



Attendance and Family Support Lead Job Description

Job Purpose

To take lead responsibility for whole-school attendance, working strategically and directly with families to improve attendance outcomes and remove barriers to pupils accessing education.

Key Responsibilities

Attendance (Lead Responsibility)

- Take lead responsibility for logging, monitoring, analysing and improving whole-school attendance
- Analyse attendance data to identify trends, patterns and pupils at risk of persistent absence
- Be accountable for reducing persistent absence and improving attendance outcomes
- Develop, implement and review attendance strategies for individuals and groups
- Produce attendance reports for senior leaders and governors

Family Support (Attendance-Focused)

- Lead all attendance-related communication and meetings with families
- Build effective relationships with parents/carers to support improved attendance
- Provide both support and challenge to secure improved outcomes
- Coordinate early help where attendance is the primary concern
- Work proactively with families to remove barriers to attendance

Safeguarding (DDSL)

- Act as a Deputy Designated Safeguarding Lead
- Support the DSL in managing safeguarding concerns
- Be mindful of safeguarding risks linked to attendance (including persistent absence and CME)
- Record and monitor concerns using CPOMS and liaise with external agencies

Intervention and Planning

- Develop, implement and review individual support plans
- Make informed judgements about appropriate interventions
- Work on an ongoing basis with pupils and families where concerns are complex or sensitive

Collaboration

- Work closely with the Pastoral and Wellbeing Lead to ensure coordinated support
- Contribute to safeguarding and pupil progress meetings

General Responsibilities

- To promote the ethos, vision and values of the school and model high standards of professionalism at all times
- To support the implementation of the school's policies and procedures
- To work collaboratively as part of the wider staff team
- To communicate effectively with pupils, parents/carers, staff and external agencies
- To maintain confidentiality and handle sensitive information appropriately

Safeguarding Responsibilities

- To promote and safeguard the welfare of children in line with school policies
- To act in accordance with safeguarding procedures at all times
- To report concerns to the DSL or SLT
- To attend safeguarding training as required

Professional Responsibilities

- To contribute to meetings and professional development
- To reflect on practice and engage in ongoing learning
- To undertake any other duties appropriate to the role