



**North East  
Learning Trust**

**Attendance Manager  
Rye Hills Academy**  
Applicant information pack

# **Attendance Manager**

**Grade 5 SCP18 – SCP 22**  
**£30,559 - £32,654 per annum FTE**  
**Actual Salary £27,780 - £29,685 per annum**  
**Term Time plus 10 additional days**  
**37 hours per week**

Rye Hills Academy is a part of North East Learning Trust and is seeking to appoint a highly motivated Attendance Manager to join our dedicated pastoral team. 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.

The successful candidate will support young people and raise achievement by improving attendance and engagement, giving them a real opportunity to improve the life chances of young people. You will have excellent communications with the ability to work successfully with students, parents/carers and multi-agencies. You will assess reasons for non-attendance and initiate and support appropriate action to improve attendance.

Our primary aim is for each young person to be both courageous and caring, resilient and determined as they strive for excellence, an active and well-rounded citizen with deep integrity and one who respects others and contributes positively to society.

Our vision, along with all schools in the Trust, is that every child experience's 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 supported and effective governing body

### **We can offer:**

- National Terms and Conditions of Employment (NJC Green Book)
- Local Government Pension
- Up to 1 day paid leave for staff wellbeing
- Lifestyle Savings including gym discount and range of discounts from top retail brands
- A comprehensive Employee Assistance Programme providing free confidential advice and a counselling service 24/7 365 days per year

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

- Have experience of working with young people and/or their families in a similar role
- Have excellent organisational skills
- Have a good level of administrative skills
- Have strong data analysis skills
- Have excellent communication skills

**Deadline: Monday 9<sup>th</sup> December 2024 12noon**

Interviews will take place week commencing 9<sup>th</sup> December 2024



### **How to apply:**

Application packs can be downloaded from our website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to [claire.thornton@ryehillsacademy.co.uk](mailto:claire.thornton@ryehillsacademy.co.uk) or by post to Claire Thornton, Rye Hills Academy, Redcar Lane, Redcar, TS10 2HN. Please do not submit a CV unless it is to compliment your application form.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment. All posts will be subject to receipt of satisfactory enhanced DBS disclosure, medical and reference checks. All pre-employment checks are in line with "Keeping Children Safe in Education" and the Trust's Safeguarding Policy which is available on our website.





# Job Description

**Post title:** Attendance Manager  
**Responsible to:** Assistant Headteacher  
**Responsible for:** Improving Pupil Attendance  
**Salary Band:** Grade 5 SCP18-SCP22

## 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.
- To monitor the school attendance system to ensure academy records are accurate, identifying trends and intervene appropriately.
- To provide attendance information for School Reports.
- To 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.

## Support

- 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 signpost to the Local Authority and other agencies where appropriate.
- To contact parents/carers by telephone to discuss absences in a sensitive but firm manner and build positive relationships to develop strategies to improve attendance.
- To go out into the community to help to identify and deal with truanting students.
- 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 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 attend and contribute to Pastoral meetings.
- To attend court as necessary.

## Data Analysis

- Assess reasons for non attendance and initiate and support appropriate action to improve it.
- To be responsible for analysing data to identify patterns and at risk groups, producing reports to assist the senior leadership team.



- To ensure that work around persistent absentees is proactive and in line with other strategies of raising achievement and attainment.
- To work with SLT in developing strategies to raise attendance levels and reduce persistent absence.
- To work with line manager to recommend action to be taken, and develop strategies to combat unauthorised and authorised absences

### Safeguarding

- To check attendance of vulnerable students every lesson, reporting absences to SLT.
- To carry out home welfare checks for students who have prolonged periods of absence.
- To record any concerns on CPOMS and to support the DSL to implement intervention strategies to safeguard vulnerable students.

### External Stakeholders Engagement

- To assess reasons for non-attendance and initiate and support appropriate action to improve it.
- To 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, Early Help, Social Care etc.
- To 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 liaise with Key Stage Progress Leaders and Year Managers on attendance data
- To work with Trust Attendance Lead to implement policies, procedures and DfE guidance.

### General

- To attend any training courses relevant to the post, ensuring continuing personal and professional development.
- To keep up to date with safeguarding policies and procedures.
- To work well together with the wider school team.

**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 Attendance Manager

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> <li>• Minimum 5 GCSEs, Grade 9 - 4 (A-C) or equivalent, including Maths and English</li> <li>• First Aid qualification (or willingness to undertake)</li> <li>• Sound working knowledge of school attendance statutory duties</li> <li>• Sound working knowledge of safeguarding and child protection legislation and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• A degree or other relevant professional qualification in education, youth or social work</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of working with young people and/or their families in a similar role</li> <li>• Experience of managing a range of conflicting priorities across different areas of work</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant experience in a school/educational setting</li> <li>• Experience of working in a multi-agency setting</li> </ul>
Aptitude and skills	<ul style="list-style-type: none"> <li>• Excellent negotiation skills</li> <li>• Excellent communication skills, both written and verbal</li> <li>• Ability to build positive relationships with students and parents.</li> <li>• Good numerical skills</li> <li>• Ability to analyse data and to produce written and statistical reports and accurate record maintenance</li> <li>• Excellent administrative skills</li> <li>• Excellent organisational skills to prioritise work to meet deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of SIMS</li> <li>• Counselling/mediation skills</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• Ability to maintain the highest levels of confidentiality</li> <li>• Resilience to manage conflict and challenging situations</li> <li>• Ability to work on own initiative with minimal supervision</li> <li>• Demonstrate enthusiasm and a general interest in supporting children to achieve</li> <li>• Full UK driving licence</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to undertake minibus driver training</li> </ul>



### **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 checks are 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.

