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|  | **Trust Lead for Attendance and Welfare** |
| **Core Purpose** |
| * To lead a professional attendance and welfare function that is integral to the management and delivery of services, drives excellence, and enables senior managers to deliver their key outcomes.
* To promote and ensure that the TGAT Attendance and Punctuality Policy and guidance is followed and implemented throughout the trust.
* To lead and co-ordinate projects and packages of work in response to corporate and service requirements, liaising with colleagues across the trust in order to produce quality outputs, meet deadlines and provide a high level of assurance.
* To identify and implement new initiatives to improve service delivery and promoting a culture of continuous improvement.
* Devise and implement procedures to meet the organisational and strategic demands of the Academies.
* Provide strong support to staff. Audit, develop and deliver a training programme for relevant staff through training days and one to one training.
* Support non-teaching staff in using data systems to improve their productivity both in the short and long term.
* Provide support for Attendance Welfare Officers within the Academies to ensure they have an understanding of the Attendance Policy and guidance so that they are able to deal effectively with ongoing case work.
* Take a leadership role in keeping up to date with new developments related to attendance legislation, reporting back to the College Leadership Team on a regular basis and disseminate good practice.
* To take a lead role in meetings with parents, staff and other Attendance Welfare Officers in relation to a child’s welfare.
* Promote individual students progress by helping them to overcome difficulties that may hinder their attendance.
* To maintain effective liaison between individual students, their parents, their teachers and tutors.
* To promote individual students progress by helping them to overcome difficulties that may hinder their attendance.
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| **Specific tasks** |
| * To act in accordance with and in support of the aims and policies of the Trust
* To undertake tasks and projects as identified by the Executive Team, using personal and professional initiative within the parameters of the TGAT policies and procedures.
* Write and implement attendance and punctuality procedures that address specific attendance and punctuality issues with students and families and within the academies of TGAT.
* The procedure to include the appropriate legal guidance for Penalty Notices and court cases under the Education Act 1969 section 444 1 or 1A.
* Write and implement the Leave of Absence process.
* Write and implement Quality Assurance for Attendance.
* Ensure that the Attendance Welfare Officers, other personnel who manage attendance and senior staff have a working understanding of the attendance and punctuality and Leave of Absence process.
* Carry out visits on a regular basis with each Attendance Welfare Officer to ensure that students who could fall or are in the category of persistent absence are being addressed through the attendance and punctuality process.
* Where necessary advise what action needs to be taken or how to approach certain situations.
* Issues formal legal binding warning letters to parents when required.
* Check that all legal casework is accurate before an Attendance Welfare Officer submits it to the local authority.
* Where necessary, accompany Attendance Welfare Officers on visits to family homes to discuss attendance issues and to try and improve student attendance.
* Where necessary accompany Attendance Welfare Officers to meetings or sit in on meetings to advise and support.
* In the absence of an Attendance Welfare Officer at one of the academies support the academy with overseeing their attendance with home visits, meetings and monitoring of attendance to ensure attendance is maintained.
* Ensure the attendance data is accurate and up to date by checking the attendance registers for all academies.
* Any other duties in support of the Trust as reasonably decided by the TGAT leadership team.

**Strategic Responsibilities** * To be responsible for the review and update of Tudor Grange Academies Trust Attendance Policy ensuring that users of the policy are aware of changes.
* To take overall responsibility to review and update the Attendance and Punctuality guidance policy.
* To be responsible for the review and update of the Leave of Absence process.
* To train and develop staff in matters of school attendance and ensure that their procedures are in line with current legislation.
* To take responsibility for ensuring that the staff involved with attendance matters are familiar with legal processes and the impact that these may have on the children and families that they work with.
* Take a lead role in liaising with the Local Authorities Education Departments that the Trust academies come under to ensure the processes for referral are correct.
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| **Line Manager:**  | TBC |