



Attendance Lead

JOB DESCRIPTION

RESPONSIBLE TO: Pastoral Support Team Leader (in liaison with the DHT (Pastoral))

JOB PURPOSE: To have strategic and operational leadership of the school's attendance strategy. Working with all relevant stakeholders – students, parents and carers, staff and external agencies to deliver on the school's ethos of high expectation for attendance, leading on school systems, including analysis, reporting and planning suitable intervention.

Principal Accountabilities:

This job description will be finalised and agreed with Pastoral Support Team Leader and Deputy Headteacher (Pastoral)

The following tasks reflect the main responsibilities for the post, under the direction and guidance of the above colleagues.

Main duties	<ul style="list-style-type: none"> • Working with the transition lead, engage with feeder schools or organisations to access absence information to identify target cohorts prior to transfer, including mid-year transfers and managed moves. • Provide appropriate support and challenge to establish good registration practice. • Carry out robust first day calling procedures including priority routine for looked after children and vulnerable children • Work with pastoral colleagues to arrange home visits to engage families and ensure children are safe. • Coordinating of our 'On call' process as part of a team to ensure students are accounted for throughout the day. • Working with pastoral colleagues: identify and, where possible, mitigate potential barriers to good attendance in liaison with families and relevant support agencies • Implement and oversee punctuality routines such as late gate or sign in procedures • Implement children missing education (CME) procedures when appropriate • Working with Pastoral Support Team Leader and DHT (Pastoral), ensure that that parents fully understand the
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	<p>demands and responsibilities of elective home education (EHE)</p> <ul style="list-style-type: none">• Provide regular attendance reports to pastoral colleagues, SLT and tutors to facilitate weekly reviews with leaders e.g. Pastoral Support Leader, HOYS, DHT (Pastoral) for monitoring and evaluation purposes• Oversee the administration of absence procedures. This could include letters home, attendance clinics, and any engagement with external agencies to support attendance.• Oversee and implement, supported by pastoral colleagues, work with families and the community to identify which methods of communication work best, recognise potential barriers in hard-to-reach families and find methods that work and are understood.• provide regular reports to leaders on the at-risk cohorts.• provide regular reports/caseloads to local authority attendance team or independent attendance organisations to raise awareness of emerging at-risk students.• Oversee, implement, and support the HOYS, Pastoral Support Leader and DHT in developing and implementing persistent absence action plans with students and families which address barriers and help establish positive attendance routines.• Oversee, implement, and support the HOYS, Pastoral Support Leader and DHT in identifying tailored intervention which meet the needs of the students, for example: mentoring, careers advice and guidance input, college placement, out of hours learning and alternative provision where appropriate.• Working with the Pastoral Support Leader and DHT, lead daily or weekly check-ins to review progress and impact of support.• Make regular contact with families to discuss progress• Hold regular meetings or reviews of caseload with the local authority attendance team, external partners and alternative providers to check on welfare and review progress.• Liaise with school leaders (DHT/DSL, Pastoral Support Leader, HOYS, SENDCo and other pastoral colleagues) on referrals to external agencies and multi-agency assessments.• Working with pastoral colleagues, coordinate and contribute to multi-agency meetings to review progress and agree on actions.
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	<ul style="list-style-type: none">• Work in partnership with the local authority attendance team and other agencies to ensure the appropriate use of statutory intervention to reinforce parental responsibility.• Provide regular reports to leaders on the impact of action plans and interventions
Support for the school	<ul style="list-style-type: none">• In the event of colleagues being absent provide support and generally work as a team with other Pastoral Support Staff where necessary.• Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person• Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop• Contribute to the overall ethos / work / aims of the school• Establish constructive relationships and communicate with other agencies / professionals, in liaison with other staff, to support achievement and progress of students• Attend and participate in regular meetings.• Participate in training and other learning activities as required• Recognise own strengths and areas of expertise and use these to advise and support others• Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.

Any other duties commensurate with the overall responsibility of the position and deemed relevant by the Headteacher and Line Manager.

The line manager will liaise with colleagues and the post-holder to ensure that there is a realistic and appropriate expectation of workload.

This post is subject to a satisfactory Enhanced Disclosure & Barring Service certificate.

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required, and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this job description from time to time and will consult the post holder at the appropriate time.



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