

## JOB DESCRIPTION

<b>Job Title:</b>	Strategic Lead for Attendance
<b>Grade:</b>	Grade 4
<b>Hours:</b>	37 hours per week
<b>Contract:</b>	Permanent, Term Time only plus 1 week
<b>Disclosure Level:</b>	Disclosure Barring Service – Enhanced Certificate
<b>Responsible to:</b>	Assistant Headteacher
<b>Responsible for:</b>	Attendance Officer, Attendance Administration Assistant

### Purpose of job

To set the school direction for culture with an initial focus on high attendance and punctuality.  
 To improve school attendance by strategically directing the attendance team who will focus on effective working with students, families, pastoral support teams and other agencies.

### Attendance

1. To create a vision for school culture with a focus on attendance and punctuality in the first instance.
2. To ensure that there are effective and efficient systems and procedures for attendance.
3. To line manage, train and develop the attendance team.
4. To lead and maintain a range of school records and data relating to pupil attendance records. To oversee responses to requests for such data from a range of staff in the school and assist in the interpretation of such data and information.
5. To strategically work with and advise form tutors to supply accurate student attendance data.
6. To be accountable for data around attendance and attainment and to use this data to support identified groups of vulnerable young people to show an improvement in these areas.
7. To be accountable for attendance and punctuality data so as to review the success of the school policies and initiatives to improve the attendance and punctuality of students where this is of concern.
8. In cases of poor school attendance and / or welfare issues to be proactive in assessing the situation and liaising with the appropriate professionals when pupils may be in need of additional support.
9. To offer general advice to parents and schools on education matters.

10. To maintain regular contact and establish constructive relationships with families/carers of children in need of extra support, to keep them informed of the child's needs and progress and to encourage positive family support and involvement.
11. To proactively maintain and develop contacts with other statutory and voluntary agencies.
12. To communicate and advise staff of the procedures and rules necessary for the correct functioning of the attendance system to ensure adherence to the school's policies and processes with regards to the management of attendance problems and awareness of support programmes in place.
13. To network with internal and external health/support agencies on a regular basis. To liaise with a range of health and support agencies with a view to seeking advice and support on behalf of students with specific concerns which may affect their attendance at school, under the direction of a member of the school management team.
14. To strategically work with the school management team, the SENCO, teaching staff and the relevant LA advisers so as to contribute to the review and development of school policies and processes relating to attendance management, ensuring adherence to DfE guidelines and consideration of the success of the school's existing policies and processes.
15. To evaluate the success of support initiatives with regard to school attendance problems and to produce reports on student attendance on a regular basis.
16. To liaise with schools staff. EWO, Behaviour Support Services, ISA, Social Services, Health and Family Support services as appropriate to identify pupils at risk of disaffection.
17. To have knowledge and appreciation of the range of activities, course, opportunities, organisations and individuals that could be drawn upon to provide extra support for pupils.
18. To network with countywide learning mentors, parent support advisers, family support workers and the Education Welfare service to share best practice.
19. To work proactively with school staff and other professionals to devise and monitor alternative education packages for disaffected or underachieving pupils within the social inclusion guidelines.

**Professional Responsibilities:**

1. To keep up to date with national developments and legislation in the relation to ASC, including teaching methodologies
2. Promote and safeguard the welfare of young people in line with procedures and policies
3. To promote the agreed vision and aims of the school and The Arthur Terry Learning Partnership
4. To set an example of integrity and professionalism

5. To ensure data is managed effectively and proactively and in adherence with legislation including GDPR, school and ATLP policies
6. Abide by Support Staff Standards
7. Develop own effectiveness by actively participating in own professional development
8. Liaise with parents and other agencies as appropriate
9. Attendance at meetings outside of the normal working day e.g. Parents Evening
10. All other duties commensurate with the grade and responsibility of the post

## PERSON SPECIFICATION

A.F. = Application Form; I = Interview; T = Test or Exercise;

CRITERIA		M.O.A.
<b>EDUCATION AND QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Relevant qualification / training in supporting students with ASC</li> <li>Degree in education or social work field or equivalent experience</li> </ul>	AF/Certificates
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Experience of working within a senior leadership team, developing and implementing strategies aligned to Trust's vision and values.</li> <li>Track record of leading change, challenging and influencing others to work differently with positive business benefits.</li> <li>Experience of working with children or young adults in an education setting</li> <li>Experience of liaising with external agencies and professionals.</li> <li>Detailed understanding of the principles with regard to Safeguarding of Children</li> <li>Experience of managing others including holding others to account</li> <li>Experience of leading an initiative that has impacted positively on students</li> </ul>	AF/I
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>Ability to develop effective relationships with students, families and external agencies</li> <li>Demonstrable knowledge of strategic approaches to improving attendance</li> <li>Ability to lead and work as part of a team</li> <li>Ability to help raise attainment of young people</li> <li>Ability to deal with challenging situations</li> <li>Ability to work using own initiative</li> <li>Ability to keep detailed and accurate records</li> <li>Flexible attitude/approach</li> </ul>	AF/I/T
<b>TRAINING</b>	<ul style="list-style-type: none"> <li>Evidence of willingness to participate in training and development opportunities</li> </ul>	AF
<b>CONTRA INDICATOR</b>	Positive Disclosure relating to children or vulnerable adults	Disclosure Form to be completed prior to interview