

<b>ROLE:</b>	ATTENDANCE & COVER MANAGER
<b>HOURS:</b>	08:00 - 16:00 (Mon - Thur), 08:00 - 15:30 (Fri)
<b>LUNCH:</b>	30 minutes (taken during pupil lunch as no need for registration at this time)

## **ATTENDANCE & COVER MANAGER- JOB DESCRIPTION**

Responsible to: Deputy Headteacher/Head Teacher

Responsible for: Attendance/ Supply staff

### **ATTENDANCE**

- To manage all administration associated with Attendance
- To record late arrivals, and ensure they are correctly registered and advised HOY
- To produce a daily list of absences and circulate as appropriate
- To contact selected parents on first day of absence via Keep Kids Safe
- To develop & implement systems to ensure that known absences are exempt from first day calling
- To maintain records of all outcomes
- To ensure registers are correctly completed
- To produce reports for HOY, SLT & Form tutors including statistics
- To advise HOY with regards to letters regarding attendance
- To liaise with EWO on regular basis.
- To identify pupils at risk through poor attendance & punctuality
- Manage, extract and analyse the production of statistical returns
- Production of the DfE attendance returns

### **COVER/SUBSTITUTION**

- Have a strategic view of staff absence and provide cover where appropriate
- Discuss & agree requirements with Supply Agencies in order to ensure teaching & learning is not disrupted by planned or unforeseen absences
- Respond to unforeseen absences by deploying supply teachers where appropriate
- Manage supply staff as and when appropriate
- Deploy Cover Supervisor and allocate tasks when not used in a substitution role for absent colleagues
- To ensure professional standards are maintained from supply staff
- Monitor staff absence and advise SLT
- Manage the smooth running of 'off site activities' from an attendance perspective in relation to release of teachers to attend
- Manage the smooth running of arranging of school trips/Geography field trips. Advise & liaise with teaching staff concerned.
- Arrange room changes during Exam periods ensuring a smooth running of the school during exam time.
- Produce statistical reports relating to cover.
- Monitor the levels of cover lessons completed by teachers under the National Agreement

### **GENERAL**

- To administer the school roll as & when appropriate
- To administer changes to the timetable after initial establishment in relation to pupil changes

- Manage school Cover/Substitution diary
- And any other task requested by the Headteacher in relation to the role

**IN DETAIL:**

<b>COVER/STAFF SUBSTITUTION DUTIES/TASKS</b>	
D/W/M/H-T	
D	Pick up messages of Staff Absence, email Absence if absent staff have not already done so
D	Check Absence emails for absent staff
D	Arrange cover with outside cover companies to cover absent staff
D	Print registers for absent staff so cover staff can complete manually and send back to me for completion in SIMS
D	H&S information, School tour and starting paperwork completion for all new cover staff on site
D	Print cover sheet, distribute to reception, staff room and pupil Services
D	Oversee/Check cover each day for following few days to ensure absent staff have pre-arranged cover
D	Room changes on SIMS and advise Daily bulletin
D	Deal with day to day running of cover, manage cover staff in school/ check in at the end of the school day
D	Scan any behaviour issues from cover staff lessons and send to head of department and staff they have covered for their information
H-T	Produce impact summaries of classes and pupils impacted by staff substitution and send to HT
H-T	Produce impact summaries by staff of numbers of substitution periods created and send to HT
W	Maintain a list of supply staff used each week in order to evaluate costs and share this with HT
<b>ATTENDANCE DUTIES/TASKS</b>	
D	Take messages from 'absence answer phone' and enter student absences on SIMS
D	Sign in late arrivals with HOY
D	Organise DTs for Lates and send text to parents to advise of DT
D	Whole school register (form group) in case of Fire safety
D	Text parents of absent children that we have had no absence call from to explain their child has had no morning registration mark
D	Call parents of children with N marks from whom we have not received a message/call/text regarding absence reason(s)
D	Run SEND and PP absence reports to email to HT DHT, SLT, PM's and LM's
W	Correspondence with Education Welfare Team
D	Check registers are complete each lesson (form, P1-5) each day, if not complete chase the teacher responsible
D	Chase N coded pupils each lesson to ensure Safeguarding of each pupil
D	Check external provision attendance
D	Taking calls from parents, passing information to the correct staff in school and documenting on sims, CPOMs if needed
D	Complete all exam registers
D	Mark pupils out and in from appointments throughout the school day
D	Update pupils' attendance if they are in one of the additional interventions
W	DfE reporting each week - which includes staff numbers, illness and illness reasons, student attendance, illness and illness reasons, FSM, SW, EHCP breakdown and attendance for each day

W	Arrange Medical meetings involving parents, school nurse and EWO to improve attendance of pupils with medical issues.
W	EPN for Poor attendance or unauthorised Holiday - when required
W	Produce the SIMS ZZ reports - to update RAG sheets and Attendance Spreadsheet, ready for attendance meetings with HOY and PM's
W	Meetings with HOY and PM's for each year group x 5 years fortnightly
W	Send letters to parents regarding poor attendance (letter 1 and 2) prior to enforcement (EPN)
W	Suspected Holiday Letters
W	Request for holidays - collate information for HT regarding the request
W	Send letters to parents for above (either authorised or unauthorised holiday from HT)
M	Monthly Meeting with Education Welfare Officer
M	Prepare all attendance information for the pupils being addressed at the meeting, print registration certificates, complete meeting minutes and distribute to relevant staff within 48 hours of the meeting
W	Refer pupils to MASSH team when missing from education for over 10 days
M	Update attendance records for each term with year, whole school, PP, Non-PP, SEND, Non SEND, FSM breakdown for whole year, and half terms throughout the year and comparisons year on year, leavers attendance year on year for HT and DHT and governors
M	Record letters received from LA regarding penalties and enforcement
W	Record leavers on SIMS, advise relevant staff of school leaver so files can be sent and records amended
W	Upload Leavers on S2S (School to School)
W	Record in year Starters, Leavers and pupils on external provision and update Weekly bulletin with any changes
W	Complete RAG sheets, print weekly form register and distribute to form tutors
W	Collate medical appointments and absence letters for all pupils
W	Source CVs from agencies and liaise with Subject Leaders for Long term staff cover when members of staff are absent
	Attendance and punctuality analysis as and when required from HT and DHT
W	Authorise time sheets weekly for cover teachers and Learning Support staff.
W	Create and update the SIMS ZZ attendance reporting for correct weekly analysis