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| **Post Reference:** | 2019 |
| **Academy:** | Leeds East Academy |
| **Job Title:** | **Attendance Leader** |
| **Grade:** | PO1 £31,346 TO £33,782  (PRO RATA £27,618 - £29,765) |
| **Hours:** | 37 hours per week, Term Time Only plus 10 days  Monday - Thursday 08:00 - 16:00  Friday - 08:00 -15:30 |
| **Accountable to:** | Assistant Principal |

Leeds East Academy is an over-subscribed 11-16 academy that has recently achieved the title of UK Parliament School of the Year. We are a vibrant, diverse and welcoming academy community who are committed to securing our highly ambitious vision of ‘Everyone Exceptional’ for every single member of our wonderful school. Over the last three years the school has been on a rapid journey of transformation which has resulted in significant improvements in attendance, progress, and behaviour. We received a ‘good’ judgement in our 2019 Ofsted inspection and every member of our community is determined to convert this to outstanding and beyond at our next inspection.

We are proud to be an academy who forms part of the High-Performance Learner international community and our vision of ‘Everyone Exceptional’ is underpinned by the principles of High-Performance Learner. The principles simply foster the belief that every child can and will perform highly and are able to excel both academically and personally within the right climate and culture. We have worked closely with our academy community to develop a culture and climate in which both staff and students can flourish.

Our academy is committed to delivering an outstanding education to each and every one of our students. We provide exceptional life training; harnessing the skills and fortifying the aspirations of young people, who we know will transform the region and provide a positive, progressive contribution to society.

White Rose Academies Trust is a local trust dedicated to raising and fulfilling the ambitions of young people. Our academies throughout Leeds are at the heart of the communities they serve, which is why we are committed to delivering an **outstanding education** to every one of our students.

**Role:**

Under the direction of the Assistant Principal for attendance, the post holder will lead the implementation and management of the academy strategic priorities relating to positive student attendance. The post holder will ensure through effective day-to-day monitoring and strong line-management, that the tracking, interventions and safeguarding provided by the Attendance team is of the highest standard. This will result in good student attendance being valued by all across the academy. To monitor and report on whole school attendance with an impact on improvement and incentive to ensure we are in line or above national average. Oversee the academy attendance and be able to show progress throughout the academic year.

The post holder will challenge the Attendance team to address attendance issues and to seek help for students in need by liaising with colleagues, parents and external agencies. The Attendance Leader will lead strategies designed to improve student attendance across the full breadth of the academy. The post holder will contribute to the key objective of the Academy Development and Improvement Plan by assisting the Assistant Principal with the management and organisation of the academy in seeking to achieve the highest standards of pupil achievement, through increasing attendance rates. The post holder will rigorously apply the academy’s attendance policy ensuring students are always aiming for 97% attendance. Responsible for: Improving whole school attendance, so that it is in line with the national averages.

Part of **White Rose Academies Trust** - Leeds East Academy is accelerating on a thrilling journey, which will ultimately see the school, its staff and its students, secure **an Ofsted rating of World Class.**

We are securing our vision for World Class by growing our family of exceptional education professionals; **dedicated specialists** and **passionate leaders** with the shared goal of transforming future prospects for the next generation in West Yorkshire.

We believe the trust is a highly desirable place of work for an ambitious professional, who will be joining one of the most supportive and talented teams in the country.

**Closing Date:** Tuesday 17th May, 9am

**Shortlisting:**   Tuesday 17th May

**Interview Date**:   To be confirmed

**Start Date:**   As soon as possible

For more information, please visit our website at [www.whiteroseacademies.org](https://www.whiteroseacademies.org/).

To apply, please complete the application form and return to [recruitment@whiteroseacademies.org](mailto:recruitment@whiteroseacademies.org) by the closing date. Please note we are unable to accept CV’s.

White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced DBS check.

Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

**PLEASE NOTE THE REQUIREMENT TO ATTACH YOUR APPLICATION FORM AS A SEPARATE DOCUMENT TO YOUR EQUAL OPPORTUNITIES FORM WHEN EMAILING YOUR APPLICATION TO US.**