



Post Title	Attendance Lead
School / Organisation	Avanti Park School
Location	Frome
Grade	Grade 5, £22,575 - £24,438 per annum pro rata
Hours	Full-time (37.5 hours per week)
Contract Type	Fixed-term until July 2024
	Term Time only
Reports to	Principal
Preferred Start Date	As soon as possible

MAIN PURPOSES OF THE JOB

To provide general advice to schools, parents, carers, stakeholders and partners regarding all issues that impact on children and young people's ability and opportunities to access education (e.g. child employment, elective home education, term time holidays, medical needs etc.)

For the improvement of attendance and welfare of children at Avanti Park School and to provide family liaison/support at the Early Help stage of intervention, in order to improve attendance and reduce lateness.

To provide effective and efficient student and family support service, with minimal supervision, focusing on attendance and punctuality,

RESPONSIBILITIES OF THE JOB

- To monitor whole school attendance data and advise key staff of trends, concerns and referrals.
- Provide a termly report, highlighting key information/trends
- To make arrangements for, and to lead on, meetings with regards to individual pupils experiencing attendance issues whilst adhering to the requirements of the Local Authority's formal processes (e.g. Fixed Penalty Notices; parenting contracts, stage 3 referrals etc).
- To contribute to multi-agency/multi-disciplinary meetings, groups, interventions, plans and strategies as necessary and to maintain effective liaison with other services in the Children, Families and Adult services, as well as other services and agencies concerned with the education and welfare of children, especially with regard to attendance concerns.
- To support the school in fulfilling their legal obligations in relation to Children Missing in Education, supporting them in completing the necessary paperwork and advising on when this should be done, working in line with the Local Authority's procedure.
- Work with parents to help them understand and fulfil their legal responsibilities in respect of attendance under the Education Act 1996.
- Implement Early Intervention strategies when a child first shows signs of becoming a persistent absentee (EI meetings, TAC meetings, referrals to other agencies)
- Ensure that any relevant cases are referred to the Designated Safeguarding Lead within the school and that appropriate referrals are carried out.
- Carry out announced and unannounced home visits as necessary in order to engage parents, agree action and to improve engagement and attendance.
- Monitor and record outcomes of all meetings attended.
- Work with agencies within and outside of Children's Services to ensure a co-ordinated approach to improving attendance,



- To be responsible for the twice daily accurate processing of statutory registers and any required follow up actions.
- Contact parent/carer on first day of absence for an explanation of absence, where these have not been received, and ensure that registers are updated
- Monitor registers and work collaboratively with other colleagues to ensure that presence, lateness, unauthorised or authorised absence are recorded accurately on all registers in a manner that support relevant School Policies. Follow up with teaching staff for missing registers
- Liaise with Senior Leadership Team, Phase leads, and other relevant staff regarding students who are of concern and issues of punctuality.
- Ensure compliance with the DfE guidance on attendance and maintain a good working knowledge of the statutory framework and any policies and procedures relating to school attendance in order to be able to offer informed advice to parents, school staff and others.
- Liaise with the Leadership Team and advice on all matters relating to attendance and where necessary take a lead role in developing work processes to improve school attendance.
- Work on initiatives which raise the awareness of the whole school community on the importance of good school attendance.

General Responsibilities:

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, confidentiality and data protection (GDPR), reporting all concerns to an appropriate person.
- Maintain high quality working relationships with staff, students and parents/carers that contribute to creating a productive and happy working environment.
- As a member of staff who works in partnership with other organisations, to contribute to the development and sharing of good practice into partnerships with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations.
- Participate in training and other learning activities as required.
- Attend and participate in meetings as required.
- Perform all other reasonable requests as required within the grading of your post.
- Respect confidentiality at all times.
- Ensure contact details of students, parents and contacts updated and accurate on Arbor
- Data Collection – Ensure that student detail requests made by parents are updated correctly and promptly. Organise annually for parents to check information held and ask that requests for updates made via Arbor parent portal.
- Assist the BSM in completing the census by providing accurate up to date data.
- Assisting staff and students with general queries and requests.

RESPONSIBILITIES OF THE JOB

Criteria		Requirement	
		<i>Essential</i>	<i>Desirable</i>
1.	Educated to A level standard or NVQ3	X	
2.	First degree or equivalent		X
3.	Level 1 + safeguarding qualification		X
4.	Knowledge of the legislation that applies to the attendance for pupils including the Education (Pupil Registration) (England) Regulations 2006 (Amended Sept 2013) and the DFE School Attendance Guidance (July 2019)	X	



5.	Understanding of factors that impact on attendance, including CME, CSE, exclusion and other barriers to learning	X	
6.	Ability to plan and implement effective actions to support students with poor attendance or punctuality.	X	
7.	Excellent numeracy and literacy skills	X	
8.	Communicate clearly in English with all sections of the school community both orally and in writing.	X	
9.	Highly organised with good time management skills and the ability to work under pressure and independently	X	
10.	Adaptability and flexibility in working practices and the ability to use their initiative	X	
11.	A high degree of professionalism in their approach to work and tasks set	X	
12.	Displays commitment to the protection and safeguarding of children and young people	X	
13.	Ability to handle sensitive issues keeping confidentiality as required.	X	
14.	Be able and willing to undertake staff training and development courses, some of which may be outside of normal working hours, to develop and maintain technical qualifications for the role.	X	
15.	Ability to adhere to working procedures and policies within the school environment.	X	
16.	Ability to form good working relationships with colleagues, students and parents and work as part of a team	X	
17.	An understanding of basic health and safety requirements.	X	
18.	Demonstrate a positive, active and cooperative outlook	X	
19.	An approachable, accommodating attitude relating well to children and adults	X	
20.	High standards embracing honesty, integrity, loyalty and trustworthiness	X	
21.	Able to remain calm and act sensibly under pressure	X	
22.	Present a good role model to students	X	

FURTHER INFORMATION

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

For further information - <https://avanti.org.uk/wp-content/uploads/2021/10/Child-Protection-and-Safeguarding-Policy-and-Procedure-July-2021.pdf>