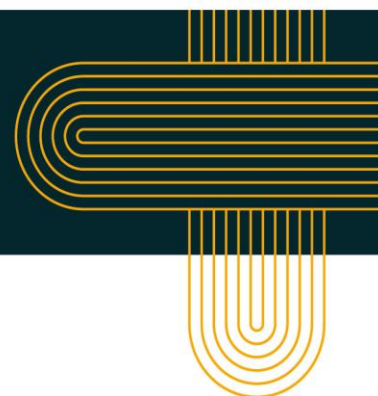




JOB DESCRIPTION

Job Title: Attendance and Inclusion Officer
Grade: SO1 SCP 23-25
Reporting to: Vice Principal / Attendance Lead
Working closely with: SENDCo

Job Purpose:

Under the direction of the Vice Principal and SENDCo, the Attendance and Inclusion Officer will promote excellent attendance, punctuality and inclusion across the academy. The postholder will work with pupils, families, staff and external agencies to remove barriers to attendance, improve outcomes and strengthen engagement with school. In addition, they will provide administrative and organisational support to the SENDCo, ensuring SEND records, documentation, annual reviews and statutory processes are effectively coordinated.

Main Duties and Responsibilities

Attendance Improvement and Intervention

- Coordinate and drive the academy's attendance strategy, promoting high expectations and a culture where excellent attendance and punctuality are valued.
- Monitor attendance, punctuality and absence trends, identifying pupils at risk of persistent or severe absence and coordinating timely interventions.
- Develop and implement targeted attendance improvement plans, working collaboratively with pupils, families and staff to address barriers to attendance.
- Lead attendance meetings, maintain accurate intervention records and provide attendance analysis and reports to academy leaders.
- Support statutory attendance processes, including penalty notices, CME and EHE procedures, ensuring compliance with relevant legislation and academy policies.

Family Engagement, Community Partnerships and Inclusion

- Establish positive and professional relationships with parents and carers, providing appropriate support and challenge to improve attendance outcomes.
- Undertake home visits and family meetings where appropriate to strengthen engagement and remove barriers to learning.
- Work closely with external agencies, local authority teams and community partners to secure support for pupils and families.
- Develop and maintain effective relationships with families, community organisations and external partners to support pupil attendance, wellbeing and inclusion.
- Promote academy attendance initiatives, rewards and communication strategies that encourage positive attendance habits.

SEND Coordination and Administrative Support

- Work under the direction of the SENDCo to support the effective administration and coordination of SEND provision across the academy.
- Maintain accurate SEND records, databases and documentation, ensuring compliance with statutory requirements and academy procedures.

- Support the administration of EHCP processes and contribute to the preparation of documentation required for reviews, audits and inspections.
- Liaise with external agencies and professionals on behalf of the SENDCo to ensure timely communication and effective partnership working.
- Maintain the SEND register and ensure pupil information is accurate, current and accessible to relevant staff.
- Coordinate, organise and minute annual reviews, SEND meetings and consultations with parents, carers and external professionals, ensuring actions are recorded and followed up appropriately.
- Support transition arrangements for pupils with SEND, ensuring the effective sharing of information between settings and staff.

Information Management and Academy Support

- Maintain accurate attendance and SEND records and ensure information is stored, managed and shared appropriately.
- Produce reports, correspondence and documentation to support academy leaders, the SENDCo and attendance processes.
- Contribute to wider academy priorities and provide support to colleagues where required.

Personal Responsibilities:

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.
- To complete AM, Break, Lunch & PM duties as required by the Principal.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and the successful completion of the trust's probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa.

Please note that, as a sponsor licence holder, we only provide sponsorship for teacher vacancies.

Person Specification

Criteria	Essential/ Desirable
Qualifications	E/D
• Grade 4 (C) and above in GCSE English and Mathematics (or equivalent).	E
• A relevant Level 3 qualification, or a willingness to work towards.	E
• A degree or higher-level qualification in a relevant subject.	D
• Full UK Driving Licence, required for home visits.	D
Knowledge and Skills	E/D
• Knowledge of attendance improvement strategies and interventions.	E
• Understanding of barriers to attendance, inclusion and pupil engagement.	E
• Understanding of SEND procedures and statutory processes.	E
• Ability to build positive and effective relationships with pupils, families and external agencies.	E
• Strong communication and interpersonal skills.	E
• Ability to analyse attendance data and identify trends.	E
• Strong organisational and administrative skills.	E
• Good ICT skills including Microsoft Office and school information systems.	E
• Ability to work independently, prioritise workloads and meet deadlines.	E
• Knowledge of attendance legislation including CME, EHE and penalty notices.	D
• Knowledge of EHCP and annual review processes.	D
Experience	E/D
• Experience working within a school or educational setting.	E
• Experience working collaboratively with parents/carers, external agencies and other professionals to improve outcomes for children and families.	E
• Experience maintaining confidential and accurate records.	E
• Experience of supporting attendance improvement initiatives, pupil welfare or family engagement.	E
• Experience of attendance intervention and monitoring.	E
• Experience of analysing attendance data and preparing reports.	E
• Experience supporting SEND administration.	D
• Experience organising multi-agency meetings.	D
Continuous Professional Development	E/D
• Evidence of commitment to Continuing Professional Development	E
Other Conditions	E/D
• Enhanced DBS Clearance	E

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