

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Attendance Support Assistant	Location	Weavers Academy
Salary	NJC05 – NJC06, £26,427 - £26,847 (Actual £21,502 - £21,843)	Hours	35 hours per week, 39 weeks
Department	Support Staff	Reports To	Attendance Manager

JOB PURPOSE:

To support the school in improving student attendance, punctuality, and engagement by monitoring attendance data, working closely with pupils and families, and providing targeted interventions to remove barriers to regular school attendance.

The Attendance Support Assistant will contribute to creating a positive culture where attendance is valued and supported both in school and in the community through welfare visits.

KEY RESPONSIBILITIES AND DUTIES:

Attendance Monitoring

- Monitor daily attendance and punctuality records.
- Follow up on unexplained absences in line with school procedures.
- Support the Attendance Team with attendance tracking and record keeping.
- Identify attendance patterns and concerns, escalating issues where appropriate.
- To conduct daily home visits, ensuring Trust and school timeframes are met.
- Maintain accurate attendance documentation and intervention records.

Student Support

- Provide pastoral support to pupils experiencing attendance difficulties.
- Build positive relationships with students to encourage regular attendance.
- Work with individuals and small groups to address barriers to school attendance.
- Support pupils returning to school following periods of absence.
- Promote positive attitudes towards learning and school engagement.

Family Liaison

You can find out more at:

www.creativeeducationtrust.org.uk

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- Communicate with parents and carers regarding attendance concerns.
- Support meetings with families to discuss attendance and punctuality.
- Help signpost families to appropriate support services where required.
- Contribute to attendance action plans for targeted pupils.

Administrative Duties

- Assist in the preparation of attendance reports and data analysis.
- Update attendance records and intervention logs.
- Maintain confidentiality of pupil and family information at all times.
- Support school attendance campaigns and initiatives.

Safeguarding and Welfare

- Be vigilant in identifying safeguarding concerns linked to poor attendance.
- Follow school safeguarding procedures and report concerns promptly.
- Work collaboratively with safeguarding, pastoral, and inclusion teams.
- Promote the welfare and wellbeing of all pupils.

General School Support

- Support whole-school attendance improvement strategies.
- Attend relevant meetings, training, and professional development activities.
- Work collaboratively with teaching and support staff to improve student outcomes.
- Undertake other duties appropriate to the grade and nature of the post.

JOB REQUIREMENTS		
	ESSENTIAL	DESIREABLE
QUALIFICATIONS	• A good level of education.	• Level 3 qualification in education, social work or linked field.

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	• Driving licence and access to a car.	
EXPERIENCE	• Use of Arbor. • Experience of recording and reporting. • Experience of liaising with stakeholders.	
KNOWLEDGE AND SKILLS	• Knowledge of the DfE requirements of school attendance. • Ability to lead a team successfully. • Work with young people to ensure outcomes.	
SAFEGUARDING	• A thorough and up-to-date knowledge of safeguarding systems and processes.	

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.