

JOB DESCRIPTION	
JOB TITLE: Trust Attendance Lead	
GRADE: G9 24-27	
REPORTS TO: Inclusion Lead	
1.	PURPOSE OF JOB: To lead on attendance across Voyage Education Partnership by ensuring there is a clear vision and strategy for good attendance, effectively monitoring Trust attendance data, supporting academies to develop and implement effective strategies to improve and maintain good attendance and provide Trust-wide expertise in the field of attendance legislation and procedure.
MAIN RESPONSIBILITIES, TASKS & DUTIES	
i.	To work with Academies to ensure that data is being recorded effectively into academy management information systems, ensuring consistent recording of attendance caseload.
ii.	To analyse, monitor & track levels of attendance across the Trust, reporting regularly on these figures to the Inclusion Lead and Chief Education Officer and highlight patterns and/or potential issues as soon as they arise, strategically planning for change and corrective action. Reporting to include: <ul style="list-style-type: none"> Trust comparisons with national data over a three-year, benchmarking against the DfE dataset, including coding and cohort reports Identification and monitoring of Trust-wide trends Monitoring of pupil movement levels Monitoring of progress towards attendance targets
iii.	To work with a range of settings, colleagues and operational attendance staff to develop strategies to improve attendance at both academy and individual learner level. To provide guidance, share best practice and create support networks and system leaders across the Trust
iv.	To advise Headteachers and leaders in preparation for OFSTED inspections, support academies with self-evaluation tools and how to use these to implement change
v.	Through the Trust assurance process; <ul style="list-style-type: none"> undertake core support, targeted support or intensive support on aspects of attendance practice where need is identified; and to ensure that academy attendance practices are in accordance with national legislation and Trust Policy.

	vi.	To provide multi-layers of training to academy-based attendance officers/ EWOs, administrators, leaders and Headteachers on Trust attendance procedures, effective strategies and local and national policy.
	vii.	Work alongside the Trust Data Manager
	viii	To effectively line manage the Trust Education Welfare officer and attendance administrator.
	ix	To provide academies with effective escalation support, where required and indicated following intensive academy-based intervention.
	x	To support and advise academies with high level attendance matters, including where individual cases are subject to prosecution and legal proceedings.
	xi	To maintain an up-to-date knowledge and understanding of all local and national policies and procedures in relation to attendance and safeguarding.
	xii	Where required during high level cases, work collaboratively with other external partners to support the needs of individual learners and their families. This may include attending meetings such as Team Around the Child and Child in Need.
	xiii	To develop and maintain positive relationships with external partners and other MATs to further develop Trust working practices in relation to attendance.
3.	MANAGEMENT and SUPERVISION OF PEOPLE With support from the Inclusion Lead Advisor, line manage and supervise the work of the Trust Education Welfare Officer and attendance administrator.	
4.	CREATIVITY AND INNOVATION The postholder is required to use their initiative to look for solutions to problems with creativity and flexibility. They should be able to seek out new and innovative ways to manage attendance within academies and the Trust as a whole.	
5.	CONTACTS AND RELATIONSHIPS The role can involve some work working in isolation from others but overall, the work will be completed by working collaboratively. This will be with individual academies, the Inclusion Team, or the wider Trust team including the Trust Data Manager. The postholder needs to be able to demonstrate excellent interpersonal skills and communication to be able to effectively manage a range of interactions; some of which could be challenging at times.	
6.	DECISIONS Discretion Under the guidance and supervision of the Inclusion Lead Advisor, the postholder will be responsible for day-to-day decisions in respect of matters relating to strategic support for academies and high-level case management.	
7.	RESOURCES	

	<p>The postholder is responsible for ensuring that service user records both paper and electronic are accessed, stored, destroyed, and used in accordance with the requirement of the General Data Protection Regulations (GDPR). The post holder is also responsible for ensuring the appropriate use and security of their own desk top computer and mobile phone.</p>		
8.	WORK ENVIRONMENT		
	<p>a) Work Demands The postholder is responsible for ensuring that data, reports and action plans are completed in a timely manner and by deadlines which have been set. The role is fast paced, demanding and requires an ability to make decisions often at short notice and under pressure.</p>		
	<p>b) Physical Demands A mixture of sedentary and ambulant but will involve a significant amount of keyboard duties and some driving.</p>		
	<p>b) Working Conditions Office based but will work for considerable periods of time in a lone and unsupervised capacity in different environments. Home visits may be required when involved in high level cases in ensuring regular attendance at school. This may involve travel and therefore the postholder will require a car, driving license and business insurance.</p>		
10. GENERAL			
<p>Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.</p>			
<p>Equal Opportunities - The postholder is required to carry out the duties in accordance with equal opportunities policy.</p>			
<p>Health and Safety - The postholder is required to carry out the duties in accordance with Health and Safety policies and procedures.</p>			
<p>Safeguarding -. Safeguarding our learners is our number one priority and, as such, all employees must ensure that the Trust Child Protection and Safeguarding Policy is always adhered to.</p>			
	Name:	Signature:	Date:
Job Description written by: [Manager]

Job Description agreed by: [Postholder]
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