



JOB DESCRIPTION and PERSON SPECIFICATION

ATTENDANCE LEADER

Holy Trinity Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be requested to apply for Enhanced Disclosure from the Criminal Records Bureau, although a criminal record will not necessarily be a bar to obtaining the position.

- Pupil Attendance - to lead on and advise the school on strategies to promote the regular and punctual attendance of all pupils
- Assist with the implementation of agreed strategies, including the implementation of rewards and management of late detentions
- Investigate absences on a daily basis and issuing marks to ensure absences coded correctly. Monitor absence figures and liaise with appropriate staff.
- Update school records, analyse attendance data and provide reports to SLT and other professionals. Disseminate information, both internally and externally, in a timely fashion.
- Meet with school staff, pupils and parents to establish the reasons for non-attendance/poor punctuality and agree a plan with appropriate strategies and timescales to tackle the issues.
- Liaise with the Local Authority (LA) & Department for Education (DFE). Prepare the appropriate paperwork and present information as required to enable the school to meet its obligations and statutory responsibilities. This will include requesting penalty fine notices, completing all LA and DFE returns.
- Liaise with LA and court officials in relation to court proceedings for attendance issues (FAST TRACK). Ensure all paperwork is completed and submitted correctly
- To work closely with the Behaviour leads, Inclusion Manager and LA exclusions team, in regard to suspensions and permanent exclusions ensuring all incidents are recorded and evidenced.
- To work closely with the schools Home School Link Support Worker and carry out home visits when pupils do not attend school
- To attend relevant information sharing meetings
- To ensure that part time timetables and flexible learning arrangements are recorded with the LA
- Be fully aware of and carry out all work in line with Child Protection /Safeguarding Procedures. To co- lead and support in early help strategies including the '3 houses tool' to promote the voice of the child and ensure that action and support is offered at point of need. Liaise with the SENCO, school nurse and STICK team to support with and promote regular attendance.
- Liaise and work with external organisations as required

- To make necessary referrals to the Children Missing in Education (CME) team
- Keep accurate, clear and concise records of all interventions and consultations and update information on the school's attendance system.
- Manage your own workload in line with the school priorities.
- Maintain a good working knowledge of the statutory framework and any policies and procedures relating to school attendance, child employment, child protection and special needs etc. In order to be able to offer informed advice to parents, school staff and others.
- Liaise with Pastoral Support and advice on all matters relating to attendance; take a lead role in developing work processes to improve school attendance.
- Work on initiatives, which raise the awareness of the whole school community on the importance of good school attendance.
- Co-ordinate the work of any colleagues that might assist with the running of attendance (Admin, Pastoral, SLT).
- To lead and contribute to policy development
- To ensure that Health and Safety arrangements are maintained.
- To participate in appropriate training and INSET ensuring that personal skills are maintained thus facilitating the effectiveness and efficiency of the Admin team.
- To undertake any other unspecified duties commensurate with the grading and nature of the role.
- To line manage the attendance support assistant
- OBSERVANCE OF BIRMINGHAM CITY COUNCIL'S EQUAL OPPURTUNITIES POLICY WILL BE REQUIRED.

Person Specification:		
EDUCATION & QUALIFICATIONS	Essential	Desirable
Minimum of 5 good grade GCSEs including English and Maths	X	
Relevant administration/management qualification		X
RELEVANT EXPERIENCE		
Experience of managing attendance		X
Confident and experienced user of Microsoft packages	X	
Experience of using a Management information system	X	

SKILLS & ABILITIES		
Able to work under pressure and meet deadlines	X	
Able to identify priorities and organise work accordingly	X	
Able to be innovative in finding solutions to problems	X	
Excellent interpersonal skills	X	
Able to work on own initiative or as part of a team	X	
Excellent written and spoken communication	X	
OTHER		
Excellent attendance and punctuality	X	
Experience of working within a school environment	X	
Willing to undertake appropriate training	X	

This job description is current at the date below but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.

Signed..... (Staff Member)

Dated..... (Staff Member)

Signed.....(Headteacher)

Dated(Headteacher)