

John Spence Community High School
Support Staff Job Profile

Post:	Senior Attendance Lead
Scale:	Grade 9 (TTO only + days) £31,383-£35,059
Line Management	
Accountable to:	Headteacher Assistant Headteacher (Pastoral)

Job Description

Overview

The Senior Attendance Lead plays a pivotal role in ensuring high attendance rates among secondary school students. This position involves a combination of strategic planning, home visits, monitoring, and the development of creative solutions to address attendance challenges.

The successful candidate will improve school attendance by strategically directing the attendance team who will focus on effective working with students, families, pastoral support teams and other agencies.

Purpose of the Job

- To contribute to raising achievement by improving school attendance
- To promote positive attitudes of students and families towards education and to ensure that parents are made fully aware of their statutory responsibilities.
- To arrange unsupervised contact with families within the home to assess the reasons impacting on the attendance of individual students, facilitating their return or access to regular full-time education provision.
- Responsibility for the accurate recording, monitoring and reporting of student attendance.
- Be the main contact for any attendance issues in school.
- Work with parents, carers, and key staff to reduce levels of absence and unauthorised absence.
- Manage whole-school attendance strategies to promote a positive attendance and punctuality culture.
- Collate, monitor, evaluate and update attendance data, including analysing trends, producing attendance data and reports.
- To ensure that there are effective and efficient systems and procedures for attendance.
- To line manage, train and develop the attendance team.
- To strategically work with and advise form tutors to supply accurate student attendance data.
- To be accountable for data around attendance and attainment and to use this data to support identified groups of vulnerable young people to show an improvement in these areas.

Headteacher Mr Jonathan Heath

John Spence Community High School, Preston Road, North Shields, NE29 9PU.

Registered address: Pele Trust, c/o Ponteland High School, The Crescent, Callerton Lane, Ponteland, Newcastle upon Tyne, NE20 9EG.
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- In cases of poor school attendance and/or welfare issues to be proactive in assessing the situation and liaising with the appropriate professionals when pupils may need additional support.
- To maintain regular contact and establish constructive relationships with families/carers of children in need of extra support, to keep them informed of the child's needs and progress and to encourage positive family support and involvement.
- To communicate and advise staff of the procedures and rules necessary for the correct functioning of the attendance system to ensure adherence to the school's policies and processes with regards to the management of attendance problems and awareness of support programmes in place.
- To network with internal and external health/support agencies on a regular basis.
- To liaise with a range of health and support agencies with a view to seeking advice and support on behalf of students with specific concerns which may affect their attendance at school, under the direction of a member of the school management team.
- To strategically work with the school management team, the SENCO, teaching staff and the relevant LA advisers so as to contribute to the review and development of school policies and processes relating to attendance management, ensuring adherence to DfE guidelines and consideration of the success of the school's existing policies and processes.

Main Duties and Responsibilities

- Develop and implement a comprehensive attendance strategy aligned with the school's goals and policies.
- Analyse attendance data to identify trends, patterns, and areas for improvement and report findings to relevant stakeholders
- Collaborate with school leadership to set attendance targets and objectives
- Implement attendance improvement programs and initiatives that resonate with students.
- Provide training to attendance team, teachers and staff on effective attendance monitoring and intervention strategies.
- To work on initiatives which raise the awareness of school staff, parents and the community on the importance of school attendance.
- To support school leaders and pastoral staff in advising the school on all matters relating to attendance and where necessary take the lead role in developing creative work processes to improve school attendance.
- Meet with school staff, students and parents to identify individual problems and possible solutions
- Forge early links with staff and families so issues affecting attendance are dealt with before they escalate. These links will often be identified as part of the transition process between phase
- To establish the reason for non-attendance, make assessments and agree a plan for facilitating a return to school using appropriate strategies within specified timescales.
- To acquire and maintain a working knowledge of the statutory framework relating to school attendance, including keeping up-to-date with Ofsted criteria and judgements associated with school attendance
- To support the school in the initiation of appropriate legal action to ensure the school is carrying out its statutory responsibility in respect of students. This will include preparing statements, attending and presenting evidence or request the issuing of penalty notice fines or other legal sanctions and completion of other referrals.
- To be fully aware of and carry out all work in line with Child Protection Procedures.
- To liaise and work with other professionals in police, Social Services, Housing, Health and any other statutory and voluntary organisations.

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- Monitor the input of student absences onto SIMS and ensure registers are completed in an accurate and timely manner. Rectify any missing marks or unexplained absences.
- Implement and monitor Action Plans for persistent absentees with a particular focus on disadvantaged students
- Identify persistent absentees and work with the Designated Safeguarding Lead to ensure concerns are dealt with promptly.
- Ensure the necessary disciplinary measures are in place and that parents and carers are informed of lateness/absence.
- Promote the importance of good attendance and punctuality across the school through a range of strategies: assemblies/rewards/letters home etc.
- Ensure the attendance of identified vulnerable students is checked at the earliest opportunity and that there is an appropriate response to non-attendance.
- Administer the fixed term penalty notices to improve attendance.
- Administer term time holiday fines.
- Attend multi agency meetings to discuss attendance and improvements required with targeted parents.
- Make regular contact with families in response to attendance referrals through contact home, coordination of home visits and/or meetings in school and keep accurate, clear and concise records of all interventions.
- Work with other professionals to ensure the Children Missing Education procedure is followed by the school.
- Work with appropriate colleagues to ensure records are kept when a parent elects to Electively Home Educate their child.
- Demonstrate a commitment to continuous development, identify opportunities for professional development and undertake training opportunities where appropriate.
- To keep up to date with national developments and legislation in the relation to ASC, including teaching methodologies
- Promote and safeguard the welfare of young people in line with procedures and policies
- To set an example of integrity and professionalism and to promote the agreed vision and aims of the school
- To ensure data is managed effectively and proactively and in adherence with legislation including GDPR, and school policies
- Attendance at meetings outside of the normal working day e.g. Parents Evening
- All other duties commensurate with the grade and responsibility of the post

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

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Person Specification – Senior Attendance Lead			
Area	Criteria Requirement - E = Essential - D= Desirable Assessment by Application =A Interview process = I	R	A
Skills Knowledge Aptitudes	<ul style="list-style-type: none"> An understanding of the education system Knowledge of relevant education legislation and of the Children Act Knowledge of child protection issues To recognise and understand the reasons for non-school attendance To have an understanding of partner agencies referral procedures and constraints Excellent written and verbal communication skills Ability to work in a demanding environment and meet deadlines Ability to exercise authority appropriately Ability to write complex reports and Court papers Ability to work in multi-agency environments Ability to develop effective relationships with students, families and external agencies Demonstrable knowledge of strategic approaches to improving attendance Ability to lead and work as part of a team Ability to help raise attainment of young people Ability to deal with challenging situations Ability to work using own initiative Ability to keep detailed and accurate records Flexible attitude/approach 	E E E E E E E E E E E E E E E E E E E E E E E	A I
Qualifications and Training	<ul style="list-style-type: none"> Degree in education or social work field or equivalent experience Access to a car for work purposes and a full UK driving licence Evidence of willingness to participate in training and development opportunities Relevant qualification/training in supporting students with ASC 	E E E D	A
Experience	<ul style="list-style-type: none"> Previous experience as a Home School Liaison Officer or related profession Previous experience of dealing with members of the public Experience of understanding of local government and other public services as they relate to children and families Experience of working within a senior leadership team, developing and implementing strategies aligned to the school's vision and values. Track record of leading change, challenging and influencing others to work differently with positive business benefits. Experience of working with children or young adults in an education setting Experience of liaising with external agencies and professionals. Detailed understanding of the principles with regard to Safeguarding of Children Experience of managing others including holding others to account Experience of leading an initiative that has impacted positively on students 	E E E E D E D E E E D	A I
Disposition	<ul style="list-style-type: none"> Good interpersonal and oral communication High level of patience and sensitivity 	E E	I A I

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