

Job Description

Post Title:	Strategic Lead for Attendance
Purpose:	<ul style="list-style-type: none">● To build effective relationships and work closely with internal and external stakeholders, including parents/carers and students to improve attendance levels.● Responsible for the implementation of the schools' attendance procedures that maintain good attendance supports the improvement of attendance across the school.● To work in partnership with the Local Authority and other external agencies to improve attendance and reduce rates of persistent and severe absence across the school.● To drive attendance improvement across the whole school through means of positive recognition and statutory frameworks.● To work as part of the safeguarding team to help protect children with added vulnerabilities.
Responsible for:	The development and implementation of attendance strategies to improve attendance to strategically lead attendance process and strategies.
Liaising with:	Deputy Head of School, Pastoral and Inclusion.
Working Time:	Monday-Friday, 37 hours per week - Term Time only plus 5 days
Salary/Grade:	Grade J SCP 23-26 (Pending Job Evaluation)

<p>Main (core) duties</p>	<ul style="list-style-type: none"> ● To work in partnership with identified families to reduce persistent absence and offer advice to address other associated issues. ● Hold a case load of most concerning students in relation to attendance, chairing and leading on Attendance Case Conferences and multi-agency/attendance meetings. ● To support the school's culture of vigilance and safeguard students through joint working with other agencies. ● To assess need, plan interventions and implement effective actions with the pastoral team to support students and their parents/carers to improve individual students' attendance ● Undertake home visits as part of ongoing work to support parents/carers in working together to support students to attend school well. ● As part of the attendance team, identify those cases that should be referred to the Local Authority for court proceedings or Penalty Notices, finalise evidence as required and act as a witness in the Magistrates Court as required and have overall management of these cases. ● Understand, follow and implement procedures regarding child performance and child employment. ● Identify and follow school and Local Authority procedures regarding children going missing from education and elective home education. ● Analyse attendance information and data to identify and work with students who have poor attendance or are at risk of developing poor attendance. ● To produce data and reports on a weekly and ½ termly basis for each year group. ● Responsible for ensuring the School Policy of 'first day' contact is adhered to. ● Responsible for establishing and developing a professional service to support raising attendance, investigating persistent absences and improving punctuality. ● Undertake scrutiny of registers on a regular basis to ensure absences are recorded in line with DFE guidance, to have whole school attendance policies in place ensuring that issues are dealt with consistently across the school. ● To maintain a working knowledge of the statutory framework relating to school attendance, child employment, child protection and special needs in order to be able to offer informed advice to parents, school staff, governors and others. ● Monitor the attendance of vulnerable groups of students and liaise with staff/SEND department. ● Work in partnership with external agencies to support attendance initiatives, campaigns, parental responsibility measures and school attendance including providing attendance data to the Local authority to enable a School Attendance Order or prosecution to be made. . ● To check accuracy and correct coding on registers in preparation of the school census data. ● Maintain accurate data and system for students signing in and out of school and late students. ● Signpost students and families to other agencies who can offer appropriate support. ● Recommend the use of fines to the Headteacher in the case of those students and families where there is no improvement over a protracted period. ● Oversee the implementation of the Leave of Absence policy ensuring that is consistently applied to all requests ● Support with procedures for monitoring and raising levels of punctuality, particularly for morning registration and through the administering of the attendance procedure including the first day calls ● By carrying out all of the above responsibilities, contribute to an overall reduction in the number of students who are persistently absent. ● Establish and maintain relationships with individual pupils and groups, undertaking home visits as required. ● Adopt the school's 'open door 'policy, being available to listen, offer advice and either provide or signpost further support. ● Liaise with outside agencies in order to support individual children and their families.
<p>School ethos</p>	<ul style="list-style-type: none"> ● Play a full part in the life of the school community, upholding its values and setting a professional example at all times. ● Actively promote all of the school's policies. ● Comply with the school's health and safety policies and undertake risk assessments as appropriate.

Other Specific Duties:

- Undertake any administration, work necessary to fulfil the role.
- Work across other schools within the Trust as required.
- Uphold and actively support the school's policies and procedures.
- Be aware of and comply with policies and procedures relating to Safeguarding, health, safety and security, confidentiality and reporting all concerns to an appropriate person.
- Attend pastoral meetings as required.
- Be aware of and comply with data protection in accordance with the General Data Protection Regulation (GDPR) and Trust Policies.
- Be aware of and support difference and ensure Equal Opportunities for all and promote the elimination of behaviour and practices that could be discriminatory.
- Develop constructive relationships and communicate with other agencies/professionals.
- Share expertise and skills with others.
- Participate in training and other learning activities and performance development as required.
- Undertake any other duties which might reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms
- To continue personal development as agreed.
- To keep up to date with relevant training required for the role.
- Staff will be expected to undertake any duty as specified by School Teachers' Pay and Condition Documents not mentioned above. Staff are expected to show professionalism at all times.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

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The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.