



## **JOB DESCRIPTION**

### **JOB DETAILS**

**Job Title: Attendance Lead**

**Pay Scale: Grade N8**

This job description may be amended at any appropriate time following consultation between the postholder and the Principal. It will be reviewed annually and appraisal objectives agreed.

### **JOB PURPOSE**

To have overall responsibility for attendance, including analysing trends and driving strategic interventions to improve attendance. Leading and managing the attendance team including ensuring the identification of students whose attendance is a cause for concerns and for actively implementing strategies to aid improvement.

### **KEY RESULT AREAS**

1. Manage the UTC's registers and ensure that attendance is recorded accurately in Arbor.
2. Analyse attendance daily, weekly and half-termly to identify trends and groups of concerns challenging and investigating students' absence from school as appropriate.
3. Promote good attendance and support students, parents and carers in achieving this.
4. Manage the day-to-day work of the attendance team.
5. Develop existing practice in raising attendance, and ensure effective systems are in place to record, manage and report on attendance.
6. Ensure the school policy is implemented in relation to attendance and to enforce the staged response system.
7. Develop reporting systems to analyse attendance data providing regular data to the senior leadership team and the Local Governing Body as required.
8. Work closely with the Attendance and Pastoral team to ensure parents/carers are informed on a student's first day of absence prioritising vulnerable students, ensuring reasons for absence are effectively input into Arbor and registers are adjusted accordingly.
9. Work directly with students and their families to support them with attendance issues including carrying out home visits.

10. Hold regular meetings with attendance and pastoral staff to consider attendance and ensure the appropriate attendance stages are followed including the preparation of appropriate letters in relation to attendance.
11. Ensure statutory and/or local procedures are followed to deal with unauthorised absences in term time or where attendance falls below acceptable levels, is a cause for concern or when a child becomes missing from education. This includes the preparation of required documentation for statutory attendance referrals.
12. Lead on the implementation of the DfE Working Together to Improve Attendance strategy and advise and support the UTC in the implementation of School Attendance Regulations and in the use of attendance statistics for the monitoring and management of school attendance.
13. Ensure all legally required attendance documentation is processed.
14. Meet with students and their families where attendance and/or punctuality is a concern and formulate individual plans to improve attendance/punctuality.
15. Identify and follow UTC and Local Authority procedures regarding students going missing from education and make reasonable enquiries to locate such students, working with and referring to the Local Authority as appropriate.
16. Lead on the development and co-ordination of intervention programmes or actions to address identified barriers to learning for students with attendance issues and oversee their implementation.
17. Develop individual strategies and programmes of support, including the provision of mentoring, to effect improvements in the engagement, attendance and/or attitudes to learning with identified cohorts.
18. To produce or have oversight of any external referrals, including liaison with external partners where appropriate, where attendance is an issue or is at risk of becoming an issue.
19. Ensure accurate records of communications with parents/carers and evidence of relevant interventions are maintained.
20. Keep up to date with developments in local and national guidance related to improving school attendance.
21. The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
22. Ensure compliance with academy requirements, policies, systems and procedures.

## **VARIATION IN THE ROLE**

Given the dynamic nature of the role and structure of Tyne Coast Academy Trust and North East Futures UTC, it must be accepted that, as work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

## **EQUALITY AND DIVERSITY**

Tyne Coast Academy Trust is committed to equality and diversity for all members of society. The trust will take action to discharge this responsibility but many of the actions will rely on individual staff members at the academy embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the academy trust's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the trust with an all inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or the academy trust can improve its practice on Equality and Diversity, please contact Chief Operating Officer.

## **HEALTH AND SAFETY**

All members of staff have a duty to maintain safe and clean conditions in their work area and co-operate with the academy trust on matters of Health and Safety. This will include assisting with undertaking risk assessments and carrying out appropriate actions as required. Staff are required to refer to the academy and safety policies in respect to their specific duties and responsibilities.

## **LEARNING & DEVELOPMENT**

All staff are required to participate fully in the academy trust Learning & Development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

## **COMMITMENT TO SAFEGUARDING VULNERABLE GROUPS**

The academy trust is committed to safeguarding and the prevent duty. Ensuring safeguarding arrangements to protect children, young people and vulnerable groups meet all statutory and other government requirements, promote their welfare and prevent radicalisation and extremism. The academy trust expects all staff and volunteers to share this commitment.