



JOB DESCRIPTION

POST:	Attendance Leader
SALARY:	Grade G (FTE £25,991 - £28,672) Salary will be subject to pro-rata
WORKING HOURS:	37 hours per week
WORKING WEEKS:	38 weeks (TTO + 2 days)
RESPONSIBLE TO:	Vice Principal
REQUIRED:	ASAP
CLOSING DATE:	Wednesday 24 th November 2021 9am
INTERVIEWS:	w/c 29 th November 2021

Purpose of the role:

Contribute to safeguarding students, improving academic progress and attainment by improving school attendance.

Support pastoral staff and senior managers in advising the school on all matters relating to attendance and where necessary take the lead role in developing work processes to improve school attendance.

Provide a specialist service to assist the school in meeting their obligations and targets in relation to school attendance, especially persistent absence.

Promote positive attitudes by students and families towards education and to ensure that parents are made fully aware of their statutory responsibilities.

Main Duties and Responsibilities:

- Monitor the input of student absences onto SIMS and ensure registers are completed in an accurate and timely manner. Working with the Attendance Assistant to rectify any missing marks or unexplained absences.
- Work with pastoral staff and SLT to improve punctuality to the school through a range of strategies.
- Ensure lateness is input within SIMS, the necessary disciplinary measures are in place and that parents / carers are informed.
- Promote the importance of good attendance and punctuality across the school through a range of strategies: assemblies / rewards / letters home etc.
- Ensure that the Attendance Assistant sends all first day absence messages for all students with follow-up phone calls as required.
- Ensure the accuracy of absence classification and coding on SIMS.
- Assist and check records prior to the census to ensure school attendance is accurate and up to date.
- Use IT systems to produce reports, often to tight timescales, using word processing and record information including statistical data, providing reports to SLT, pastoral staff and other professionals, as required.

- Produce regular reports analysing attendance and punctuality by groups on an agreed basis. Provide analysis of attendance trends and patterns.
- Advise the school and lead on strategies to promote the regular and punctual attendance of all students.
- Work on initiatives which raise the awareness of school staff, parents and the community on the importance of school attendance.
- Ensure the attendance of identified vulnerable students is checked at the earliest opportunity and that there is an appropriate response to non-attendance.
- Meet with pastoral staff on a regular basis to review individual student's attendance and progress towards whole school and year group targets.
- Administer the fixed term penalty notices to improve attendance.
- Administer term time holiday fines.
- Attend parents' evening or similar events to discuss attendance and improvements required with targeted parents.
- Liaise with students' information from previous schools to ensure that any existing attendance issues are challenged in a timely manner, referring to the Family Support Worker when required.
- Work with the Family Support Worker to ensure the Children Missing Education procedure is followed by the school.
- Work with appropriate colleagues to ensure appropriate records are kept when a parent elects to Electively Home Educate their child.
- Liaise with members of the student support team and leadership team in providing an efficient service to the school.
- Manage and prioritise your own workload in line with service requirements.
- Establish effective working relationships with professional colleagues.
- Attend and participate in regular meetings, and in training and other activities as required.
- Attend meetings with line managers as required.
- Demonstrate a commitment to continuous development, identify opportunities for professional development and undertake training opportunities where appropriate.
- Ensure appropriate / relevant safeguarding policies and measures for all staff and students are in place and reviewed.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people regarding safeguarding procedures.
- Uphold and promote the values of the academy and support students to develop these values and behaviours within themselves. These values include Respect; Resilience; Leadership; Motivation; Self-control; Self-confidence.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
- Any other duties as required by the Principal.

The post-holder will be required to work flexibly to deliver an efficient service. There will be regular contact with students, colleagues, other members of staff, line managers and internal and external customers. We promote diversity and want a workforce which reflects the population of Leeds.

Royds School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is subject to an enhanced Disclose and Barring Service check and Prohibition List check.

PERSON SPECIFICATION

KNOWLEDGE/QUALIFICATIONS	Essential	Desirable	MOA
Demonstrable levels of numeracy and literacy equivalent to GCSE (A-C)	*		A/I
Attend induction training as appropriate and training relevant to the post, including behaviour management and Child Protection training	*		A/I
Using IT systems to compile reports as well as analysing statistical data for monitoring purposes	*		A/I
Preparing and presenting data	*		A/I
Knowledge and understanding of education systems and of the risks factors affecting non-school attendance	*		A/I
EXPERIENCE			
Experience of working effectively with children, young people and families in challenging circumstances	*		A/I
Experience of preparing necessary casework / reports for legal prosecution of parents / carers	*		A/I
Demonstrate an understanding of issues that may affect a student's ability to attend school	*		A/I
A knowledge of education and welfare services, procedures and legislation.	*		A/I
SKILLS			
The ability to write to a good standard of literacy to include excellent report writing skills	*		A/I
Able to communicate effectively with a wide range of people including sensitive and complex information	*		A/I
Ability to build positive relationships with all stakeholders	*		A/I
Ability to work constructively as part of a team	*		A/I
Ability to use IT systems effectively to produce reports, record information and monitor outcomes for individuals and group	*		A/I
Ability to maintain accurate and up to date records	*		A/I
Able to use own initiative and work alone when necessary	*		A/I
Ability to prepare and present reports in a variety of settings e.g. court, child protection meetings	*		A/I
Ability to plan, coordinate and deliver large group awareness events or activities to promote positive attendance	*		A/I
BEHAVIOUR AND OTHER RELATED CHARACTERISTICS			A/I
Commitment to self and team development	*		A/I
Flexibility and willingness to be adaptable in addition to being accessible, approachable and demonstrating an enthusiastic attitude	*		A/I
A commitment to abide by and promote the Academy's Equal Opportunities, Health and Safety and Child Protection Policies	*		A/I
A professional responsibility to promote and safeguard the welfare of children and young people	*		A/I
The post holder will require an enhanced DBS	*		C

Key:

MOA= Method of Assessment, A= Application, I= Interview, and assessment, R = Reference, C= Certificate