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| **Post:** | Attendance Leader |
| **Responsible to:** | Assistant Principal (Attendance & Community) |
| **Job Purpose:** | * Under the direction of the Assistant Principal for Attendance & Community, fully manage the day to day operations of the attendance team, including the Attendance & (Welfare) Officers and the Attendance Analytics Officer, ensuring total consistency and efficiency in approach.
* Rigerously enforce the requirements of the Attendance Policy, ensuring that students are meeting the Academy’s attendance target of 97%+. Implement the Attendance Strategy in full across the Academy.
* Be creative in the strategies used to improve attendance, ensuring that student voice is at the heart of all incentives provided to students.
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| **Key Responsibilities:** | * Work collaboratively with the ‘Behaviour Leader’ & the ‘Inclusion & Safeguarding leader’ to ensure that the needs of the ‘whole child’ are taken into account in any actions taken.
* Execute in full the requirements of the Attendance policy within the Academy, ensuring that all policies, procedures and protocols are adhered to by all colleagues, in full.
* Relentlessly seek to improve the Attendance of young people at The Farnley Academy in order to meet targets set by the Principal and Local Governing Body.
* Quality assure all Attendance Systems in the Academy, ensuring that there is total consistency of approach in dealing with Attendance concerns. Enforce the very highest of expectations at all times.
* Support, oversee and track the legal process for all parents who are not meeting their legal obligation to send their child to school every day unless they are too ill to do so.
* In conjunction with the Inclusion & Safeguarding Leader, monitor carefully the attendance of students at offsite provisions and take action to improve attendance where necessary.
* Provide strong leadership and CPD for all colleagues in the Attendance team, resulting in high levels of attendance for young people.
* Assess the needs of students and use detailed knowledge and specialist skills to identify barriers to student attendance. Put in place actions which support students but do not undermine the Positive Discipline policy.
* Develop relationships with students identified as needing particular support in order that academic and attendance progress targets are met.
* Liaise with parents and staff on student attendance matters keeping them informed regarding disciplinary issues and actions.
* Communicate positive and negative concerns to parents and carers, working with them to ensure improvement where there are concerns.
* Ensure all student records are kept up to date both electronic and hard copy and that all relevant information is disseminated to staff.
* Liaise with and organise support as require with external agencies and partners.
* Cover breaks and periods of illness in the school isolation unit where required.
* Establish productive working relationships with both staff and students, acting as a role model, providing support, encouragement, guidance and assistance for learning, independence, practical activities and social skills.
* Monitor carefully attendance trends, ensuring that a preventative approach is taken to managing student attendance.
* Make regular home visits to students whose attendance is of concern to the Academy.
* Provide training to colleagues across the Academy as directed by the Principal / Vice Principal (Behaviour & Safety) / Assistant Principal (Attendance & Community)
* Work as a Child Protection Designated Officer (training will be provided if required).
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| **General Duties:** | * Provide the Assistant Principal (Attendance & Community) and Principal with regular comprehensive updates on attendance within the Academy, seeking advice and guidance where required.
* Keep up to date records of all attendance actions. Follow up on all reported concerns.
* Provide reports to the Senior Leadership Team &Governors as required.
* Provide support to the Inclusion and Behaviour team as required.
* Provide support to the Administration Team as required.
* Attend key after school events and fully participate in training days.
* Attend staff training and briefings as required by the Principal.
* Attend middle and senior leadership meetings as required by the Principal.
* Complete AM, Break, Lunch and PM duties as required by the Principal.
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| **Accountability****Key Performance Indicators:** | * Accountable for ensuring that Attendance exceeds the Academy target and is significantly above the national average.
* Accountable for a reduction in the number of students who are reported as persistently absent (PA) from school. Seek to ensure that PA is significantly below national average.
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