



Job Title: School Standards & Improvement Officer Attendance, Family & Community PS

CRITERIA	ESSENTIAL	DESIRABLE
Experience and Qualifications	<p>Proven success in a leadership role focused on student attendance and punctuality.</p> <p>Experience of driving rapid improvement in student attendance and reducing persistent absence.</p> <p>Experience working with external agencies and implementing family engagement strategies.</p> <p>Level 3 safeguarding</p>	<p>Evidence of professional development in attendance management or safeguarding.</p> <p>Experience of leading attendance strategy across multiple schools or within a Trust.</p> <p>Experience in preparing witness statements and supporting legal proceedings under the Education Act (1996).</p>
Knowledge and Understanding	<p>In-depth knowledge of DfE attendance and absence codes and statutory frameworks.</p> <p>Strategic understanding of how to identify absence patterns and data trends.</p> <p>Thorough knowledge of safeguarding and data security responsibilities.</p>	<p>Expert understanding of Local Authority procedures for CME (Children Missing Education) and EHE (Elective Home Education).</p> <p>Understanding of specialist interventions for vulnerable pupils with significant external barriers.</p>

Skills and Abilities	<p>Ability to lead, motivate, and coach school leaders and attendance teams.</p> <p>Skilled in data analysis and using education software to prepare assessments and statistics.</p> <p>High level of proficiency in record keeping, report writing, and professional correspondence.</p> <p>Solution-focused and creative approach to removing barriers to attendance.</p>	<p>Ability to build strategic partnerships with external professional organisations (voluntary and statutory).</p> <p>Ability to influence and develop Trust-wide policies and strategies.</p>
Personal Attributes	<p>Total commitment to "Ambition without limit" and the Trust's employee values.</p> <p>Ability to travel between academies and work flexibly across the Trust.</p> <p>Professional integrity and a "family-focused" approach to collaboration.</p> <p>Commitment to a culture of continuous improvement and seeking "marginal gains".</p> <p>Proactive approach to identifying and breaking down barriers to student success.</p>	

POLICIES AND EXPECTED STANDARDS The post holder must meet all safeguarding requirements, including an enhanced DBS check and Safer Recruitment training. They must adhere to the Trust's Code of Conduct and all professional standards at all times.