

Job Title:	School Attendance Leader (KS3/KS4)	Department/Group:	Pastoral
Level/Salary Range:	Band 6 SCP 22	Reporting to:	Deputy Head (Pastoral)

Safer Recruitment Statement

Mortimer Community College is committed to safeguarding and promoting the well-being of children and young people and expects all staff and volunteers to share this commitment.

Main Objectives of Role

The School Attendance Leader plays a strategic and key role in the School Improvement Programme. High attendance levels improve attainment and help to maintain a positive ethos for teaching and learning within the school community.

School Attendance Leader Roles and Responsibilities

- To ensure that attendance data is reported to students, parents, governors and staff on a regular basis and send half-termly reports to the LEA.
- To encourage a positive and proactive ethos within the school where attendance is prioritised, promoted and embedded in school policies, plans, practices and processes.
- To enable members of the school community to understand the impact of high attendance and actively promote the involvement of all parties to improve and obtain high levels of attendance.
- Where attendance needs to improve to co-ordinate an action plan for improvement and evaluate the impact of actions taken.
- To attend key attendance meetings with Head of Year, Key Stage Co-ordinator, SENCO and Local Authority.
- To make home visits regarding attendance issues.
- To agree and establish a system of data collection and analysis which as a minimum should include:
 - ❖ Attendance data at authorised and unauthorised level
 - ❖ Attendance data at group, year, subject level
 - ❖ Student profiling of the percentage of student’s attendance levels
 - ❖ Reasons for absence
 - ❖ Outcomes of attendance strategies used by the school.
 - ❖ To review the available data and report to the Deputy Head Teacher (Pastoral)
 - ❖ To facilitate the knowledge of school staff in relation to attendance through networking with other schools and promoting good practice.
 - ❖ To manage the schools communications in relation to attendance with students’ parents and key stakeholders.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Date:	June 2024
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