



**Barr's Hill School**  
*Building Brighter Futures*

# School Attendance & Engagement Lead

## Recruitment Pack





## BUILDING BRIGHTER FUTURES

Our story is one of moral purpose. We are a learning community where everyone works collaboratively to plan, spread expertise and tackle challenges together — always focused on putting the needs of our students first. Together we build brighter futures.

### **Our Mission**

We aim to make a difference by raising the horizons and ambitions of everyone who learns, works, and lives within our diverse communities.

### **Our Values**

The Trust is committed to building brighter futures. This commitment is underpinned by three core values:

- Student's first
- It's about learning
- No barriers

### **Join Us**

This is an exciting time to become part of The Futures Trust. Every role here is more than a job — it's real, impactful work that makes a meaningful difference in the lives of our students and their communities. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn, grow, and truly change lives.



**4**

Primary Schools



**6**

Secondary Schools



**9000+**

Students



**1300+**

Staff



## Thank you for considering a career with The Futures Trust.

We are delighted to provide you with this recruitment pack, designed to offer all the information you need to embark on a rewarding journey with us.

# Emma Martin

Head Teacher



Placeholder image only



Barr's Hill School is an outstanding school that is committed to Building Brighter Futures for all of its students.

Every decision we make is about the young people we serve, their learning experience and their personal development. We are looking to expand our team of talented professionals who excel in their field to help us on the next phase of our exciting journey.

**We look forward to hearing from you.**





## ▼ Job Details

JOB TITLE	SCHOOL ATTENDANCE & ENGAGEMENT LEAD
OPPORTUNITY	<p>We are seeking to appoint a School Attendance and Engagement Lead. The successful candidate will take a lead role in promoting excellent attendance across the school, ensuring that all pupils are supported to attend regularly and punctually.</p> <p>Working closely with the Senior Leadership Team, pastoral staff, and wider colleagues, they will contribute to meeting the school's overall attendance target through proactive monitoring, early intervention, and effective communication.</p> <p>A key part of the role involves building strong relationships with families and pupils to ensure that every child has the opportunity to succeed.</p>
REPORTING TO	Deputy Headteacher
LOCATION	Based at Barr's Hill School with a requirement to travel to work at or for schools in the Trust.
SALARY/HOUR	£25,533 - £30,877 per annum (pro-rata salary) 37 hours per week / 41 weeks per annum Mon – Thu: 8.00 am – 4.00 pm, Fri: 8.00 am - 3.30 pm
BENEFITS ENHANCING WORKING LIVES	<ul style="list-style-type: none"><li>- Competitive rates of pay</li><li>- Professional development opportunities</li><li>- Career pathways across the Trust</li><li>- Teacher / Local Authority Pension Scheme</li><li>- Online retail discount</li><li>- Employee Assistance Programme</li><li>- Family Friendly policies to support family &amp; carer commitments</li><li>- Flexible Working Arrangements</li></ul> <p><a href="http://www.thefuturestrust.org.uk/why-work-for-the-futures-trust">www.thefuturestrust.org.uk/why-work-for-the-futures-trust</a></p>



- To improve attendance and reduce barriers to learning.
- To work in collaboration with the Local Authority as well as other outside agencies, to ensure the school has a co-ordinated approach to persistent absence and student absence
- Work with SLT Colleagues, Hub teams including Pastoral leads to ensure all pupils attendance remains high.
- Work with parents/carers to ensure the pupil and the family are supported in ensuring the pupil attends school.
- To liaise with LM at least once a week to discuss caseloads for each year group
- To work in collaboration with Hub teams to ensure caseloads of pupils are targeted each half term and actions are swiftly worked upon.
- To work with Hub teams and parents/carers to improve punctuality.
- To work collaboratively with Hub teams to improve individual pupils' attendance including severe absence.
- To record pupils' holidays taken during term time and ensure protocols are followed.
- To ensure all relevant communication including letters and meetings are logged and recorded.
- To ensure all communication with parents/carers and outside agencies is prompt and professional.
- Strategically lead attendance and ensure data is accurate.
- To report to SLT frequently about whole school attendance data, ensuring there is clear analysis of specific cohorts of pupils as well as punctuality, PA and SA pupils compared to national.
- To complete home visits alongside pastoral leads, if needed.



- Monitor attendance including absences and trends for pupils.
- To contribute and being proactive in implementing strategies to improve attendance.
- To proactively challenge parents/carers where school has attendance concerns regarding pupil absence.
- To manage daily attendance records to ensure there is an accurate capture of information and data.
- To analyse half termly attendance records of pupils against the school target. Identifying pupils who have not met their target.
- Collaborate with external agencies (e.g. education welfare, social care) when necessary.
- Contribute to pupil well-being plans and support reintegration following long absences
- Support attendance-related meetings, including parental meetings and multi-agency reviews.

### **Line management**

- The job involves no direct responsibility for the supervision, direction or co-ordination of other employees. The work may involve demonstration of own duties, or providing advice and guidance to new employees or others.

### **Professional Development**

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of Pastoral Leader are up to date.
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- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.



## **Person Specification**

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURE D BY
<b>EDUCATION AND QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>GCSE English and Maths at Grade C or above or equivalent</li> <li>Educated to at least A level standard or equivalent qualification</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of a higher level qualification, e.g. degree and/or relevant experience</li> </ul>	Application form Certificates
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>Highly organised; can prioritise and work well under pressure.</li> <li>Able to work within set timescales and meet deadlines.</li> <li>Able to communicate effectively both verbally and in writing with a range of audiences including students, teachers and parents</li> <li>Able to communicate to and monitor the effectiveness of attendance strategies</li> <li>Strong ICT skills and the ability to interpret and use data to inform leadership decision making</li> <li>Able to be proactive, pre-empting student needs.</li> <li>Able to support with the implementation of the school's Behaviour Policy.</li> <li>Able to work as an effective team member and work on own initiative.</li> <li>Able to maintain confidentiality and data security.</li> <li>Be able to form strong professional relationships with students and families</li> <li>Able to understand DFE and LA legislation around school attendance.</li> </ul>		Application form Interview



AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EXPERIENCE	<ul style="list-style-type: none"> <li>• Providing support for children and young people.</li> <li>• Genuine desire to help young people from succeed.</li> <li>• Be able to guide and coach students and families.</li> </ul>	<ul style="list-style-type: none"> <li>• Proven ability to understand &amp; use data.</li> </ul>	Application Form Interview
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> <li>• Understanding of the needs and characteristics of young people and their families.</li> <li>• Attention to detail and able to co-ordinate multiple sources of data.</li> <li>• Able to analysis data to draw patterns and action plan accordingly.</li> <li>• Understanding of the barriers most common to school attendance and ways to overcome these.</li> </ul>		Application Form Interview Test
OTHER REQUIREMENTS	<ul style="list-style-type: none"> <li>• A professional role model who is committed to their own professional development and to developing others</li> <li>• Committed to and able to promote the aims of the school and the values of The Trust: Students First, It's about Learning, No Barriers.</li> <li>• Able to work calmly under pressure and withstand pressure</li> <li>• Able to work flexibly, and to attend meetings and INSET days as required</li> </ul>		Application Form Interview



## How to apply

Closing date:  
**Friday 20 June 2025**

Interviews:  
**tbc**

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team:  
**tel: 02477 102134**

To apply for this post, please complete the online application form found at:  
[www.thefuturestrust.org.uk/work-with-us/current-vacancies](http://www.thefuturestrust.org.uk/work-with-us/current-vacancies)

On application please read the following policies found at:  
[www.thefuturestrust.org.uk/work-with-us/recruitment-pack](http://www.thefuturestrust.org.uk/work-with-us/recruitment-pack)

- Barr's Hill Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants



**The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.**

The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.