

<b>Salary:</b>	NJC Pay Scale, Grade D
<b>Responsible to:</b>	Admin Lead, Senior Leadership Team
<b>Date of Job Description:</b>	June 2026

### **Purpose of the Role:**

To work with pupils, parents / carers, staff and external agencies to improve pupil attendance.

### **Main Tasks and Responsibilities**

#### **Key duties:**

1. To support in promoting a whole school approach to attendance.
2. Monitor and analyse attendance information and data to identify pupils who have poor attendance or are at risk of developing poor attendance.
3. To be the first point of contact in school for all student attendance related queries.
4. Develop links and positive relationships with pupils and families who are transferring into the school to promote the school ethos of regular attendance.
5. Work collaboratively with academy staff including Heads of Year, Year Tutor teams and pastoral teams to implement agreed interventions to promote good attendance and action plans for pupils whose attendance is falling.
6. Prepare reports on attendance for the senior leadership team and governing body. Ensure maintenance of accurate and factual attendance records and associated documentation which could be used in evidence in legal interventions.
7. Maintain up to date knowledge and information of legislation, regulations and guidance to support attendance.
8. Support in processing and managing holiday requests.

#### **General Duties:**

- To act in accordance with FCAT's policies and procedures.

- To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.
- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day. To ensure compliance with FCAT's Health and Safety Policy at all times.
- To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.
- To attend mandatory training and participate in performance development as required.
- To work in support of the Team FCAT Work and Wellbeing Charter.