

Job Description: Attendance Lead

Reporting to:	Vice Principal
Location:	William Parker Campus
Contract:	Permanent
Working Pattern:	Full Time, Term Time plus 1 week
Salary:	Ark Support 8: Pay Points 20-25: £25,295.00 - £28,785.00 per annum (pro rata)

The Role

To lead attendance across the academy in order that attendance is consistently above the national average. Work in conjunction with Heads of Year to secure high levels of attendance with effective monitoring and tracking of students' attendance and punctuality.

Key Responsibilities

- Daily, weekly and termly analysis of Attendance and Punctuality.
- Create strategic short and long-term strategies to increase attendance of all students, including targeted students, particularly Pupil Premium students.
- Issue FPNs as required.
- Prepare documentation for court action and relevant required evidence.
- Work with and maximise the ESBAS provision, holding them to account for their actions and impact.
- Create effective working relationships with relevant outside organisations, including ISEND and Social Services.
- Coordinate and direct the work with targeted groups and individuals to secure excellent attendance.
- Communicate and work with parents in order that barriers to excellent attendance are removed.
- Lead parent workshops or signpost parent support.
- Work closely with the Heads of Year to ensure high attendance and excellent punctuality remain a high profile.
- Provide high quality training for all staff in order that high attendance is embedded into the culture and ethos of the school.
- To work with senior leadership to implement safeguarding and the Academy Child Protection procedures.
- To carry out parent consultation meetings and have key responsibility for home visits as required.

Other

- To work alongside the Attendance Lead on the other campus when required.
- First Aid.
- Work alongside the Designated Safeguarding Lead and Deputy Designated Safeguarding Lead
- To undertake other reasonable duties as directed by Line Manager/SLT

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Arks data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required
- Support other school duties, invigilation and enrichment.

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

Person Specification: Attendance Lead

Qualifications

- Must have GCSE English and Maths, or equivalent

Knowledge, Skills and Experience

- Excellent communication skills
- Ability to analyse and manipulate data
- Ability to influence and persuade.
- The ability to work effectively with challenging behaviour from adults and children
- Good organisational and administrative skills
- The ability to work in a team
- The ability to use your own initiative
- Excellent ICT skills including strong understanding of relevant attendance software e.g. BROMCOM or Excel

Behaviours

- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detailed orientated and able to multi task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Resilient, calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.