



Assistant Headteacher - Attendance

Salary / grade range	L15 – L19 £59,581 pa - £65,735 pa
Location	Bradford
Reports to	Headteacher and Local Governing Body

Purpose of role:

- To be accountable at strategic and operational levels for the delivery of the whole school attendance strategy. This will include a strong focus on raising the attendance and punctuality of pupil premium students.
- To be accountable at a strategic and operational level for the implementation and impact of a whole school approach to praise and rewards.

Key accountabilities (and specific duties / responsibilities):

Core duties

- To take a lead role in the development and delivery of the whole school attendance plan
- To work with a range of teams to raise the achievement and progress of pupil premium students through improvements in attendance and punctuality.
- To ensure that attendance has a high profile in the academy at all times and that families and communities understand the importance of attendance in securing strong outcomes.
- To use attendance data to ensure best use of resources in all initiatives.
- To improve attendance and forge positive relationships with external agencies and the community.
- To take a lead role in how praise and rewards are delivered throughout the school, in a classroom context and beyond.
- To lead by example and to take a lead role in developing leadership in others, including through the role of line manager.
- To be an excellent role model for all members of staff and students and to maintain a positive and visible presence around the school.
- To work collaboratively with SLT and others in order to monitor, review, evaluate and improve learning across the school.
- To comply with any reasonable request from the Headteacher to undertake work of a similar level not specified in this job description.



Specific duties

- To provide direction to the attendance team through the line management of the Attendance manager.
- To ensure effective analysis of a range of data sources and use this information to inform the development of an evidence based attendance improvement plan.
- To contribute to the creation and implementation of the pupil premium strategy document.
- To ensure effective analysis of attendance data and use this information to inform the development of an evidence based Attendance improvement plan
- To liaise with Year leaders and other colleagues to ensure that high attendance remains a high profile objective.
- To liaise with the careers lead to ensure a high profile programme of activities and events which help boost student aspiration. .
- Contribute to the strategic development of CPD across the school.
- To teach an appropriate timetable to a high standard in line with academy expectations.
- To complete supervision duties around the building as required.

Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
Qualifications <ul style="list-style-type: none">• A Graduate with QTS status.• Evidence of further post-graduate relevant study.		A/I
Experience <ul style="list-style-type: none">• Successful experience in leadership and management and of working collaboratively.• Successful experience of monitoring, evaluating and improving student achievement, attainment, attendance and person development and well-being across a school.• Experience of successfully challenging underperformance of staff and students.		



<ul style="list-style-type: none"> • Successful experience of implementing strategies to improve student attainment • Successful experience of managing change in an educational setting • Successful experience in the leadership and management of teams • Successful teaching experience in the secondary phase. • Evidence of continuing professional development. • Evidence of performance management for teachers and support staff. • Experience of working with outside agencies in order to promote student attendance. • Experience of pastoral leadership linked to raising levels of attendance. • Evidence of additional recent and continuing professional development. 	<p>D</p> <p>D</p>	<p>A/I</p>
<p>Skills, Ability, Knowledge</p> <ul style="list-style-type: none"> • Understanding of school attendance systems and legislation • A secure understanding of leadership and the contribution it makes to school improvement. • High level communication, organisational and management skills. • The ability to communicate vision and strategy effectively and persuasively in a variety of contexts. • The ability to evaluate colleagues' work and provide supportive feedback securing improvement. • An understanding and experience of strategies to improve monitoring, analysis and evaluation of staff and student performance. • An understanding and experience of developing effective assessment strategies to promote positive outcomes for students. • A secure understanding of the principles of moderation, with a working knowledge of moderation in action across the curriculum. • Knowledge, understanding and experience of using interventions to raise attainment. • Knowledge of current research linked to the effectiveness of teaching and learning, with a personal track record of its implementation • A working understanding of the inspection framework and its implications for school leadership. 		<p>A/I</p>



<p>Personal Qualities</p> <ul style="list-style-type: none">• A pro-active leader with the desire to be accountable for delegated areas of responsibility.• High personal impact and presence.• The ability to understand complex matters holistically and develop strategy to make coherence.• Emotional intelligence with the ability to recognise and manage stress in self and others• Self confidence and the ability appropriately to challenge the thinking of colleagues and others at all levels• Commitment to learning for self and the development of own skills and knowledge• The ability to inspire, enthuse and motivate all members• Commitment to professional development in self and others• Commitment to safeguarding young people.• Commitment to the principles of comprehensive and inclusive education.• Resilience, self-motivation, stamina and the ability to undertake a variety of roles in a pressurised and demanding context.		A/I
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This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.