

FIR VALE SCHOOL

Job Description

Post Title	Attendance and Welfare Manager
Hours of Work:	37 hours per week (41 weeks)
Scale:	Grade 6 (Point 21 - 26) £30,825 to £34,834 pro rata
Responsible To:	Assistant Headteacher
Responsible For:	Attendance Assistants

Service Provision

- To proactively monitor and analyse attendance using SIMs/SIMs Discover.
- To convey all attendance reports to the appropriate Senior Leadership Team (SLT) lead for attendance and student support teams, including monitoring any patterns of attendance and alerting relevant staff to any anomalies.
- To ensure attendance policies are practiced by staff and that any necessary revisions or amendments identified are reported to the senior leadership team.
- To lead on promoting attendance within the school and its community including
 - Strategies to engage parents and carers.
 - Producing and displaying information around school using all facilities available
 - Attending parents evenings and whole school events
 - Attending assemblies.
- To liaise and organise meetings with parents and carers as needed and appropriate.
- Undertake home visits as necessary relating to student attendance, punctuality and welfare issues.
- To liaise with colleagues and share information about students.
- Ensure all attendance monitoring record keeping is up to date and complies with statutory duties.
- In conjunction with the attendance SLT lead, develop bespoke monitoring in order to best support individual students and secure best possible attendance.
- To raise any child protection concerns/issues with the relevant member of staff.
- To play a key role in student welfare, acting as a member of the Safeguarding Team.
- To be the lead link to the local authority on attendance issues.
- Attend internal and external meetings as and when necessary.
- Manage and administer student admissions process including liaison with parents, staff and CYPD with regards to student admissions.
- To promote and maximise educational opportunities and achievements for individual children and young people.
- To line manage the Attendance team
 - Workloads
 - Attendance monitoring
 - Professional Development
- To organize the 'Wake up Call' team each morning to undertake home visits and community walks.

Operational Planning

- To support the implementation of operational /strategic plans relating to the attendance team and the wider academy.

Quality Assurance

- To support the Senior Leadership Team and the academy in ensuring excellence in all reports and documentation relating to attendance, punctuality and attendance development of students.
- To ensure that all students and parents receive informative reports and guidance which they are able to understand and act upon.
- To promote Fir Vale uniform policy and ensure all students look smart and represent the academy well.

Service Development

- To continually seek and develop improvements in the support services provided.
- To be responsible for your own continuous professional development and participate fully in training and development opportunities identified by the academy or as a result of your performance management.

As a member of the support team you may also be required to undertake work in the following areas:

Administration

- Provide general clerical/administrative support e.g. photocopying, filing, faxing, franking of post, complete standard forms, respond to routine correspondence
- Maintain manual and computerised records/management information
- Produce lists/information/data as required e.g. student data
- Undertake typing and word-processing and other IT based tasks
- Operate relevant equipment ICT packages (e.g. Microsoft office/SIMS)
- Attend meetings, take notes, produce minutes and distribute
- Sort and distribute mail
- Undertake administrative procedures

Organisation

- Assist parents, students and visitors to the school with their queries, either in person or by telephone, in a courteous, professional and helpful manner
- Arrange hospitality where appropriate
- Provide general advice to staff, carers, students and others as appropriate.
- Assist with student first aid/welfare duties and liaising with parents/carers/staff
- Ensure accurate records are maintained for students on the school database
- Arrange for the transfer of student records/data to other schools/organisations

General Responsibilities

- 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 and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals as appropriate
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

Other duties as may be reasonably required in agreement with the Headteacher.