Job Description

Job Title: Attendance Support Lead  
Salary: Kent Scheme Range 5

Contract: Term time only – 5 mornings

Hours per week: 14.5  
Normal working hours: Monday – Thursday 9am – 12noon and Friday 9am – 11.30am

Responsible to: SLT/Attendance Team  
Job profile: Management of school attendance key responsibilities:

•  The management of attendance data across the school

•  The link person between the school and LA with regard to attendance

•  The link person between the school and students/parents with regard to

attendance

Responsibilities/tasks:

* First day calling to families who have attendance concerns
* Produce statistics twice termly of all children below 95% and share with Attendance Team and FLO
* Build positive relationships with parents and carers to encourage parental involvement in child’s attendance
* Follow absence procedures for children under 90% - calls, letters, home visits and meetings
* Attendance workshops/clinics
* Home visits to families with particular attendance concerns
* Work with Attendance Team/FLO to identify appropriate interventions to improve attendance
* Maintain absence spreadsheets – data, actions etc
* SLO referral
* Produce case studies evidencing work with PA families
* Liaise with SLO and SLT to produce paperwork and gather evidence for Penalty Notice fines
* Produce statistics regarding Lates
* Set up user-defined groups to target groups with particular attendance concerns

Safeguarding

* Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
* Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
* Promote the safeguarding of all pupils in the school

Person specification:

•  Good standard of education

•  Excellent ICT skills

•  Able to work under pressure and use own initiative

•  Effective communication and interpersonal skills with adults and children

•  Confident and competent in the use of all aspects of MS Office (Sims desirable)

•  Active interest in young people and education

•  Self-motivated and able to work with minimum supervision

This job description is not designed to be an exhaustive list of duties and responsibilities, but represents the current key areas of work. There will be additional duties and responsibilities explicit in the role. The content of this post will be reviewed in consultation with the post holder when necessary without change to the level of responsibility appropriate to the grade of post.