



# Attendance Lead



Dear Applicant,

Thank you for taking the time to explore this opportunity with us at Endeavour Learning Trust.

Finding the right place to work means discovering somewhere you feel you truly belong. As you read through this pack, I hope you get a sense of what makes our Trust special: a community of people who care deeply about one another, about the children and families we serve, and about doing this work in a way that feels human, respectful, and full of purpose.

At Endeavour, we are proud of the diversity across our schools. We want people to feel they belong here and to bring their whole selves to work, with all their individuality, experience, and perspective. We believe that approach strengthens us as a Trust and enriches the lives of our children and young people.

We are a growing family of schools across the North West. Each school has its own identity and context, and that matters to us. What connects us is a shared commitment to inclusion, kindness, and ambition for every child. We believe deeply that education should recognise each child as an individual. Every child matters, every colleague matters, and every school matters.

Collaboration sits at the heart of how we work, but it is grounded in trust and respect rather than uniformity. It is about supporting one another, learning together, and knowing you are part of something bigger. Just as importantly, we place real emphasis on looking after our people. We want every colleague to feel supported, trusted, and able to grow both professionally and personally.

If you are someone who wants to make a difference, values community, and is looking for a place where you can be yourself and continue to grow, I hope you will feel at home here.

Thank you again for your interest in joining us. We look forward to receiving your application.

Warmest regards,

A handwritten signature in black ink, appearing to read 'DCL', with a stylized flourish at the end.

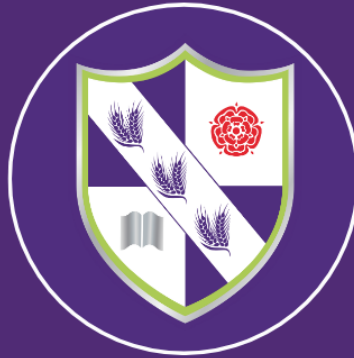
David Clayton  
Chief Executive



**LINAKER PRIMARY SCHOOL**



**CHURCHTOWN PRIMARY SCHOOL**



**TARLETON ACADEMY**



**NORTHBROOK PRIMARY ACADEMY**



**WOODLEA JUNIOR SCHOOL**



**ENDEAVOUR LEARNING TRUST**



**ORMSKIRK SCHOOL**



**BURCOUGH PRIORY ACADEMY**



**WELLFIELD ACADEMY**



**STRIKE LANE PRIMARY SCHOOL**



**BRINDLE GREGSON LANE PRIMARY**

# Our Employee Offer



Health & Wellbeing services that offer private Counselling, Physiotherapy, GP services & more.



Free membership with Vivup, offering Employee Benefits, Lifestyle Savings & a Cycle to Work Scheme



Enhanced family leave benefits & pay, to offer you support at life's most important moments



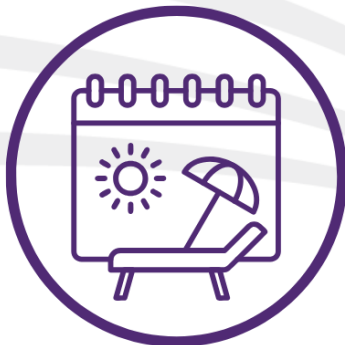
Automatic pay progression for all colleagues in line with their grading structure



An excellent CPD Offer for all colleagues to truly support each stage of your professional development



An excellent Learning Management System & flexibility around your CPD, to allow you to learn at your own pace



Term time only contracts OR 26 days annual leave PLUS bank holidays. rising to 32 days after 5 years service



Honouring continuous service with other local authorities & Multi Academy Trusts



We remain in the Teachers Pension Scheme and Local Government Pension Scheme

Dear Applicant,

Thank you for your interest in our vacancy at Wellfield Academy, a school within Endeavour Learning Trust.

You will be joining a well-established and enthusiastic team at Wellfield Academy, where you will not only have the support of your immediate team members, but the expertise of the Endeavour Learning Trust central team.

Wellfield Academy is an ambitious, growing and thriving school. At our school, students experience inspirational and challenging teaching, excellent pastoral care and a genuine belief that every child can succeed. The successful candidate will join us at an incredibly exciting time for the school. We are one of just a small number of schools nationally to be chosen for the Department for Education's Schools Rebuilding Project, which will see us move into a brand-new state of the art school in the coming years. In addition, our fantastic reputation in the local community has secured a significant growth in the number of students attending Wellfield. The number of families choosing Wellfield as their first-choice secondary school has more than trebled in the past three years and we are excited to welcome more staff into the Wellfield family as a result.

As a school situated in the heart of Leyland, one of our many strengths is our community spirit and family feel. Each student is known as an individual and supported by key staff, as well as being challenged to be the best they can be. At Wellfield, we believe that every child should be treated as we would want our own children to be. As a result, our students feel safe and valued in an environment where we find the right balance between support and challenge. Our mantra is 'Nothing but the Best' and this permeates everything that we do for every student and every member of staff. Our family ethos is tangible: we work as a team, and we want the best for everyone.

We are dedicated to developing students who are aspirational, inclusive of one another and rooted in their community. We are extremely passionate about ensuring the successful development of each individual child within an ambitious learning environment. Our students behave well, and they thrive in our warm and inclusive environment. We are proud of our significant improvement over recent years, and we will continue to provide the very best for each and every one of our students. However, we are also staunch in our commitment to doing this in a way which protects the wellbeing of our staff and our students. Our commitment to reducing workload is non-negotiable. We seek to thrive; individually, together, in our classrooms, staffrooms, schools and right across the Trust.

We hope the enclosed information about the role will encourage you to apply.

Yours faithfully,

Mr J Lewis  
Headteacher

## **Attendance Lead**

**Full time, Permanent & Term time plus two weeks**

**Grade 6 SCP 11-19**

**FTE £28,142 - £32,061**

**Actual £25,047.86 - £28,535.97**

### **Join Our Team at Wellfield Academy.**

Wellfield Academy is seeking to appoint an ambitious, proactive and committed Attendance Lead to champion high levels of attendance and punctuality across the academy. This is a pivotal role for an individual who is passionate about removing barriers to learning and ensuring every student has the opportunity to achieve their full potential.

The successful candidate will lead on the academy's attendance strategy, using data-driven approaches to identify trends, implement targeted interventions and secure sustained improvements in attendance. Working collaboratively with students, families, staff and external agencies, they will build positive relationships and provide effective support to overcome barriers to regular school attendance. The Attendance Lead will play a key role in fostering a culture where attendance is everyone's responsibility and every day counts.

### **We are looking for someone who:**

- Has experience in attendance, pastoral support, safeguarding, education or a related field.
- Has a strong understanding of strategies to improve attendance and engagement.
- Is confident in analysing and interpreting data to inform interventions and drive improvement.
- Possesses excellent communication, interpersonal and relationship-building skills.
- Is highly organised, resilient and able to manage challenging situations with professionalism and sensitivity.
- Shares our commitment to ensuring every young person can thrive, achieve and succeed.

### **HOW TO APPLY**

Please complete our online application form (via My New Term) in full, along with a personal statement to support your application and outline the relevant experience you can bring to Endeavour Learning Trust.

If you require any further information please contact our Heads PA, Eleanor at [e.duncan-jameson@wellfieldacademy.org](mailto:e.duncan-jameson@wellfieldacademy.org)

### **SAFEGUARDING**

Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

Please note that in line with Keeping Children Safe in Education, an online search will be carried out as part of our due diligence on shortlisted candidates.

## JOB DESCRIPTION

### Attendance Lead



- To lead, manage and oversee all aspects relating to our school attendance
  - To promote positive attitudes towards excellent school attendance by directly supporting students and parents to overcome any barriers to successful school attendance
  - To ensure that Wellfield Academy adheres to the Education Authority obligations under all relevant legislation
  - To monitor attendance, be pro-active by implementing early intervention strategies to reduce the school Persistent Absence rate and increase whole school attendance percentage
  - Follow up lack of response to first day contact and other contacts by home visiting or meeting parent/carers in school
  - Develop links with students who are transferring into the school to promote the school ethos of regular attendance
  - Co-ordinate the preparation reports on attendance for the senior leadership team and governing body; ensure maintenance of accurate and factual records which could be used in evidence in legal interventions
  - To lead an Attendance Officer to ensure all roles and responsibilities, including legal and safeguarding duties, are fulfilled and liaise with the school's DSL/Safeguarding team as appropriate
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- To oversee and contribute to the first day absence system by ensuring communications with parents are implemented and recorded in a timely and effective manner
  - To help develop systems and strategies to improve attendance rates
  - Collate information and maintain records of student attendance
  - Monitor attendance by analysing data, trends and highlighting patterns or issues (including lesson by lesson)
  - Identify the needs and assess those students requiring extra support, develop and implement action plans to support intervention.
  - To further raise aspirations within our school community whilst being aware of the vulnerable cohorts with a particular focus on Pupil Premium students
  - To be responsible for ensuring that all registers are completed and saved in accordance with relevant guidance
  - To monitor and follow up with outcomes for all unexplained absences
  - To run weekly reports by year group and cohort, highlighting areas for concern
  - To attend weekly meetings to proactively address poor attendees, set targets and agree strategies/actions for improvement
  - Work closely with students and parents to identify and resolve attendance barriers prior to the student becoming a Persistent Absentee
  - To hold meetings with parents, students and outside agencies to address poor attendance, set targets and agree strategies

- To be responsible for organising a daily check of students at risk of truanting/persistent absenteeism
- Ensure all attendance procedures including registers are followed in line with the DfE guidelines, to provide accurate attendance figures
- Provide a point of contact for students/staff/parents to discuss issues/procedures and legal regulations relating to attendance in school
- Provide weekly and monthly attendance data for assemblies and display boards
- Take responsibility for students who move to another or an alternative education setting,
- Working with Children Missing in Education team, Elective Home Education team and Lancashire County Council as appropriate, completing all relevant paperwork as appropriate
- Attendance casework – Keeping accurate records following meeting and various methods of communication
- Co- ordinate the preparation of reports on attendance for Senior Leadership Team: ensure maintenance of accurate and factual records which could be used in legal interventions
- To be willing to work in a flexible way to carry out home visits to families /students and other visits including off site meetings
- Follow up and activate court proceedings for unauthorised leave of absence for students taking Holidays within term time
- Prepare paperwork evidence and information for legal intervention as per LA policy and guidelines
- Preparation and submissions of statements and evidence for court proceedings as and when required
- Monitor attendance of students following prosecution for non-attendance in line with LA guidance

### **Other**

- Participate in home visits to support students and discuss issues and progress;
- Take part in the provision of out of school activities - Support the transition of students between phases.
- Supervise a team of student support staff
- Provide support and guidance to other support staff
- Support the transition of students between phases
- Supervise students excluded from class or those following alternative timetables
- Contribute to the development of activities to encourage family involvement in the school.
- Oversee support packages for students to reintegrate them into school following periods of exclusion / absence
- Provide advice and support to parents / carers of excluded students
- Undertake any other duties reasonably requested by the Headteacher

<b>Personal Attributes required (on the basis of the job description)</b>	<b>Essential (E) Or Desirable(D)</b>	<b>Identified by: Application Form (AF), Interview (I), Test (T) or REF</b>
<b>QUALIFICATIONS AND TRAINING</b>		
The successful candidate will have:		
NVQ Level 2 or 5 GCSE's (or equivalent) A*-C including English and Mathematics / Grade 9 to 5	E	AF
Full, clean driving license	E	AF
First Aid Qualification (qualification not essential at point of application as training will be given if required)	E	AF
<b>EXPERIENCE</b>		
The successful candidate will have:		
Experience of working with children of secondary school age	E	AF
Experience of working within an administrative or pastoral role within a school setting	E	AF
Experience of using SIMs or similar data management system	E	AF
Experience of using Microsoft Excel to create reports	E	AF
Experience of working with external agencies relating to the welfare of children	E	AF
The ability to lead a small group or team	E	AF/I/R
<b>SKILLS AND ATTRIBUTES</b>		
The successful candidate will be able to:		
Ability to form effective and appropriate working relationships/boundaries with young people, parents and the wider school community	E	AF/I/REF
Knowledge and awareness of relevant legislation relating to school attendance	E	AF/I/REF
Knowledge of the guidance set out in The Education (Student Registration) (England) Regulations 2006	E	AF/I/REF
Ability to communicate effectively both written and verbal	E	AF/I/REF
Ability to deal with difficult situations and remain professional during challenging situations	E	AF/I/REF
Ability to prioritise conflicting demands and manage own workload effectively	E	AF/I/REF
Efficient, meticulous and well organised	E	I/REF
Knowledge of concept of confidentiality, standard office practices and procedures	E	AF/I
First Aid Certificate, or willingness to train for one	E	AF/I
Maintain effective working relationships with school, staff and students and those encountered in the course of work	E	AF/I
To visit parental/carers homes, schools, colleges or other settings as required.	E	AF/I/REF
Ability to make effective use of ICT	E	AF/I/REF
Flexible attitude to work	E	AF/I/REF
<b>OTHER</b>		
Commitment to equality and diversity	E	I

Commitment to health and safety	E	I
Commitment to attendance and punctuality at work	E	I
Commitment to safeguarding and protecting the welfare of children and young people	E	I
Compliance and adherence to the document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'	E	I
Compliance and adherence to the document 'Guidance for Conduct'	E	I
Clearance through the Disclosure and Barring Service - (Clearance is required before confirmation of appointment)	E	AF/I

