitment, training, staff development, grievance and discipline procedures as required, providing guidance, advice, training and induction of staff
- Frome College is a large Secondary School with approximately 1100 students (13-18 years)
- Approximately 170 staff
- Responsibility for the accuracy of attendance data and records on all College assessment and analysis systems

## SUPPORTING PROCESSES

**Problem Solving and Creativity:** Give examples of the problem solving and creativity involved in the job. This should include resolving issues over interruptions to work deadlines, priorities and changing demands. How often do these issues occur?

- Strong confident and sensitive communication skills, in order to work with a wide variety of students, parents and staff
- Have a systematic approach to their work to ensure college and EWO procedures are followed consistently
- Highly organised. Dealing with tight deadlines, reacting to a variety of requests and queries and frequent interruptions to work, which may result in changing priorities
- Ability to respond to the needs of the school and students creatively to resolve problems

**Decision Making:** Give examples of the types of decisions which the job has responsibilities for making, including where appropriate those relating to resources, budgets and employees. Show where there is authority of freedom to act and where there is an impact via recommendations or advice.

- Works within guidelines answering normal queries, referring more difficult decisions to the line manager (Assistant Principal)
- Makes recommendations for development in ways to improve attendance
- Works within guidelines and whole school improvement plans to provide and monitor appraisal targets for those who they line manage

**Physical Effort and Working Conditions:** Give details and the frequency of any special effort needed, including the prolonged or frequent use of IT equipment and describe any particular working conditions, other than those encountered in a normal office environment, to which the job holder is subjected e.g. noise, outside working, unpleasant surroundings.

- Works within normal school environment with frequent and prolonged use of ICT
- Works in a varied environment including office and home visits, with facilities to make a hot drink as required
- Photocopier available in shared office and link to colour printer available

**Contacts and Relationships:** Give details of the range and type of people within the Council or external organisations and including the recipients of services it is necessary to contact in order to carry out the responsibilities of the job. What is the range and purpose of the contact e.g. providing information or advice, directing, monitoring, influencing, motivating.

- Daily contact possible with all school staff, via e-mail or in person as required
- Help line support for SIMS
- Attendance at user group meetings provides further support and networking
- Regular formal meetings and day to day contact with line manager to support all responsibilities
- Local authority

**Additional Information:** Anything else which is relevant to the job which is not adequately covered elsewhere.

- The post holder will be required to take an active role in providing and developing an excellent business service for the College
- A can do attitude and flexible approach are essential to this post
- Although a middle management role, this is 'hands on' position
- Dress – smart business dress

**Knowledge, Skills and Experience: (To be completed by the Line Manager)** The minimum general education standard, qualifications, training and level of experience required by the job holder **to be fully effective in the job**. Note that this information should relate to the requirements of the job and not what may be available from existing job holders.

- Personal attributes to include good communication skills, flexibility, ability to use own initiative, ability to prioritise workload, ability to work in a team, be organised, reliable, tactful and confidential
- Appropriate ICT skills including Microsoft office and SIMS. A high level of skill in excel and assessment manager will be required to facilitate this role
- Will be required to attend training courses to update skills as necessary

**Agreed** that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder ..... Date: .....

Line Manager:..... Date: .....

Designated Senior Manager: ..... Date: .....

## PERSON SPECIFICATION

**Shortlisting will be based on the criteria listed below in the Person Specification. Applicants should therefore show in their application how their skills and experience match those criteria.**

Details of Person Specification	
Job Title: Raising Attendance Manager 37 hours per week, Term time only	Grade 12

### 1. Skills and Abilities

No	Description	Method of Assessment
	<b>Essential</b>	
1.1	Able to maintain accuracy and attention to detail whilst meeting deadlines	Application form/interview
1.2	Ability to meet multiple requests for information in a calm and professional manor	Application form/interview
1.3	Good organizational and general administrative skills, e.g. recording, filing, prioritizing.	Application form/interview
1.4	Excellent IT Skills especially in the areas of spreadsheets, and comfortable with the use of IT as an integral and essential tool	Application form/interview
1.5	Logical and analytical ability to identify possible improvements in reporting formats and procedures	Application form/interview
1.6	Ability to prioritise own workload and to work on own initiative and not require constant supervision	Application form/interview
1.7	To have experience managing and implementing systems and processes	Application form/interview
1.8	Ability to manage a team and work as part of a team and respond to the needs of the team in a positive way – e.g. assisting other team members with tasks at peak times	Application form/interview
1.9	Strong communication skills in order that effective and positive relationships are developed with parents, students, teachers, staff and EWO service	Application form/interview
1.10	Able to maintain absolute confidentiality regarding personal data held by the college	Application form/interview
1.11	Initiative and pro-active approach to problems to identify solutions and opportunities	Application form/interview
1.12	Ability to take day-to-day decisions within agreed parameters.	
	<b>Desirable</b>	
1.13	Knowledge of school attendance systems	Application form/interview

## 2. Knowledge/Qualifications

No	Description	Method of Assessment
	<b>Essential</b>	
2.1	Knowledge of data handling and how to use spreadsheets	Application form, certificates & interview
2.2	Knowledge of the legal aspects of handling personal data	
2.3	IT Software MS Word MS Excel MS Outlook	Application form/interview Application form/interview
	<b>Desirable</b>	
2.4	Knowledge of the SIMS.net MIS system would be highly desirable	Application form/interview
2.5	Understanding of Secondary education sector and the issues facing schools now and over the coming years.	Application form/interview

## 3. Experience

No	Description	Method of Assessment
	<b>Essential</b>	
3.1	Experience of managing databases including entry of data, management and reporting	Application form/interview
3.2	Experience in a similar role or a role requiring similar skills, abilities and knowledge.	Application form/interview
	<b>Desirable</b>	
3.3	Experience of SIMS.net would be highly desirable	Application form /interview
3.5	Experience of the supervision of staff	Application form /interview

## 4. Other Requirements

No	Description	Method of Assessment
	<b>Essential</b>	
4.1	Commitment to excellence and desire for continual improvement	Interview
	<b>Desirable</b>	
4.2	A knowledge and interest in the education environment	Interview