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| **Job Title:** | Attendance Co-ordinator |
| **Location:** | Bedford Academy |
| **Reports to:** | Attendance Manager |
| **Direct reports:** | None |
| **Full/part time:** | Term time: 37 hours Term Time plus 2 weeks (41 Weeks)Monday – Thursday 8 am - 4 pm, Friday 8 am -3.30 pm |

HEART Academies Trust is a family of academies at the heart of the community, improving life chances for all through challenge and support. We strive to transform the educational outcomes of students from a young age by providing exciting, new and different opportunities for learning and applied learning. Our overwhelming belief is that every child can be personally and academically successful with early and practical help from staff that know and value them as an individual. HEART Academies Trust aims to substantially increase the educational attainment, expectations and aspirations of all in the community.

Bedford Academy is part of HEART Academies Trust, and the Attendance Co-ordinator role will be based at Bedford Academy. The Attendance Team oversees all student attendance and is part of the pastoral team, working closely with the Heads of Year, Assistant Heads of Year, Tutors, Access Staff, and Wellbeing Teams to monitor, address and improve attendance and lateness.

**Responsibilities**

To co-ordinate the Academy’s attendance and punctuality system for all students, following up on absences in line with Academy policy and legal guidelines as directed.

To enable strategies to be put into place to improve the attendance of students.

The following is an indicative list of duties which is not exhaustive and will be subject to review to reflect the changing work composition of the Trust.

**Specific Responsibilities**

To work with the Attendance Manager to support students and their families to improve attendance and punctuality, so that there is a constant improvement in relation to the Bedford Academy’s attendance targets.

* To be first point of contact relating to attendance for students and parents.
* To monitor emails received via your own email inbox alongside the school attendance inbox and Sixth Form attendance inbox. Ensure information is transferred to Bromcom where needed.
* Communicate with parents via telephone, e-mail, Bromcom and in person.
* Attend meetings on behalf of the Attendance Manager.
* Ensure that messages are taking accurately, dealt with in a timely manner and relevant next steps are taken.
* Attend the half yearly Attendance CPD for updates on documentation, legislation and guidance.
* Undertake as directed, home visits, parental/carer meetings with pastoral staff or the Attendance Manager.
* To support the academy in improving punctuality of students by:
* Monitoring patterns, send out daily late message.
* Call parents to discuss, putting plan in place for improvement and record appropriately ensuring clear communication with Pastoral Leads. If no improvement arrange face to face meetings.
* Issue detentions.
* Support with afterschool Late detentions with Attendance Manager.
* All relevant paperwork to be e-mailed through Bromcom to parents and help coordinate detentions with the attendance team daily.
* Daily Absence Message
* Ensure all lates, messages are taken in a timely manner, pastoral teams updated as and when necessary.
* Run reports on Bromcom to get information. Safeguarding text to be sent daily by 10.30am.
* Check any students with discrepancies with pastoral team to confirm if in school.
* Ensure Bromcom is updated with appointments.
* Signing students in and out of school. Continuous monitoring of Attendance inbox for students sent home via first aid.
* Enter attendance information into the system as and when required. Ensure reasons for absences are established as required using various means, including telephone calls, text messaging, letters, meetings and home visits. All recorded using Bromcom or CPOMS.
* Work in partnership with pastoral colleagues to improve attendance rates.
* Providing attendance certificates as and when needed.
* Discuss and implement support package in place to assist students to improve their attendance.
* Absences within term time. Ensure these are coded and logged, Pastoral teams appraised.
* E-mail communication sent via Bromcom.
* Send out legal paperwork to parents. Ensure accurate recording keeping.
* Support the administration of relevant case documentation, including providing information for legal documentation and supporting liaison as appropriate with the Local Authority to carry out their legal responsibility to issue fines or to carry out legal action.
* Monitor end to end fine process.
* To be responsible for own health and safety and that of students and staff, in accordance with the Health and Safety polices to ensure wellbeing of all people on site.
* Attendance Reports.
* A variety of different reports need to be run and updated daily, weekly and termly.
* To prepare and distribute all Attendance rewards for end of term assemblies.
* Prepare 100% Attendance tickets for termly draws.
* 80/90% Attendance, plus other adhoc Attendance interventions.
* 93% Letters to be sent via Bromcom when instructed.
* General administrative duties, including filing and storing of information, saving of information on TEAMS and archiving of legal paperwork within student files.
* Maintaining and ordering of stationery for Attendance Office.
* To complete all Mandatory training, including Attendance Legislation and Safeguarding.

**Common Roles of All Trust Members:**

**Leadership: Vision and Values**

* Lead by example, providing inspiration and motivation, and embody for the students, staff, governors, parents and wider community the vision, purpose and leadership of the Trust.
* To ensure equal opportunities for all.
* To be committed to safeguarding and to promoting the welfare of all young people.
* To assist in the development of a culture and environment in which young people thrive and to drive innovation.
* To drive up educational standards, promote life-long learning and continually improve outcomes for all.
* Lead and contribute to an ethos in the Trust where well-being and respect are at the heart of the Trust and each student is valued and nurtured to develop personally and educationally.

**Leading and Managing Others and Self**

* Develop and maintain a culture of high expectations for self and others.
* Regularly review own practice, set personal targets and take responsibility for own development.
* Actively engage in the performance review process.
* Work within the Trust’s health and safety policy to ensure a safe working environment for staff, students and visitors.
* Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, colleagues and visitors.
* Adhere to Trust policies and procedures.

**PERSON SPECIFICATION**

We aim to create an outstanding Academy, and our staff will be expected to exemplify excellence in everything they do. Our Attendance Co-ordinator will have high expectations, enthusiasm and the ability to impact our students positively. We value the ability to demonstrate emotional intelligence, be flexible and to adapt to different situations with a clear sense of humour. We require an outstanding individual who can raise student attendance and punctuality across the Academy.

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|  | **Essential** | **Desirable** |
| **Knowledge and Experience** | * Computer literate with a high competency of IT skills including all Microsoft packages.
* Good level of standard education, at least level 2 in English and Maths.
* Experience of effective record keeping, use of administrative skills.
* Experience of working within a school environment.
* Experience of working as part of a team and liaising with colleagues.
* Knowledge of safeguarding/keeping children safe in education.
* Professional and friendly telephone, e-mail and face to face manner.
 | * Extensive Excel knowledge, with particular focus on pivot tables and formulas.
* Understanding of KCSIE.
* Experience of Bromcom.
* Knowledge of current safeguarding and child protection practice.
* Knowledge of issues surrounding Welfare of Students e.g. attendance, health and Child Protection.
* Understanding of the area, local communities and relevant issues for families.
* Full clean driving license.
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| **Skills and Attributes** | * Professional appearance and approach to work.
* Able to work within a fast paced environment with the ability to prioritise.
* Maintain confidentiality and discretion.
* Willingness to learn and capability to develop further.
* Ability to work in a child centred environment having respect for young people and their needs. A liking, sympathy and respect for children and sensitivity to their needs.
* Ability to work calmly under pressure and adapt quickly and effectively to changing circumstances/situations.
* Be able to cope with change and meet challenges successfully.
* Ability to maintain a calm approach in dealing with difficult situations.
* Ability to advocate on behalf of students, inspire and form appropriate positive relationships.
* Fundamental belief that every child matters and that aspirations/achievements can be significantly altered.
* Excellent listening skills and sensitivity in complex situations.
* Personal presence to develop and promote high standards in all aspects of school life.
* Must be able to provide the documents needed for an Enhanced DBS.
 | * Ability to understand, analyse and make effective use of a range of data.
* Rapidly learns new tasks and quickly commits information to memory.
* Ability to deal with challenging behaviour. Ability to deal with challenging situations in a positive, calm and composed manner.
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