

## JOB DESCRIPTION

<b>Department:</b>	<b>Education</b>
<b>Section:</b>	<b>Frome College</b>
<b>Job Title:</b>	<b>Raising Attendance Leader</b>
<b>Reports To:</b>	<b>Assistant Principal</b>
<b>Main Purpose of Job:</b>	
<p>An attached member of Senior Leadership Team, providing strategic direction and comprehensive management to a range of support services and pastoral team. Providing recommendations, planning, control and administration to ensure the whole school attendance is raised further ensuring students can reach their best possible potential. Monitoring and ensuring all support and intervention packages, across pastoral teams aimed at raising school attendance, are accountable and effective.</p> <p>Having a high degree of independence but contained within, LEA and statutory regulations and policies the raising attendance leader will:</p> <ul style="list-style-type: none"> <li>• Lead, develop and implement strategies, processes and procedures promoting a positive attendance and punctuality culture in liaison with the Senior Leadership Team</li> <li>• To lead the review and update attendance policies and statements as and when required.</li> <li>• To lead the consistent implementation of policies alongside the Senior Leadership Team.</li> <li>• To lead, develop and implement procedures to manage, track and monitor attendance data to ensure early identification of concerns.</li> <li>• To lead, develop and implement a variety of support packages that meet student's individual needs and ensure their college attendance is increased.</li> <li>• To lead and line manage the attendance officers.</li> </ul>	
<b>Main Responsibilities and Duties:</b>	
<p><b>The Raising Attendance Leader will be expected to deliver specialist advice, have extensive practical experience, and provide strategic direction to the Principal, SLT and Governors. A key aspect of this role is leading a team and liaising across the college with middle managers. The role includes in-depth reporting and has a specific contribution to whole school improvement.</b></p> <p><b>DATA</b></p> <ul style="list-style-type: none"> <li>• As well as full accountability for all attendance data, develop strategies to ensure tutors, HoH and AO keep accurate registers, use appropriate codes and are fully compliant with DfE statutory requirements.</li> <li>• Develop and generate a range of reports for parents, tutors, middle leaders, senior leaders and governors.</li> <li>• Lead, develop and implement effective monitoring and tracking processes to identify any attendance concerns and provide actions to Senior Leaders, Middle Leaders and EWS.</li> <li>• Lead and accountability for all census data to the LA relating to attendance.</li> </ul> <p><b>ATTENDANCE</b></p> <ul style="list-style-type: none"> <li>• Attend and where directed chair regular attendance, pastoral and inclusion meetings with middle leaders, SLT, SENDCO and SEMH manager, provide direction to track and action attendance concerns</li> <li>• Lead all liaison and decision making with EWS ensuring all WPN's, PN's and EHA's are implemented consistently.</li> <li>• Develop strategies that consistently and positively engage with families who are experiencing attendance issues. Be creative in targeting resources effectively and in developing a range of strategies to re-engage those students with low attendance and to</li> </ul>	

remove barriers to future good attendance.

- Lead and develop effective Middle School transition by working with appropriate middle school staff to identify potential students who may have attendance issues when they enter Y9 and intervene pro-actively with the families to avoid any future attendance issues.
- Lead decision making regarding parental UTTL requests and where necessary liaise with Asst principal/principal.
- Lead professional for external agency work, specifically EWS and attend all EWS meetings on behalf of school staff
- Act as lead professional or attend all CP/TAC/TAS meetings where a student has attendance <math>< 90\%</math>. Refer students into TAS where necessary.
- Lead and mediate all EHE enquiries to ensure parent decision making is fully informed
- Complete all EHA referrals to EWS, all CME visits and home visits where student not in school and persistent no contact from parents
- Build good relationships with students and their families through regular contact and through the provision of effective advice and early support.
- Lead strategies for the effective reintegration of students following absence due to medical concerns.
- Keep and maintain appropriate records regarding home all contacts with students/families and external agencies. Create and maintain records as a basis for written reports about actions taken to investigate and resolve a student's pattern of absence.
- Effective deployment and line management of the attendance officers to ensure all attendance administration is carried out, as well as middle leaders to ensure early intervention processes are consistently managed.
- To deliver a strategic whole school termly attendance report to SLT and governors highlighting trends and planned actions.
- To do Home Visits in line with statutory requirements.

#### **General**

- Lead development of management processes and procedures in attendance ensuring all team members have the support training and development to be as multi – skilled as possible.
- To liaise closely with data and admin managers regarding student data input.
- Work directly with the Post 16 Leadership Team to ensure Post 16 funding for courses is optimised.
- Comply in all respects with the requirements of the EU GDPR and maintain strict confidentiality in record keeping of student data at all times.
- Keep up to date with and observe all Child Protection Procedures in line with Keeping Children safe in Education and all other College policies and procedures.
- Observe all relevant Health and Safety regulations as they relate to your working practices and responsibilities, including the health and safety at Work Act 1974 and all other college policies and procedures.
- With vision and innovative ideas, raise college attendance profile at whole school events e.g., Options Evening, Taster Day, Transition Day.
- To cover break duties as required
- Undertake any other duties within this pay grade, as directed by line manager.

#### **Facts and Figures:**

- Line management of the attendance team, including appraisal, recruitment, training, staff development, grievance and discipline procedures as required providing direction, guidance, training and induction of staff.
- Overall responsibility for the accuracy of the whole school attendance data.

#### **Problem Solving and Creativity:**

- The vision to drive the attendance of the college forward and ensure the best outcomes for our students
- Strong, confident and sensitive communication skills, in order to provide strong and effective challenge and support work with a wide variety of students, parents, staff and external agencies. Provide guidance on all matters relating to school attendance and legislation to parents, staff and external agencies.
- Systematic approach to their work to ensure college, statutory and EWS procedures are lead consistently.

- Highly organised ensuring tight deadlines for post holder and team are met with the ability to prioritise diverse workload of the post holder as well as attendance officers and middle leaders managing attendance.
- Vision to lead and respond, with a high level of independence to the attendance needs of the school both creatively and effectively.

**Decision Making:**

- Utilising extensive experience to resolve and make decisions by the identification of solutions from a range of diversified established procedures and standards.
- Lead, develop and implement guidelines, responding and answering to strategic and complex queries, actioning resolutions and providing accountability for decision making and actions to SLT.
- Demonstrate strategic leadership to develop and implement ways in which to improve attendance
- Work within guidelines and whole school improvement plans to provide and monitor appraisal targets for those who they line manage.

**Physical Effort and Working Conditions**

- Works within normal school environment with frequent and prolonged use of ICT
- Works in a varied environment including office and home visits, with facilities to make a hot drink as required
- Photocopier available in shared office and link to colour printer available

**Contacts and Relationships:**

- Daily contact with all school staff, via email or in person as required
- Help line for SIMS
- Attendance at user group meetings provides further support and networking
- Regular meetings with Senior Leadership Team, including line manager Assistant Principal to support all responsibilities.
- Local Authority

*Frome College is committed to safeguarding and promoting the welfare of our students and all staff working within the school are expected to share a commitment to doing this. You will be expected to report any concerns relating to the safeguarding of students. Details of the procedure can be obtained from the SENCO/Child Protection Officer*

**Additional Information:**

- The post holder will be required to lead and participate taking an active role in providing and developing an excellent business service for the college.
- A strategic visionary with a can-do attitude and flexible approach are essential to the post.
- Although a leadership role, this is a hands-on position.
- Dress – smart business dress.
- You will be expected to undertake any other duties as directed by your line manager that falls within this grade.

**Knowledge, Skills, Training and Experience:**

- Personal attributes to include innovative and strategic thinking, excellent communication skills, flexibility, to work to the highest level of independence, ability to prioritise workload and those of others, ability to lead both support and pastoral teams, be highly organised, reliable, tactful and confidential.
- Appropriate ICT skills including Microsoft Office and SIMS. A high level of skill in excel and assessment manager will be required to facilitate this role
- Will be required to attend training courses to update skills as necessary.

**Agreed** that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder: .....

Date: .....

Line Manager: .....

Date: .....