



Collingwood  
College  
BELIEVE SUCCEED

## Collingwood College Recruitment Information

### Attendance Manager

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**Dear Applicant,**

Our vision for Collingwood is to be the College of first choice for all our parents and we are currently on a journey to move from Ofsted Good to Outstanding!

Collingwood College is committed to developing responsible, aspirational, independent, happy and well-rounded young people with the self-belief to reach their goals.

Our students are the focus of everything we do. We have found that by listening to students' views and offering them the opportunity to work with each other, staff and governors, they are an integral part of our relentless drive for improvement.

Collingwood College offers all students an inclusive, flexible and stimulating educational experience. With a strong emphasis on personal development and a very wide range of leadership opportunities and extra-curricular activities, we are able to offer challenges that motivate and appeal to all individuals.

Our academic performance is consistently high and in recent years students have achieved excellent results at pre and post 16 level. In 2023, in the Sixth Form, 74% of A level qualifications were at A\*-C and our ALPS three year rolling average (progress) score for A level and BTEC qualifications was a 4 ('very good', top 40% nationally).

At GCSE, almost 80% of entries were graded at 9-4. 71% of our students also achieved 9-4 grades in both English and Maths. Our ALPS progress measure was 4 ('very good', top 40% nationally). This continued level of success is down to the hard work of our students and their teachers.

We welcome and encourage applications from graduates who are looking to gain experience before going into Teacher Training.

We empower our employees to utilise their talents and skills to make a positive and significant contribution to the quality of teaching, learning and personal development that the College provides for its students.

We look forward to receiving your application for this post.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Eden Tanner', with a horizontal line underneath.

**Mr Eden Tanner**  
**Principal**

## JOB TITLE

**Required from September 2024**

**36 hours per week, term time plus 5 inset days (39 Weeks)**

**Salary: £23,977 to £26,473 (£27,870- £30,771 FTE)**

Collingwood College is seeking appoint an Attendance Manager. The successful candidate will provide operational and administrative support to promote whole college attendance strategies, to improve attendance and persistence absence in line with college targets.

The ideal candidate will have:

- excellent communication and interpersonal skills
- the ability to build effective relationships with all stakeholders.
- exceptional organisational and ICT skills, including the ability to multitask and manage a number of conflicting priorities are required for this post.
- experience of working in a school environment
- a commitment to work for the best outcomes for each child
- a positive outlook and resilient nature
- committed to ongoing CPD in line with the college development plans
- good analytical skills to create and interpret data and produce accurate reports

The post involves monitoring student absence and punctuality, supporting parents and students in improving their attendance and the related administration and data. The person appointed requires good communication and inter-personal skills with a willingness to be adaptable to team needs. There will be an expectation to produce and use data to inform stakeholders and target individual or groups of students where necessary.

The capacity and ability to implement legal proceedings and support with Safeguarding would be seen as an additional benefit to the College.

**To apply:** Please complete the application form available from [www.collingwoodcollege.com](http://www.collingwoodcollege.com) vacancies.

**Closing Date:** 6<sup>th</sup> July 2024

**For more information:** Please contact HR 01276457600 or email [hr@collingwood.surrey.sch.uk](mailto:hr@collingwood.surrey.sch.uk)

Suitable candidates may be interviewed before the closing date and Collingwood College reserves the right to withdraw the position if an early appointment is made.

Collingwood College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

## The Department

Collingwood College has an exceptional Pastoral team, which includes Year Managers, Pastoral Support and Student Support Officers. They work together in a collaborative manner to ensure that students have the best possible environment to achieve their full potential. The College recognises how intrinsically linked pastoral care and curriculum outcomes are and do their best to ensure both facets work together for the best possible outcomes. We also work closely with our SEND Department and Pupil Premium Leads to support some of our students, including extra maths lessons. The team regularly liaise with outside agencies in order to support attendance and well-being and are always complimented by multiple agencies, with regards to the pastoral care provided. Ofsted cited safeguarding as exemplary and pastoral care as excellent.

There is obviously a direct link between attendance and achievement after all, you must be here to be able to learn. Subsequently, the Attendance Manager will be a key individual in the Pastoral Team, working closely with all of the team, but especially the Student Support Officers, Year Managers and Senior leadership under the Line Management of the Senior Assistant Principal with responsibility for attendance.

## Probationary Periods

All posts are subject to a probationary period. For support staff this is 6 months. Collingwood College's Probationary Policy is available upon request.

## Remuneration and Benefits

Collingwood College has its own generous pay scale and the financial package offered will be commensurate with the responsibilities of the post and the experience of the person appointed.

All new staff appointments are subject to verification of fitness to work, receipt of two satisfactory references, qualification verification, clearance from the Disclosure and Barring Service at Enhanced level as well as other checks relevant to the role.

Access to other benefits including:

- Outstanding facilities, including free on-site parking
- BUPA Healthcare cash Plan
- Teachers Pension Scheme for teaching staff
- Local Government Pension Scheme for support staff
- 24/7 Employee Assistant programme for staff and their families
- Exclusive savings, discounts and offers through My Staff Shop including Cycle to Work Scheme
- Flexible leave of absence policy

## Training and Development

At Collingwood we are committed to providing a well-structured staff development programme to enhance personal and team development. All new staff received the following training:

- Collingwood College Company Induction

- Safeguarding and Prevent Training
- Mandatory and Compliance Training including Fire Awareness and Health and Safety at Work
- Training linked directly to the job role, which may be delivered by other colleagues or external trainers

In addition, staff can have:

- An opportunity to access other training as detailed in the termly training calendar
- An opportunity to access training outside the college linked directly to your role or career aspirations
- Other on-line training relevant to the role.

For New Qualified Teachers we have developed a specific training programme to support you through your induction year.

## JOB DESCRIPTION

### Attendance Manager

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POST:</b>                    | ATTENDANCE AND HOME-COLLEGE LINK Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>REPORTING TO:</b>            | Progress Leader/Senior Assistant Principal (Behaviour and Personal Development)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>JOB PURPOSE:</b>             | <p>To develop and use strategies to ensure that all students attend college regularly.</p> <p>To identify how attendance can be improved to be in and line and above both the national and local average</p> <p>To promote positive and productive relationships between home and college.</p> <p>To work preventatively with families, children and the college to provide early intervention, signposting support and guidance in times of change and stress, thus enabling improved attendance and behaviour by reducing family and environmental barriers to learning.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>SUPERVISES:</b>              | Any available administrative Support for the Attendance Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>DIRECT INVOLVEMENT WITH:</b> | Form tutors, Year Managers, students, parents, SENCO, Inclusion Officer and external agencies as appropriate, Teaching and Support staff within Collingwood.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>KEY RESPONSIBILITIES</b>     | <p>The key account abilities are set out below. The tasks under each accountability simply serve to indicate the range and type of possible duties involved. The tasks do not constitute an exhaustive list. During the course of the year the amount of time spent on any one area of work may vary considerably and will be directed by the needs of the college at the time under the direction of the College.</p> <p><b>Attendance Duties</b></p> <ul style="list-style-type: none"><li>• Daily monitoring of all aspects of attendance.</li><li>• Analysing data and producing attendance reports to relevant staff and governors, including daily reports where necessary.</li><li>• Liaising and intervening with parents, students and staff to improve student attendance.</li><li>• Ensuring that the relevant staff and authorities are informed regarding attendance issues as necessary (DfES/PMOOE returns/Inclusion Service).</li><li>• Ensure accurate records are maintained on SIMS database. (Send Register Default Emails when necessary)</li><li>• To report to the Senior Assistant Principal as necessary</li><li>• Responding to referrals from designated staff.</li><li>• Ensuring all leave of absence notifications are processed.</li><li>• Monitor late marks</li><li>• Collate and evaluate data regarding students and their reasons for attendance anomalies, and to ensure that this is accurately recorded on SIMS database</li><li>• Monitor persistence absence and those identified by SLT.</li></ul> |

- Ensure Truancy Call procedures are initiated in a timely manner.
- Arrange and run when necessary attendance panels.
- Arrange and run when necessary punctuality meetings.
- To be responsible checking on children at risk of truanting, liaising with Year Managers
- To initiate and carry out periodical post-registration truancy checks
- Meeting with college staff, students and parents to identify individual issues, identifying strategies, coordinating support and setting targets to improve attendance.
- Following up unexplained absences until a response is received accounting for absence.
- To make contact with feeder primary schools, or other secondary schools, and gain any relevant information about the attendance records of new students
- Act upon any missing register marks, missing reasons for absence and missing registers.

#### **Office Based Duties**

- Receive incoming calls and messages from parents and passing on to Year Managers/Form Tutors when appropriate.
- Monitor attendance of students educated off site
- Ensure Elective Home Education Procedures are followed correctly.
- To support the implementation of a rewards system via presentation of data
- Dealing with leave of absence/holiday requests in line with college policy
- Administer penalty notices for unauthorized leave of absence by compiling appropriate evidence to initiate legal proceedings

#### **Home College Link**

With the support of the Home College Link Worker

- Carry out Home Visits to support families.
- Encourage communication between the college and family, and to ensure good communication with and between colleagues in the college.
- Provide Give guidance and support to parents.
- Help to improve attendance especially with later arrivals by offering assistance.

#### **Whole college accountabilities**

- To participate in the discussion of whole college policies and to participate in the implementation of college policies and practices
- To be active in pursuing professional development

- To work collaboratively across departments with colleagues and students to ensure the college operates as effectively as possible to achieve its aims.
- To undertake additional tasks as required by the needs of the college.

**OTHER RESPONSIBILITIES**

To undertake other duties as may reasonably be required in consultation with your line manager and/or SLT, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job, description in specific terms.

This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## PERSON SPECIFICATION

|                       |                                                                                                               |                       | Assessed by: |                  |
|-----------------------|---------------------------------------------------------------------------------------------------------------|-----------------------|--------------|------------------|
| No                    | Categories                                                                                                    | Essential / Desirable | App Form     | Interview / Task |
| <b>QUALIFICATIONS</b> |                                                                                                               |                       |              |                  |
| 1.                    | 5 GCSE's or equivalent, including English and Maths grades 9-4                                                | E                     | X            |                  |
| 2.                    | Willingness and ability to obtain and/or enhance qualifications and training for development in the post      | E                     | X            |                  |
| 3.                    | Evidence of continuous professional development and training                                                  | E                     | X            |                  |
| <b>EXPERIENCE</b>     |                                                                                                               |                       |              |                  |
|                       |                                                                                                               |                       |              |                  |
| 4.                    | Experience of working in a school environment                                                                 | E                     | X            | X                |
| 5.                    | Experience of working within an office environment                                                            | E                     | X            | x                |
| 6.                    | Experience and knowledge of issues affecting students and young people and how to offer supportive assistance | E                     | X            | X                |
| 7.                    | Experience of using Microsoft Office packages, SIMS, databases and web technologies                           | E                     | X            | X                |

| No                                     | Categories                                                                                                                         | Essential / Desirable | Assessed by: |                  |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|-----------------------|--------------|------------------|
|                                        |                                                                                                                                    |                       | App Form     | Interview / Task |
| 8.                                     | Experience of attending inclusion and attendance meetings                                                                          | E                     | X            | X                |
| 9.                                     | Experience of safeguarding meetings and protocols                                                                                  | D                     | X            | X                |
| 10.                                    | Experience of Inclusion, Education welfare work and knowledge of legal proceedings                                                 | D                     | X            | X                |
| <b>ABILITIES, SKILLS AND KNOWLEDGE</b> |                                                                                                                                    |                       |              |                  |
| 9.                                     | Excellent communication and listening skills                                                                                       | E                     | X            | X                |
| 10.                                    | Ability to respect and maintain confidentiality                                                                                    | E                     | X            | x                |
| 11.                                    | Knowledge of other agencies able to support students with specific vulnerabilities and how to access this support                  | E                     | X            | X                |
| 12.                                    | ICT literate with a working ability to use key IT software to present work to a high standard                                      | E                     | X            | X                |
| 13.                                    | Ability to relate to students in a pleasant the sympathetic manner and to recognise potential child safeguarding issues            | E                     | X            | X                |
| 14.                                    | Efficient and effective organisational skills                                                                                      | E                     | X            | X                |
| 15.                                    | Excellent customer service skills and ability to respond quickly as circumstances dictate                                          | E                     | X            | X                |
| 16.                                    | Ability to work effectively as part of a team, understanding College roles and responsibilities and your own position within these | E                     | X            | X                |

| No                        | Categories                                                                                                    | Essential / Desirable | Assessed by: |                  |
|---------------------------|---------------------------------------------------------------------------------------------------------------|-----------------------|--------------|------------------|
|                           |                                                                                                               |                       | App Form     | Interview / Task |
| 17.                       | Knowledge of attendance policies, procedures and support used to improve attendance of individuals and groups | E                     | X            | X                |
| <b>PERSONAL QUALITIES</b> |                                                                                                               |                       |              |                  |
| 18.                       | A strong commitment to the College's values and ethos                                                         | E                     | X            | X                |
| 19.                       | Commitment to support the College's agenda for safeguarding and equality and diversity                        | E                     | X            | X                |
| 20.                       | A flexible approach and strong work ethic                                                                     | E                     | X            | X                |