**Attendance Leader**

May 2018

**Person Specification**

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| **Attribute** | **Essential** | **Desirable** | **How identified** |
| **Qualifications** | * 5+ GCSE A\* - G (or equivalent) including English and Mathematics. | * 5+ GCSE A\* - C (or equivalent) including English and Mathematics. * A degree or higher-level qualification in a relevant subject. | * Application * References |
| **Knowledge and skills** | * Knowledge of attendance improvement strategies. * Knowledge of the social, emotional and mental health needs of young people. * Knowledge of the legal processes surrounding poor attendance. * Good ICT skills | * A good understanding of Positive Discipline. | * Application * References * Teaching exercise * Interview and practical activities |
| **Experience** | * Recent experience working in a secondary school. * Experience supporting students to improve attendance * Experience managing attendance in a secondary school. * Experience Leading a team of colleagues. * Experience working within the attendance team of a large secondary school. * Experience of how to have difficult conversations with students and parents | * Experience supporting students to overcome personal barriers to academic success. * Experience working with a variety of external agencies to support young people. | * Application * References * Interview and practical activities |
| **Continuous Professional Development** | * Evidence of commitment to continuing professional development. * Experience providing training to others. |  | * Application |
| **Personal Qualities** | * A passion for education and making a difference. * Excellent communicator. * Effective team member. * Drive and determination. * Ambition. * Energy, enthusiasm, sense of humour. * Willingness to contribute to the wider life of the Academy. |  | * Application * References * Interview and practical activities |