



Brighter Futures Learning Partnership Trust

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Job Description

JOB TITLE: Trust Attendance Lead for The Brighter Futures Learning Partnership Trust

BAND: Grade 9, SCP 29 – 35 (£35,038 - £40,557 actual salary)

RESPONSIBLE TO: CEOs and Deputy CEO

ROLE OVERVIEW:

To provide an education welfare service for children, their families and Academies within the Trust, with a secondary focus, ensuring children receive education appropriate to their needs, and obtaining the maximum benefit from education opportunities, by regular attendance at school or otherwise.

KEY ACCOUNTABILITIES:

- To act as children's education advocate and to facilitate the educational partnership between home, school, community and Local Authority, by support, liaison and negotiation; and where conflict arises to give paramount consideration to the interests of the child.
- To monitor and coordinate day to day Academy attendance: Academy visits, home visits, liaison with outside agencies, learning mentors and pastoral teams.
- To identify students not meeting acceptable thresholds and ensure interventions are in place.
- To undertake referrals to external agencies (including Early Help) to support students with attendance issues.
- To advise and support schools in the implementation of School Attendance Regulations and in the use of attendance statistics for the monitoring and management of school attendance.
- To take supportive/remedial action in respect of children with socially related, emotional/behavioural difficulties in school and those with special educational needs; and to provide advice and assistance for parents, carers and students in all matters related to exclusions from school.
- To prepare reports on attendance, including statistical analysis termly, annually, and ad hoc as required for the Trust Board and Local Governing Boards.
- To support the re-integration of students after long-term absence period or from alternative provision.
- To work with Headteachers/Principals and Heads of School to improve and secure high levels of attendance and facilitate best practice.

- To assess and verify attendance difficulties including developing parental relationships gaining knowledge and understanding of absences, identifying and providing assistance and advice to parents/guardians, and when necessary, involvement in court proceedings.
- To establish constructive relationships and communicate with other agencies/professionals, in liaison with teachers to support achievement and progress of students.
- To refer to child protection procedures and escalate cases to the safeguarding team, as appropriate.
- To invoke the legal process for absences/court proceedings and to provide training on legal proceedings for Attendance Leads in schools/UTC.
- To line manage attendance leads in schools/UTC to ensure that the Trust Attendance policy is being effectively implemented, this includes ensuring appropriate coding is used in registers and where appropriate Trust training is provided to ensure a consistent approach.
- To support the SENCO's Trust wide to identify barriers of non-attenders and to support SENCO's with implementing key strategies to improve the attendance of SEND students.

SAFEGUARDING

- To work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, PREVENT and our safeguarding and child protection policies).
- To work with the Designated Safeguarding Lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- To Promote the safeguarding of all pupils in the school.

CORPORATE RESPONSIBILITIES

- To show support for and uphold our ethos, value, all policies and procedures.
- To promote high standards in attendance, punctuality and appearance adhering to Staff Code of Conduct.
- To act with professionalism, integrity at all times, promoting the Trust values.
- To comply with any reasonable request from a Principal or other Trust Leader to undertake work of a similar level or commensurate with role and level of responsibility that is not specified in this job description.
- To comply with data protection legislation and follow the principles of GDPR.
- To promote a commitment to equal opportunities and anti-discriminatory practice adhering to the Trust Equal Opportunities Policy.
- To promote a work environment that protects people's health and safety and that promotes welfare, which is in accordance with the Trust Health and Safety Policy and legislation.

Note 1: The content of this job description will be reviewed with the post holder on an annual basis in line with the performance management cycle. Any significant change in level of accountability that could result in a change to the interim grade must be discussed with the post holder and representative where necessary.

Any other duties as reasonable required by your Line Manager or member of the Senior Management Team

The Brighter Futures Learning Partnership Trust is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post including checks with the Disclosure and Barring Service



Person Specification

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BAND: Grade 9, SCP 29 – 35 (£35,038 - £40,557 actual salary)

RESPONSIBLE TO: CEO and Deputy CEO

Education & Qualifications	Essential	Desirable
Attainment of GCSE grade C or above in English and Maths (or able to demonstrate equivalent numeracy and literacy skills to a level 2 standard of education.	X	
Have or be willing to work towards NVQ 3 in Learning and support services for children, young people and those who care for them.	X	
Counselling qualification		X
DIP SW or CQSW.		X
Education degree/diploma level.		X
Teaching qualification.		X
Youth and Community qualification.		X
Experience		
Considerable experience of working in one or more of: - Working with Children, Young People and Families - Teacher with Pastoral experience or work in a comparable Profession - Education Welfare Work - Social Work - Working in Education setting	X	
To have a minimum of 2 years' experience of being an Attendance Lead.	X	
Having worked with vulnerable pupils.		X
Knowledge & Skills		
Education Legislation	X	
Child Protection	X	
Multi Agency Working	X	
Interpersonal Skills	X	
Communication Skills	X	
Ability to liaise with Principals and senior staff	X	

Practical skills relating to planning and utilising individual learning programmes.	X	
Counselling		X
Mediation/Conciliation		X
Freedom of Information		X
ICT Skills		X
Able to plan effectively		X
Personal Attributes		
Customer focussed.	X	
Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.	X	
Open, honest and an active listener.	X	
Takes responsibility and accountability.	X	
Committed to the needs of the pupils, parents and other stakeholders and challenge barriers to providing an effective service.	X	
Demonstrates a 'can do' attitude including suggesting solutions, participating, trusting, and encouraging others and achieving expectations.	X	
Is committed to the provision and improvement of quality of service provision.	X	
Is adaptable to change/embraces and welcomes change.	X	
Communicates effectively.	X	
Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	X	
Acts with pace and urgency being energetic, enthusiastic and decisive.	X	
Has the ability to learn from experiences and challenges.	X	
Commitment		
Committed to The Trust values and aims, acting as role model demonstrating professionalism and consistent high expectations at all times which supports the ethos of the Trust	X	
Recognise and respect difference between individuals and play their part in making the Trust more inclusive, aware of and committed towards diversity and equal opportunities.	X	
Committed to own continual professional development	X	
Other		
Ability to travel to other Trust sites	X	
Is fluent in the use of the English language	X	

Note:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- *Motivation to work with children and young people.*
- *Ability to form and maintain appropriate relationships and personal boundaries with children and young people.*
- *Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.*

How to Apply

Thank you for considering applying for this role. If you feel you are the person we are looking for, you should fill in the enclosed application form and add a concise letter of no more than two sides of A4 (**this must be submitted as a separate document and not included in the body of an email**) addressing the following:

- Why you are applying for this position.
- How your experience to date will enable you to successfully take on the role.

If you would like to talk to one of the CEOs, please contact us and we will arrange this as soon as possible.

The closing date for applications is 9am on Friday 8th November 2024. Please apply to vacancies@brighterfutureslpt.com

The interview date is to be confirmed.

*Please note that if you have not been contacted by Friday 8th November 2024, you have not been shortlisted for interview.

Good luck with your application.