



KEPIER JOB DESCRIPTION

Name:

Job Title: Attendance Pastoral Leader

NJC Scale: Point range 30 - 32

Pro-rata Salary: £34,869 - £36,692 (Full-Time Equivalent £38,223 - £40,221)

Contractual hours: 37 per week

Weeks per year: 38 weeks per year plus 15 days

Permanent Contract

Hours to be worked: As directed by the Headteacher

Lunch break: 30 minutes

Purpose of Job:

- Support the vision and strategic direction of Kepier Academy.
- Manage learners attendance and punctuality to create a safe and respectful learning environment.
- Foster a positive learning environment with high expectations.
- Develop and lead initiatives to improve whole school attendance.
- Administer and manage the school's attendance procedures.
- Be accountable to the Senior Leadership Team for learner behaviour and attitudes.
- Ensure fair and consistent implementation of behaviour management strategies and provide support to staff.

Principal Duties

Promoting Welfare:

- Safeguard the welfare of learners.
- Monitor late arrivals, record lateness data, and analyse trends.
- Monitor registers and address missing entries.
- Initiate truancy checks when necessary.
- Complete home visits.

Collaboration and Communication:

- Maintain and manage a range of intervention strategies to support the improvement of learner's attendance
- Attend meetings with staff and parents to discuss individual learners.
- Liaise with key staff and support services to enhance attendance rates.
- Line Manager Attendance Administrator ensuring compliance with DfE guidelines.
- Make referrals to relevant agencies in relation to learner's attendance.
- Maintain and manage a range of interventions to support the improvement of whole school

attendance.

Data Analysis and Reporting:

- Produce and interpret statistical data related to attendance and punctuality patterns.
- Administer and manage records of intervention strategies and their impact.
- Contribute to the development and implementation of attendance policies.
- Support the completion of statutory returns such as the Census.

General Duties and Responsibilities:

- Support the positive and ambitious pastoral team.
- Monitor, challenge, and support the work of Year Managers and the Pastoral Support team in relation to attendance.
- Lead, facilitate, and deliver assemblies.
- Assist the Headteacher, Deputy Headteachers, and Assistant Headteachers in policy and procedure development for pastoral provision.
- Exemplify strong leadership in interactions with staff, learners, parents, and outside agencies.
- Lead, coordinate, deliver, and evaluate CPD programs related to attendance.
- Any other reasonable duties as requested by the Line Manager, Headteacher or member of the Senior Leadership Team that is not specified in this job description.
- The post holder must be willing to undertake First Aid at Work training and carry out the role, if required.
- The post holder must be willing to undertake Fire Warden training and carry out the role, if required
- The post holder must carry out his/her duties with full regard to the Trust's Child Protection, Equalities and other relevant policies in the terms of employment and service to delivery to ensure that colleagues are treated, and services delivered in a fair and consistent manner. That the post holder is required to comply with health and safety policy and systems, report any incidents/accidents/hazards and take proactive approach to health and safety matters in order to protect both yourself and others. Any other duties of a similar nature related to the post, which may be required from time to time. That the post holder will be required to comply with all School policies, including the no smoking policy.

Responsible to:

- Whilst every effort has been made to explain the main duties of the post, each individual task undertaken by the post holder may not be identified.
- The job description is current at the date of issue, but following consultation, may be changed by Management to reflect changes in the job which are commensurate with the salary and job title.
- 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.
- Employees are expected to be courteous and supportive to colleagues and provide a welcoming environment to visitors and telephone callers.
- 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.

Safeguarding:

- Employees should be aware that the school will take any reasonable action to ensure the safety of its learners.
- In cases where the school has reason to be concerned that a child may be subject to significant harm, ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow SSCP (Sunderland Safeguarding Children Procedures) Child Protection Procedures and inform Children’s Services Social Care of their concern.

The post holder must comply with Health & Safety rules and regulations and with Health & Safety Legislation.

The post holder must carry out his or her duties with full regard to the School’s Equal Opportunities Policy.

Kepier operates a **no smoking policy** in its building and grounds.

Signed (Employee)..... **Date**.....