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**Respect Collaboration Trust**

**Job Description**

**Job Title**: Attendance Lead (DDSL)

**Responsible to**: Deputy Headteacher DSL

**Salary Scale:** J (£39,513 - £43,693) Paid Pro-rata, 37 Hours per week, 40 weeks per year

**Core Purpose of the role:**

Be responsible for promoting and improving pupil attendance across the school, ensuring all pupils have access to education and achieve their full potential.

Monitoring attendance data, identifying patterns of concern, and implementing targeted interventions to support pupils and families.

The Attendance Lead will work closely with staff, parents, and external agencies to address barriers to attendance, enforce attendance policies, and contribute to a positive school culture that values regular and punctual attendance and engagement with their curriculum offer.

To support in the delivery of the Enhancing Family Success project, an early intervention programme to primary schools across Derby city. The programme includes delivery of the Triple P parenting programme and working with groups of primary pupils delivering solution based interventions.

**Key Responsibilities:**

**Attendance**

* To act as the Attendance Lead for the designated school to promote and uphold statutory duties associated with attendance.
* Promote a culture of regular pupil attendance, punctuality, and positive attitudes to attendance. Keeping accurate records of pupils who are missing from education, including investigative follow-ups. Carry out or direct home visits to discuss attendance concerns with parents.
* Lead and oversee attendance strategies across the school, ensuring compliance with statutory duties and best practices. Develop proactive intervention strategies for at-risk pupils and disengaged families, ensuring early identification and support to prevent attendance issues from escalating

**Compliance**

* Maintain an accurate attendance roll and follow statutory and school registration procedures.
* Oversee and review processes and systems to monitor and track attendance to improve whole school/individual attendance and engagement in offered provision.
* Collaborate to produce and review attendance policies and develop related procedures within school.
* Take a lead role in ensuring children are kept safe under the Children Missing in Education (CME) protocols. Keeping accurate records of pupils who are missing from education, including investigative follow-ups.

**Liaison and Communication**

* Maintain close and positive working relations with the Education Welfare Service to discuss ways the school can tackle persistent absence and comply with statutory duties. Tracking these referrals
* Collate and check court paperwork for persistent non-attenders, including legal letters, penalty and holiday notices, and preparing section 9 statements.
* Coordinate with school leaders and advise them of statutory and school processes regarding attendance and pupil transfer information. Advise staff on persistently absent pupils in line with statutory and school processes.
* Arrange and support parent/carer meetings to discuss attendance issues and reinforce legal obligations.
* Lead on attendance-related training and professional development for staff, ensuring a consistent and informed approach across the school.

**Monitoring/Tracking and Analysis**

* Use data analytics to monitor, track, and evaluate attendance patterns, identifying key trends and implementing targeted interventions to address concerns at both individual and whole-school levels.
* Enhance and lead on school attendance QA processes and provide support and training follow up.
* Take a lead role in developing and implementing strategies to improve pupil and whole school attendance.
* Monitor and analyse attendance and punctuality, producing regular reports, statistics, and charts.

**To act as the Deputy DSL in their absence**

* To act as the Operational Safeguarding Lead (DDSL) in their absence.

**Deliver the EFS project to primary schools across Derby city**

* To plan and deliver the Enhancing Family Success Project to Derby City Primary Schools
* Collate and store pre, post and post 3 month assessment data
* Contribute to evaluation processes and the analysis of date where appropriate

**Key Accountabilities**

* Ensure a rigorous process for Attendance and Safeguarding, adhering to statutory guidance
* Provide accurate, timely and reliable information for school leaders and external agencies
* Ensure Attendance is everybody’s business
* Provide guidance, coaching, and performance oversight for staff where directed.

**Culture and Ethos**

* Foster a positive school culture where all members of the school community feel safe and valued and pupils are motivated to achieve their full potential.
* Promote high expectations for pupil behaviour, attendance, and engagement, ensuring a consistent approach across the school
* Uphold and embed RCT’s values in daily practice, ensuring a shared vision among staff, pupils, and the wider community.
* Actively engage with parents, carers, and the community to strengthen relationships and enhance pupil support networks.

To undertake additional duties as commensurate with the post.

**Person Specification**

**Qualifications**

Essential

* GCSE Maths English Level C or equivalent

Desirable

* Triple P Parenting programmeor experience of delivering programmes to parents

**Experience**

Essential

* Work with pupils and their families to improve school attendance
* Working with pupils and young people with social, emotional, mental health difficulties or who are disaffected from the education system
* Liaising with pupils and their parents, professionals and agencies regarding welfare and pupil attendance
* Experience of monitoring and tracking pupils attendance

Desirable

* Developing interventions to meet the individual social, emotional and mental health needs of children
* Experience of delivering Parenting programmes (e.g. Triple P)
* Assessment of family need and referrals to relevant agencies

**Skills and Knowledge**

Essential

* Knowledge of the role of voluntary and statutory agencies in providing services to families and children at risk of experiencing social exclusion
* An understanding of the needs of parent/carers whose children are at risk of disaffection/ exclusion or developing mental health problems

Desirable

* Understanding of Early Intervention and Safeguarding Services and how they work together
* Knowledge of legislation relating to the role e.g. Working together, SEND Code of Practice, Equality Act, KCSIE
* Knowledge of Assessment tools such as EHA and Boxall Profile
* Knowledge of statutory guidance on improving school attendance

**Personal Attributes**

Essential

* To work collaboratively within the team to devise and implement appropriate support packages for individual pupils, their families and schools
* The ability to create and sustain good working relationships with families, colleagues and wider professionals
* Excellent interpersonal and organisational skills
* Ability to prioritise work and make effective use of time