WE ARE ASTREA

# DIRECTOR OF ATTENDANCE

# ASTREA ACADEMY DEARNE

## PART OF ASTREA ACADEMY TRUST

## APPLICANT BRIEF

# LETTER FROM THE PRINCIPAL

Dear Candidate,

I am truly delighted you are interested in the senior leadership post of **Director of Attendance** at Astrea Academy Dearne. It is with great pride that I am able to introduce myself as Principal of the school and it is a privilege to share with you our ambitious vision for the future. As a parent first, I am resolutely determined to secure an outstanding provision for our community and to ensure that the children who attend our school have access to the same futures as my own children.

If you choose to join us, you will become part of a strong morally driven school that believe in the highest levels of success for all children regardless of their background. You will be relentless in your commitment and belief in all young people and will ensure only the highest level of academic success and personal fulfilment for all: they deserve nothing less. It is our vision to create outstanding young people who are courageous champions of diversity, equality and mutual respect and who are proud of their community and are enthusiastic advocates of learning.

We offer you unrivalled professional development that actively promotes independent research, collaborative working and constructive feedback and solutions. As a school who is proud to have created our own Fair Workload Charter, we will provide unparalleled support and wellbeing strategies and make you feel an integral part of Team Dearne.

The role of Director of Attendance is an exciting one for any colleague wishing to gain professional experience as part of a very supportive senior leadership team. If appointed, you will be responsible for leading the attendance team to rapidly improve attendance to national averages.

If you share our values and want to make the kind of difference to young people's lives that challenge social boundaries, then we would love to meet you! Please take this letter as an open invitation to either visit our school and meet the people who make our school so much more than a building. If you let us know when you would like to visit we can make sure that tea and cakes are available too! We believe that is an integral part of school life!

I very much hope that you choose to apply for this post and I look forward to meeting you.

Best wishes

**Joanne Wilson**

**Principal at Astrea Academy Dearne**

# JOB DESCRIPTION

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| **SALARY:** | Grade 10 - £39,880 - £42,821<br>(Actual salary) |
| **CONTRACT TYPE:** | Permanent |
| **WORKING PATTERN:** | Full-time |
| **HOURS PER WEEK:** | 37 hours per week |
| **REPORT TO:** | Principal |

## PURPOSE AND ACCOUNTIBILITY

- Due to the importance of this role, this post will sit on the Senior Leadership Team.
- Create and lead a whole school policy around rapidly improving attendance and reducing FTE.
- Create strong face to face relationships with families to swiftly improve attendance.
- As a member of the Wider Senior Leadership Team, contribute towards the strategic development of the school and be a high profile presence and role model to staff and students alike.
- Ensure that the philosophy of inclusion continues to be at the heart of the school and the experience of all students.
- Ensure attendance processes, procedures and systems are fit for purpose, value for money and consistently applied.
- Provide outstanding behavioural, social and emotional support and provision for students and address individual needs to overcome barriers to learning, delivering individual support for the most vulnerable students.

## LEADERSHIP RESPONSIBILITIES

- Take on the line management and appraisal of the attendance team, challenging under-performance and celebrating success.
- Identify attendance priorities for development within each year team and ensure plans are developed, implemented, have impact and are reviewed through a dedicated team improvement plan.
- Direct the Education Welfare Officer on the prioritisation of casework and workload.
- Track and manage ‘partial timetables’ and complete all legal documentation in regard to Children Missing in Education and Elective Home Education.
- Hold external agencies to account for attendance, e.g. social care, police and escalate where appropriate.
- Represent the school at Local Authority meetings for SWAPP, Behaviour and Attendance Panels and School Appeals.
- Manage a significant school budget around attendance, rewards and inclusion, ensuring value for money and accurate financial planning.
- Chair Internal School Attendance Panels and contribute to the Trust and Local Authority panels where necessary.
- Deliver Attendance reports to the Trust and governing body on a half-termly basis.
- Work closely with pastoral leaders to focus on attendance.
- Lead the ‘first day absence’ protocol in school.
- Lead the strategic overview of attendance and punctuality in school, including managing same day detentions for lateness to lessons.
- Promote, monitor and improve all students’ attendance and punctuality within the school to ensure attendance at school swiftly reaches national expectations and above.
- Maximise learning time by ensuring punctuality, safe movement about the site and monitoring attendance to ensure students attend school and lessons every day and on time.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities for all, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

- Collaborate with and support the work of the Educational Welfare Officer to support the joint work of the school, the Trust and Local Authority to improve levels of Persistent Absence.
- Collate weekly, termly and yearly data sets to identify attendance levels of key student groups in school, tracking and monitoring these to ensure the highest standard is achieved.
- Review and update the attendance policy and provide training for all staff across school.
- Monitor the attendance of individual students, particularly those in underperforming groups with a specific focus on disadvantaged and SEND.
- Meet and contribute to the Behaviour, Attendance and Safeguarding Governors' Committee.
- Provide detailed attendance analysis reports on attendance to The Executive Team on a weekly basis.

## GENERAL

- Develop and promote an attendance success culture within school that dovetails into the whole school rewards system.
- Work closely with the Careers and Guidance Team to build links with the community and local industry and develop appropriate contexts for applied learning as part of the whole school response to the new employability framework.
- Ensure close working relationships with all teachers to ensure registers are completed in line with school expectations.
- Participate when required in related recruitment and selection activities.

# PERSON SPECIFICATION

## EXPERIENCE

- At least three years of experience working with families to improve attendance in schools.
- At least three years of experience successfully implementing strategies that improve student attendance.
- At least three years of experience leading a team and successfully line managing staff.
- At least three years of experience working within statutory safeguarding policies.
- At least three years of multi-agency working.
- Up to date knowledge about how to improve attendance and punctuality.

## QUALIFICATIONS

- Degree.
- Level 3 qualifications, e.g. A levels.
- Minimum of 5 GCSES including English and Mathematics at a grade C or above, or equivalent.

## PERSONAL QUALITIES

- Ability to work flexibly and stay at school after hours, at times for some significant time, in order to ensure all children are safeguarded in line with 'Working Together to Safeguard Children, July 2018' and 'Keeping Children Safe in Education, September 2021.'
- The ability to communicate vision and strategy effectively and persuasively in a variety of contexts and audiences to inspire others.
- An absolute belief and commitment in the capacity of every single child to be successful, and an understanding that every child really does matter regardless of background.
- Resilience, self-motivation and the desire to 'make a difference' in an environment which can be challenging at times.
- A sense of humour!