



INFORMATION PACK:

Attendance Improvement Manager



The Latimer Arts College

Job Description

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| Role: | Attendance Improvement Manager | Postholder: | |
| Scale: | Grade H Range 14-17 | Day / Hours: | 37 hours per week 39 weeks per year |
| Line Manager: | Attendance and Behaviour Lead | Times: | 7:45am-3:45pm with a 30 min unpaid break 3:15pm finish on a Friday |
| Direct Reports: | Attendance Administrators KS5 Attendance and Well-being Officer | Date: | January 2026 |

General Responsibilities

To be responsible for leading in securing high standards of student attendance and punctuality

Specific Responsibilities

To understand and be fully committed to the duties and responsibilities in relation to child protection and safeguarding young people

Attendance and Punctuality

- To promote the importance of good attendance with staff, students and their parents and carers;
- To implement strategies to improve attendance based on latest research and evidence-based approaches;
- To analyse attendance data using DfE and other tools;
- To lead on ensuring that the school's Student Attendance Policy and procedures are implemented to secure high standards of attendance, particularly for disadvantaged and SEND students and to support the school in meeting its attendance targets;
- To ensure compliance with registers by carrying out daily/weekly trawls, in liaison with the Attendance Administrators, coding all absences appropriately;
- To minute the attendance forum meetings and identify the key students for discussion, alongside SEND Provision Lead and Attendance and Behaviour Lead;
- To implement actions to reduce the number of students who are persistent absentees, in particular for those who are eligible for all vulnerable groups;

- To conduct timely home visits/contact in order to engage hard to reach families so that attendance can be improved;
- To support the reintegration of students with low attendance into school and lessons;
- To initiate attendance actions, including leading on the implementation and monitoring of Early Help Plan meetings and Parenting Contract Meetings (PCM) where student attendance falls below the school's expectations;
- To liaise with the EIPT, referring cases where attendance is unsatisfactory and the PCM targets have not been met;
- To monitor the daily attendance of students who are placed at an alternative educational establishment;
- Meet and communicate with parents and carers and external agencies.

Other General Duties and Responsibilities

To carry out the Performance Management process for the Attendance Administrators;

To contribute, where necessary, to the following general duties, some of which will be on rotation and shared with the Pastoral Team:

- To be present at the start of the day on gate duty and to monitor the late gate;
- Where possible to support the Pastoral Team, including lunchtime detentions and duties;
- To be a Safeguarding Officer;

To undertake any additional duties as deemed reasonable by the Principal.



Person Specification: Attendance Improvement Manager

| SELECTION CRITERIA (no priority order) | | | |
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| Qualifications | Essential | Desirable | Method of Assessment |
| High standard of education | X | | Application form / verified at interview |
| Relevant professional qualification | | X | Application form / verified at interview |
| Working with Children and Young People: safeguarding | Essential | Desirable | Method of Assessment |
| Motivated to work with children and young people to ensure they are successful | X | | Application form / interview |
| Commitment to, and belief in, the equal value of all students | X | | Application form / interview |
| Ability to form and maintain appropriate relationships and personal boundaries with children and young people | X | | Reference / interview |
| Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline | X | | Reference / interview |
| Ability to implement relevant highly effective behaviour management strategies with children and young people | X | | Application form / interview |
| Ability to raise self-esteem and expectations of children and young people | X | | Application form / interview |
| Knowledge and Experience | Essential | Desirable | Method of Assessment |
| Knowledge and experience of the requirements of safeguarding within schools, including Child Protection | X | | Application form / interview |
| Knowledge and experience of school attendance systems and related government guidance | X | | Application form / interview |
| Knowledge and understanding of the national initiative to improve the educational outcomes for students who are eligible for the Pupil Premium funding | X | | Application form / interview |
| Experience of working with agencies that deliver children and young people's services | X | | Application form / interview |
| Skills | Essential | Desirable | Method of Assessment |
| Proven track record of creating and implementing highly effective systems and procedures | | X | Application form / interview |
| Ability to establish, maintain and share clear systems for keeping records and generating data to inform planning | X | | Application form / interview |
| Ability to collate, monitor and analyse a range of data concisely and accurately | X | | Interview |



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| Strong ICT skills, especially in the use of Word and Excel | X | | Interview |
| Experience of using SIMS (school's information management system) | | X | Application form |
| Ability to work with confidential information where discretion is paramount and an understanding of data protection. | X | | Interview |

| Personal Qualities | Essential | Desirable | Method of Assessment |
|---|-----------|-----------|------------------------------|
| Communication skills to influence, persuade, motivate and engage with a wide range of children, young people and their families | X | | Application form / interview |
| Ability to communicate effectively and relate well to other stakeholders | X | | Reference / interview |
| Warmth, confidence and empathy informed by a clear sense of purpose in working with children and young people | X | | Application form / interview |
| Physical and emotional resilience and reliability under pressure: managing the unexpected! | X | | Interview |
| Creativity, energy and enthusiasm | X | | Application form / interview |
| Efficient and organised: independent and effective in time management, with a strong ability to prioritise | X | | Application form / interview |
| A willingness to be flexible and adaptable | X | | Application form / interview |
| Good sense of humour | X | | Application form / interview |
| A clear ability to work under own initiative and display flexibility | X | | Application form / interview |

| Additional Requirements | Essential | Desirable | Method of Assessment |
|---|-----------|-----------|------------------------------|
| Willingness to contribute to the wider aspects of school life | X | | Interview |
| Evidence of commitment to professional development | X | | Application form / interview |