

TRUST ATTENDANCE IMPROVEMENT OFFICER

Scale Points: NJC SCP 24 -27 (Full time equivalent salary: £35412 - £38220)

Start date: As soon as possible

Working Pattern: 26 hours per week (4 days) or 32.5 hours per week (5 days) / Term Time Only + 5 days

Enhance Academy Trust is seeking to appoint a **Trust Attendance Improvement Officer** to join our established team, supporting our primary academies across Barnsley, Kirklees, and Wakefield. We are a successful and growing Church of England Multi-Academy Trust, currently comprising 16 primary academies and a Post-16 Creative and Performing Arts free school.

Our Trust Attendance Improvement Officer will play a key role in establishing a strong culture of attendance across all schools within the Trust. The role will involve both supporting and constructively challenging schools to develop and implement effective processes that address and overcome barriers to attendance faced by pupils and their families.

We are seeking to appoint an experienced professional who can support schools in designing, implementing, and sustaining a Trust-wide attendance strategy that positively impacts pupil achievement. The successful candidate will be able to build strong relationships with staff, promote and embed effective practice, and confidently challenge school leaders and external partners where appropriate.

This role will involve a blend of operational and strategic responsibilities. The postholder will work directly with school staff and parents to improve attendance, while also leading on strategic initiatives and engaging in high-level discussions and coordinated actions with external agencies.

Your application will need to demonstrate that you:

- Have experience working in attendance and educational welfare.
- Have substantial and successful experience leading attendance improvement strategies.
- Possess strong knowledge of attendance-related legislation and pupil welfare frameworks.
- Can engage effectively with parents, building positive and constructive relationships to support improved outcomes.
- Have expert knowledge of support agencies and the roles they play in supporting children and families.

If you feel you have the experience, skills, and qualities to be successful in this role, we would be delighted to hear from you.

Closing Date: Monday 31st August

TRUST ATTENDANCE IMPROVEMENT OFFICER	Role reports to: Deputy CEO
GRADE OF POST:	
PURPOSE OF THE ROLE: - To support Headteachers, Strategic Attendance Leads and Attendance Officers to ensure that every pupil in the Trust attends well. - To lead the Trust Attendance Strategy including leading Trust Attendance Network Meetings. - To liaise with the Deputy CEO and Director of School Improvement with updates regarding strategy and progress towards attendance targets. - To support and provide guidance to Attendance Officers across the Trust advising colleagues on whole Trust/schools attendance strategies, legal sanctions, policy, and procedures in relation to school non-attendance. - To work with schools to develop and implement the Trust Attendance Policy and practice in relation to legislation relevant to school attendance, children missing in education, home education, child employment and children in entertainment. - To liaise with Safeguarding, SENCOs, Strategic Attendance Leads and Attendance Officers. - To coordinate the approach across Trust schools for hard-to-reach families and severely absent pupils who need a multi-agency approach to improving attendance. - To support with the development and maintaining of effective working partnerships with parents and carers for the benefit of the education of the child. - To remain up to date with all areas of DfE legislation and guidance in regard to attendance and child welfare in order to update Trust policy.	
Job Description - Accountabilities:	
Key Tasks - Provide support on all statutory functions in relation to prosecutions for non-attendance, Attendance Order Proceedings for children missing education (CME) and Fixed Penalty Notices (FPNs) - Support schools to prepare any necessary documents for court around the prosecution of parents whose children do not attend school. - Support and or produce, analyse, and report attendance data across the Trust. - Review the Attendance Policy for each academy to ensure it is fit for purpose and being adhered to. - Be aware of and adhere to all relevant health and safety and safeguarding policies and procedures. - Keep abreast of changes in legislation and relevant DfE guidance. - Develop and monitor policy and planning in relation to attendance, including the Trust's long-term objectives and common minimum standards. - Support schools in developing positive relationships with parents, carers and pupils to help ensure any plans in place are tailored to individual needs and encourage a holistic approach where necessary. - At the earliest opportunity, support schools to identify and intervene in patterns of persistent absence so that these do not become established. - Support with early intervention and prevention leading to improved outcomes for the targeted pupil. - Support with targeted support for identified pupils by forging relationships with parents, carers or guardians. - Work with the families of severely absent pupils to support pupils' return to full-time education. - Assess problems and identify solutions by working closely with pupils, parents and carers. - Improve links and build relationships with families to best support the pupil. Data Protection and Safeguarding - Work and process personal and sensitive information in accordance with the Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018. - Ensure that you are kept updated with the requirements of Keeping Children Safe in Education and have responsibility for promoting and safeguarding the welfare of children and pupils. Health and Safety - Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions. - Co-operate with the employer on all issues to do with Health, Safety & Welfare. - Support the implementation of all current statutory requirements, e.g., The Equalities Act and Child Protection legislation.	

	Essential	Desirable
QUALIFICATIONS	- Ability to show appropriate training relevant for this post. 5 A*-C at GCSE or equivalent	- Microsoft Office intermediate training. - DSL Training. - Level 3 or above qualification.
SKILLS AND ABILITIES	- Ability to assess needs of the family to enable pupils to access education. - Ability to engage with parents at an appropriate level in order for them to build a positive relationship with both post holder and agencies. - Ability to deal with difficult situations in a calm and professional manner. - Ability to compile detailed, accurate and constructive reports to a variety of recipients at different levels of authority. - Ability to interpret complex legislation in the area of pupil's welfare. - Ability to prioritise workload to the benefit of the child and work flexibly around the child and the family. - Computer literate to an intermediate level on Microsoft Office Packages. - Excellent communication skills with all stakeholders. - Ability to deal with emotional situations in a calm and professional manner. - Have proven organisational, time management and problem-solving skills. - Ability to relate well to children and adults. - Analyse data, identifying historical trends.	- Working knowledge of Arbor database. - Experience of working within the EBSA framework. - Knowledge of safeguarding procedures in schools.
KNOWLEDGE & EXPERIENCE	- Experience of working in the area of attendance and educational welfare. - Knowledge of statutory functions in relation to non-attendance for CME and FPNs - Experience of working with families with complex needs. - Expert knowledge of support agencies and the roles they play to support children and families.	- Working knowledge of all legislation in relation to pupils' attendance and welfare. - Knowledge of local authority procedures regarding team around the school and common assessment procedures. - Experience of preparing documents for court around the prosecution of parents