

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Attendance Driver	Location	Weavers Academy
Salary	NJC 03 £25,614 (Actual £8,702)	Hours	15 hours, 38 weeks. 3 hours per day, 10:00 – 13:00
Department	Attendance	Reports To	Attendance Manager

JOB PURPOSE:
In this critical role, you will work closely with school leadership, and the wider Trust, and families to help improve attendance, a key school priority. Your primary responsibilities will include; conducting home visits, building relationships with families, and supporting pupils' return to school by providing transport when needed. This is an opportunity to make a significant impact on the lives of vulnerable pupils, ensuring they feel supported and engaged with their education.

KEY RESPONSIBILITIES AND DUTIES:
• Home Visits: Conduct visits to pupils' homes to address attendance concerns, understand barriers, and provide tailored support to families. • Transportation: Drive pupils to school when necessary, ensuring their safe and punctual arrival. • Support for Pupils: Build strong, trusting relationships with pupils, fostering their motivation and confidence to attend school. • Collaboration: Work closely with the Attendance Team, school leadership, and external agencies to develop and implement attendance improvement strategies. • Monitoring: Maintain accurate records of attendance interventions and outcomes, reporting progress to the Attendance Team. • Communication: Liaise effectively with parents/carers, providing support and guidance to help overcome challenges affecting school attendance.

JOB REQUIREMENTS:		
	Essential	Desirable
QUALIFICATIONS	• Full clean driving licence.	• First Aid qualification, or willingness to learn.
EXPERIENCE		• Previous experience of working in a similar role and environment.
SKILLS AND PERSONAL ATTRIBUTES	• Punctual, reliable, and trustworthy. • Able to manage time effectively. • Ability to work both alone and in a team. • Able to use own initiative. • Take personal responsibility for standard of work carried out.	

JOB DESCRIPTION AND PERSON SPECIFICATION

CREATIVE EDUCATION TRUST VALUES	All colleagues are expected to demonstrate the Creative Education Trust values in their work by: • Empowering Ambition: Supporting personal growth, innovation and high performance. • Championing Equity: Promoting fairness, inclusion and high expectations for every student. • Unlocking Opportunity: Helping create access to knowledge, experiences and networks that broaden horizons. These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice
OTHER REQUIREMENTS	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.