



Trust Attendance and Belonging Lead

Responsible to: Chief Executive Officer

Place of work: Central Office (Pera Business Park, Melton Mowbray) with frequent travel to schools.

Salary: LCC 10 £32,164.57 - £ 35,534.27 (FTE £35,451 - £39,165)

Hours: Full time (37 hours) 41 weeks

Role Overview

The Trust Attendance Lead will support and improve pupil attendance across the Trust, working under the direction of the CEO. The role involves collaborating with school leaders, pupils and families to design and deliver targeted attendance improvement plans. It requires proactive engagement with families, internal teams and external agencies to identify and reduce barriers to attendance, securing sustained improvement for individual pupils.

The post holder will contribute to Trust-wide attendance strategies, using data analysis and working closely with safeguarding teams. They will attend meetings with families, school leaders and external professionals, maintaining accurate daily records and using IT systems effectively. Regular communication with parents/carers, including daily contact where needed, is a key part of the role.

Data will inform all aspects of the work. The Trust Attendance Lead will identify trends, manage a caseload of pupils, and work directly with them and their families to promote positive attitudes towards education and consistent school attendance.

Duties and Responsibilities

- To work closely with school leaders across the Trust to signpost families for additional support and complete referrals to external agencies and to put proactive support plans and strategies in place to prevent attendance from becoming an issue.
- To advise schools on strategies to promote the regular and punctual attendance of all students and assist with the implementation of the strategies.
- Meet with school staff, agencies and parents to identify individual barriers and possible solutions.
- To make unsupervised contact with families in response to allocated referrals i.e. home visits and /or meetings in schools.
- To establish the reason for non-attendance, make assessments and agree a plan for facilitating a return to school using appropriate strategies within specified timescales.
- To initiate appropriate legal action with LA education welfare services to ensure the schools are carrying out their statutory responsibility in respect of students. This will include preparing statements, attending and presenting evidence or request the issuing of penalty notice fines or other legal sanctions and completion of Early Help referrals.
- To liaise and work with other members of education welfare services as well as other professionals in police, Social Services, Housing, Health and any other statutory and voluntary organisations.

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- To support pastoral and education leaders and senior leaders in advising the schools on all matters relating to attendance and where necessary take the lead role in developing work processes to improve school attendance.
- To work on initiatives/reward systems which raise the awareness of school staff, parents and the community on the importance of school attendance and punctuality.
- To develop the role with parents and guardians, building good relationships with staff and children and to devise, implement and evaluate individual support plans and small group projects

Working as part of the Central Team

- Produce clear, accurate reports on attendance for Trust and School leaders including Trustees, providing reliable insight to inform early strategic decision making.
- To work productively with wider central services in the Trust and to contribute to both operational and strategic MAT plans as requested and directed.
- To engage with research and identify innovative practice in education, ensuring that Mowbray Education Trust is an outward-looking and evidence-informed organisation.
- To work with external organisations to ensure the Trust has access to the very best opportunities and to promote collaboration in the wider educational community.
- To contribute to the delivery of a bespoke, evidence informed professional development offer across the Trust.
- To demonstrate and promote the Trust's vision, mission, values, ethos and aims.

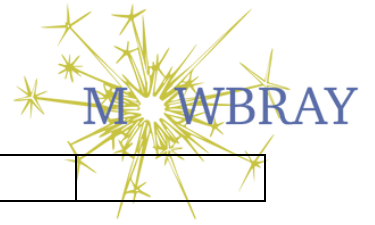
The role-holder will be expected to undertake any additional duties that are reasonably requested.

Person Specification

Qualifications	Essential	Desirable
Good standard of general education with a minimum GCSE English and Maths at A-C or equivalent.	✓	
Level 3 qualification in working with children or young people.	✓	
Evidence of commitment to continuous professional and personal development.	✓	
Experience		
Experience of working in pastoral or attendance role(s) with demonstrable impact.	✓	
Experience of effectively dealing with the social and emotional factors which affect pupils capacity to learn.	✓	
Experience of working with external agencies to benefit pupils.	✓	
Professional Knowledge and Understanding		
Knowledge of policy and legislation relevant to children, families and education.	✓	
An understanding of potential barriers to school attendance.	✓	
Knowledge of relevant support services and referral routes.	✓	

Understanding of schools' policies and how they relate to local and national framework/policies for learning.	✓	
Ability to work as a team to influence, inspire and collaborate with colleagues responsible for attendance across the Trust.	✓	
Demonstrates engagement with current education research and key debates in the leadership of attendance.	✓	
Demonstrates knowledge and understanding of safeguarding and child protection issues and procedures, including both statutory requirements and best practice.	✓	
Professional Skills and Abilities		
Able to form and maintain appropriate relationships and personal boundaries with children and parents.	✓	
Able to cope with conflict and emotionally demanding matters.	✓	
Able to maintain and manage record keeping systems for attendance and safeguarding.	✓	
Able to monitor, assess, record, report and implement effective actions for pupil attendance.	✓	
Must be able to work collaboratively and effectively in a team.	✓	
Can interpret and communicate data effectively and accurately and can use data to inform where individual or whole school strategies may be required.	✓	
Able to communicate effectively with colleagues, outside agencies and other key stakeholders both verbally and in writing.	✓	
Personal Qualities		
Can successfully engage parents and carers in order to encourage their close involvement in the education of their children.	✓	
Demonstrates passion and enthusiasm for driving improvements to maximise students' life chances.	✓	
Must have a high level of communication skills both orally and in writing.	✓	
Must be able to manage own workload effectively and respond swiftly to tight deadlines.	✓	
Demonstrates excellent interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships.	✓	
Demonstrates personal commitment to professional development linked to the competencies necessary to deliver the requirements of this role.	✓	
High levels of punctuality and reliability.	✓	
Resilience, energy and solution-focused mindset.	✓	
Other		
Understands and actively promotes the benefits of diversity within the Trust.	✓	
Is fluent in the use of the English language.	✓	
Ability to travel between Trust sites and complete home	✓	

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visits when required.		
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