

JOB SPECIFICATION
Senior EWO/Attendance Lead

Reports To: Senior Vice Principal

Why	<p>Job Summary</p> <p>To be responsible for and lead whole school pupil attendance and punctuality, providing interventions where required to secure regular attendance to school.</p> <p>Working with the attendance and pastoral team to overcome barriers that affect regular attendance to school which impact upon the educational welfare of children & young people.</p>
What	<p>Main Responsibilities</p> <ul style="list-style-type: none"> • To lead the Attendance Officer/Family support worker to ensure that attendance at the Academy is at 97% for all groups. • To send weekly tutor group attendance/whole school attendance data out to all staff • To lead and implement timely interventions to ensure that students with poor attendance and are persistently absent rapidly improve their behaviour. • Regularly report attendance data to senior leaders and take ownership and accountability for the Academy's attendance improvement strategy. • To ensure that the process for EHE students is robust and work with the LA to ensure that these students remain accessing education. • To support the Alternative provision team (AP) leadership team to ensure that attendance at AP exceeds the national average. • Monitor and manage the attendance of any student not in full time education, ensuring that the correct support is put in place for them. • Ensure that a PP, SEN & LAC attendance strategy is implemented to ensure that the attendance of these groups is at least in line with national. • Be proactive with working with parents to ensure that those at risk of prosecution are supported to improve their child's attendance. • Work with the LA to ensure that, when required, attendance orders are served in a timely fashion to parents/carers where attendance has not improved. • Ensure that all staff in the Academy have the required training to support attendance. • To be responsible for leading and monitoring attendance for Years 7 to 11 pupils including vulnerable groups and provide and record data to inform follow up activities. • To rigorously monitor pupil attendance/absences/punctuality via MIS registration system in SIMS, identifying patterns in absence and implementing actions plans to address this. • With the student care team lead and promote good attendance (at least 97% strive to achieve 100%) • Analyse attendance and punctuality data (key groups) to identify trends/patterns of absence on a weekly basis and work with the student care team to address concerns and improve attendance. • Produce weekly attendance and punctuality reports and share with student care team and SLT. • Meet with students causing attendance and punctuality concerns to address concerns and improve attendance

	<ul style="list-style-type: none"> • Ensure attendance registers are completed regularly and accurately followed up instances where this is not the case. • Together with the Heads of Year investigate matters of non-attendance and implement robust action plans for improvement. • Offer creative solutions in cases where a pupil is failing to attend the Academy. • Ensure timely communication about attendance particularly vulnerable pupils to ensure these young people are safe. • Chase up unexplained absence with Heads of Year and Tutors • Meet with the Heads of Year on a weekly basis to discuss any attendance concerns/persistent absentees and decide on next steps • Meet with the Senior Vice Principal and Heads of Year fortnightly to discuss each individual child's attendance and plan next steps • Lead on and complete all Educational Welfare Service documentations and referrals, keeping a clear and accurate record of all actions carried out. • Carry out home visits where appropriate to encourage good attendance. • Develop and sustain relationships with parents, carers, and families, forging early links, so that issues affecting attendance are dealt with in the most effective way possible and tracked early. • Empower families to overcome the issues they face and find sustainable solutions to their problems by providing guidance, information, and support to parent/carers about relevant local services. • Lead Parental Contact Meetings with Parents/Carers whose child's attendance is causing concern and monitor and track impact, putting further action in place where necessary. • Produce punctuality and attendance letters for distribution every half term and in line with the Academy's attendances processes. • Keep an accurate and secure record of all attendance correspondence going out to students. • Create and maintain a whole school attendance notice board With the Attendance Officer/Family Support Worker create and regularly update the Year Group Attendance Boards • To attend and represent the Academy at network attendance meetings • Keep up to date and accurate records and documentation pertaining to meetings and contact with children and families in line with Trust standards and procedures. • Keep up to date with all Government guidance on Attendance and ensure Academy meets statutory requirements. • Advise the Attendance/Student Care Team of any updates in legislations 	
How	<u>Competencies</u>	<u>Personal Attributes</u> (level expected when job is conducted to the required standard)
	Framework <i>Seeking to establish the framework and guiding principles; making a positive contribution to the ethos of the Trust.</i>	Supports others to apply the Trust's ethos.
		Participates in Health & Safety working teams.
		Encourage individual and collective responsibility.
		Participate in a whole academy initiative.
		Disciplined, tenacious and pragmatic.
	Development <i>Monitoring, coaching, guiding and supporting teams and individuals setting examples of desired behaviours.</i>	Take responsibility for cascading to the department up to date knowledge and information about a particular area.
		Embedding practice ensures highly effective professional contribution across the academy.
		Give and receive effective feedback and act to improve personal performance.
	Leading <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Has a basic understanding of supervision / managerial and business principles.
		Consults widely and may provide direction to achieve results.
		Encourages openness and honesty.
		Does not apportion blame.

Context		Understands the impact and implications of projects/activities on own or other areas of the organisation.	
		Fosters positive and productive relationships across the team in order to deliver.	
		Sets clear objectives and checking for understanding.	
	Task Management <i>Establishing appropriate courses of action for oneself and others to accomplish.</i>	Sets short term tasks (daily, weekly).	
		Contributes to plans for change.	
		Develops own effectiveness in role, adapting to changing priorities.	
	Communication <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Ensures communication has met its purpose.	
		Presents complex information and concepts in a way that is simple and easy to understand.	
	Problem Solving/Decision Making <i>Able to identify a potential problem, propose and assess solutions and decide upon a course of action.</i>	Creatively focuses upon solving the problem using different techniques/ experience from other areas.	
		Responsible for proposing what decisions should be made within the team and what needs to be referred.	
		Collate, analyse and evaluate information within the scope of the role providing it for further analysis in a user-friendly format.	
		Deals with problems across departments to achieve resolution.	
	Interfaces	Internal/External	Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.
		English Language Fluency	An ability to converse at ease with all customers and provide accurate advice in order to fulfill all spoken aspects of the role through the medium of spoken English.
		Financial impact/budget	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.
	Scope	People (directly/indirectly manage)	Act as a role model, promoting consistently high expectations of behaviour in a professional and courteous manner.
		Travel	You will be required to travel to academies as necessary.
	Education, Qualifications and Experience (EQE)	<ul style="list-style-type: none"> People management experience Educated to GCSE grade C/4 (or equivalent) in English and mathematics Experience of liaising with parents and external agencies 	
	Safeguarding	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.	
	Data Protection	All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.	

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description