

Job Description

Academy:	Leeds City Academy
Job Title:	Attendance Leader
Grade:	PO1 P33 – P36 £29,323 - £31,601 Pro Rata, TTO + 20* (Actual: £27,127 - £29,234)
Accountable to:	Associate Principal – Behaviour & Safety

* 20 days to be used to support attendance of year 11 during holiday revision periods and support with transition events.

Role:

As part of the Academy Pastoral Team the Attendance Leader will:

- Lead on and be accountable for all aspects of attendance across the academy, coordinating the attendance teams and ensuring that a clear and robust action plan exists to both incentivise good attendance whilst also challenge poor attendance through legal and other means.
- Be a role model in attendance procedures, supporting the day to day operations of the attendance team and taking an active part in ensuring that students arrive to school on time, in the correct uniform and ready to learn every day.
- Challenge individual students whose attendance is below the National average, forming strong links with the parents and carers of students with persistent absence.

NB: All post-holders at The White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the Academy. The five principles of the Children's Act: Every Child Matters guide the work of every adult working at or associated with Leeds City Academy.

Specific Responsibilities:

- Work with senior leaders to create the annual development plan for attendance within the Academy, ensuring that the strategy in place is sufficiently sophisticated to deliver rapid improvements in attendance.
- Work with the Key Stage Pastoral Leaders to plan a half termly Academy incentive programme for attendance, ensuring that incentives are low cost, high impact, relevant to students and effectively promoted across the Academy.
- Coordinate the daily actions of the attendance team, focusing priority on groups of students with both the highest needs (safeguarding) and the highest chance of success in home visits.

- Quality assure the attendance actions carried out on a daily basis, ensuring that all absent students have had some form of attendance intervention and that all colleagues within the Academy are robustly supporting and delivering on the attendance strategy.
- Support, oversee and track the requirement of all instances of illness to be evidenced with medical information.
- 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.
- Develop strong relationships with Leeds City Council to further support the Academy in delivering a strong message about the importance of attendance.
- With the Academy year managers, set up and oversee all attendance clinics at both senior and middle leadership level.
- In conjunction with the relevant Academy year manager, monitor carefully the attendance of students at offsite provisions and take action to improve attendance where necessary.
- Write regular positive news stories for the various social media platforms across the Academy, around attendance success and community engagement.
- Administratively support and coordinate visits to the Academy from both Primary School students and also members of the local community.
- Ensure that all aspects of the Academy website related to attendance and community are kept regularly updated.
- Create and monitor attendance plans with the Community Liaison Officer for families with a history of persistent absence.
- Work with the senior leader responsible for transition to forge strong links with feeder primary schools where students who intend to come to Leeds City Academy and have a history of persistent absence are supported with attendance plans.
- Deliver attendance assemblies to celebrate improvements in attendance.
- Provide attendance data daily, weekly and on request by senior leaders.

Other Duties:

- ◆ To carry out morning, break, lunch and after school duties as required by the leadership team.
- ◆ To participate in meetings with colleagues and parent's relative to the post.
- ◆ Undertake home visits and attendance pickups using the Academy minibuss.
- ◆ Carry out any other duties as directed by the Principal.

Equal Opportunities:

- To promote equal opportunities in Education in Order that all children and families will gain optimum benefit from the service provided.
- To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing.

Generic Staff Requirements:

- Uphold the professional standards expected of every member of Academy staff in all dealings with colleagues, students, parents / carers and the wider community.
- Adhere to the principles expressed in the aims of the Academy and its mission statement.
- Actively contribute to the continued development of the Academy by attending training, participating in relevant meetings, and putting forward ideas for improvement.
- Be a positive, collaborative team member.
- Apply Academy policies in all aspects of the role.
- Keep up to date with all aspects of the Child Protection Policy as it applies to the post.
- Undertake any other duties commensurate with the post or as directed by the Principal.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified.

This job description is current at the date shown but, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

All post holders are accountable through the White Rose Academies Trust Performance Management Policy. The Governors and Principals of The White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and a DBS check.

'We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.'

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the Academy.

Signed		Dated	
---------------	--	--------------	--