



## **Leigh Academies Trust Attendance Officer**

**Job Title:** Leigh Academies Trust Attendance Officer

**Salary:** Actual salary £24,682 per annum (£27,979 full time equivalent)

**Contract:** 1 Year Fixed Term, 37 hours per week ,Term Time + 2 weeks

**Line Manager:** Attendance Advisor

**Responsible to:** Academies Director

### **Additional Requirements**

A clean driving licence will be required and the candidate will have their own transport and correct business insurance.

### **The Role**

To undertake all administrative tasks associated with the recording, management and monitoring of attendance across the Trust; working with individual academies, their pupils and their families, with external agencies and local authorities where necessary to improve attendance.

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The Leigh Academies Trust believes that an aspirational and inspirational education is the right of every child. School is not easy for every child, and missing school can put children off learning, cause anxiety, and make school feel more challenging than it needs to be.

As the Trust Attendance Officer, under the direction of the Trust Attendance Advisor you will be responsible for working with academies to help create a strong attendance culture. Your role is to support and challenge our academies, to develop effective processes that reduce pupils and family barriers to attendance.

We are looking to appoint an experienced person who can work as part of an attendance team to support academies and deliver a trust-wide attendance strategy that helps support the achievement of pupils. You will be able to relate well to staff, support the good practice in place and not be afraid to challenge leaders and external partners when necessary.

The ideal candidate will understand the impact poor attendance has on a pupil's life chances and be determined to make a difference. You will be able to demonstrate the ability to learn rapidly, adapt your approach to different needs and, above all else, never give up on any child.

You will work in collaboration and under the direction of the Trust's Attendance Advisor and in collaboration with the Trusts Safeguarding and SEND Advisors, senior leaders, attendance, and pastoral colleagues to monitor and track attendance.

Interpreting data is essential to develop strategies to raise the profile of good attendance and support children and families, therefore you will ensure academies statutory responsibilities are met, and support academies to submit external referrals where necessary.

The post will provide a combination of work with pupils, parents, and carers to improve attendance as well as more strategic-based responsibilities and provide support with high level conversations and actions with external agencies. .

The role is split across 15 to 16 academies across the Trust which will be determined with your line manager and Academies Director.

#### Responsibilities:

- Monitor the attendance of all pupils and identify patterns that indicate the need for targeted interventions.
- Work with academies to develop the Attendance Policy and practice in relation to legislation relevant to school attendance, children missing in education, home education, child employment and children in entertainment.
- To liaise with the Trust Attendance, Safeguarding, SEND Advisors, Senior Leaders including academy Attendance Leads.
- Advise colleagues on whole trust/academies attendance strategies, legal sanctions, policy, and procedures in relation to school non-attendance.
- To support the Trust Attendance Advisor in the modular 'cluster attendance hubs' by supporting the organisation and preparation of agendas and minutes with the relevant Local Authorities and other external services to drive improvements in attendance with a multi agency approach relating to individual pupils and hard to reach families

#### Core Duties

- Provide support on all statutory functions in relation to prosecutions for non-attendance at school; Attendance Order Proceedings for children missing education (CME); Fixed Penalty Notices (FPNs)
- Support academies to prepare any necessary documents for court around the prosecution of parents whose children do not attend school.
- Be relentless about removing barriers to attendance, and challenge traditional thinking about how to drive improvements.
- Support and or produce, analyse, and report attendance data across the Trust.
- Work with the Attendance Advisor to review the attendance policy for each academy to ensure it is fit for purpose and being adhered to.

- Monitor the attendance, punctuality, and progress of vulnerable and other designated groups of pupils.
- To ensure the electronic registration system in all academies is updated daily investigating any missing data with academy's attendance leads.
- To be aware of and adhere to all relevant health and safety and safeguarding policies and procedures.
- To keep abreast of changes in legislation and relevant DfE guidance. To develop and monitor policy and planning in relation to attendance, including the trust's long-term objectives and common minimum standards.
- Support academies in developing positive relationships with parents, carers and pupils to help ensure any plans in place are tailored to individual needs and encourage a holistic approach where necessary.
- At the earliest opportunity, support academies to identify and intervene in patterns of persistent absence so that these do not become established.

### **Safeguarding of students and Duty of care**

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

### **Notes**

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.