

ROLE PROFILE

#RKLTPeople

Nurturing Ambition, Inspiring Excellence



Red Kite Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure. We are an equal opportunities employer which welcomes applications from all sectors of the community. We are committed to promoting diversity and want a workforce which reflects the local population of each of our schools.



www.rklt.co.uk/careers



*Red Kite Learning Trust is committed to supporting work–life balance and recognise the benefits of flexible working. We welcome requests for flexible working arrangements as part of the recruitment process. While flexibility may be possible for many roles, each request will be considered on an individual basis.

Job Title:	Attendance Support Officer	School:	Temple Moor High School and Sixth Form
Salary Grade:	C3, SCP 19-22	Working Hours:	37 hours per week, Monday - Friday
Contract Type:	Permanent, Term Time Only + Training Days	Location:	Leeds

Responsible to: Senior Assistant Principal (Pastoral)

Role summary: The Attendance Support Officer will contribute to and support the school in reducing levels of student absence, increasing student punctuality and work with staff, pupils, parents and carers to promote and drive high levels of attendance. They will run local authority attendance improvement initiatives. The attendance team is led by an Attendance Lead and supported by two Attendance Support Officers, ensuring that the postholder will be part of a collaborative team rather than working independently.

Special conditions of service:

No smoking policy, including e-cigarettes/vaping. Occasional requirement to work outside of school hours and off school premises.

Role specific responsibilities:

- To implement and support the school's attendance strategy, promoting excellent attendance and punctuality for all students.
- To work alongside key staff to promote outstanding attendance and reduce levels of absence, including persistent absence.
- To work with students and their families through mentoring and supportive interventions to encourage positive attendance and punctuality.
- To provide targeted attendance support for all year groups and identified groups of students, including disadvantaged students, those with SEND and those requiring additional support.
- To ensure all aspects of the school's Attendance Policy and procedures are implemented effectively and in line with the school's values and objectives.
- To implement and utilise systems for tracking, monitoring and analysing attendance data to identify trends, inform interventions and support sustained improvements in attendance.
- To support the implementation of local authority attendance processes, including fast-track and legal intervention procedures where appropriate.
- To monitor attendance across identified student groups and work collaboratively to reduce barriers and improve equity of access to education.



- To liaise with Pastoral Officers, the Associate Deputy Principal (Pastoral) and the Attendance Lead regarding student attendance and appropriate support strategies.
- To support attendance interventions in partnership with Pastoral Officers and other colleagues.
- To work collaboratively with the Extended Services Team and Local Authority Attendance Improvement Officer where appropriate.
- To support the production of attendance reports, casework documentation and evidence for internal and external use, including legal proceedings where necessary.
- To maintain regular welfare and attendance checks for vulnerable students and those requiring additional support.
- To deliver and support intervention strategies through individual, group and family-based work, and to assist colleagues in implementing effective attendance support.
- To attend attendance-related meetings, including attendance panels, casework meetings and attendance clinics.
- To undertake outreach work and home visits where appropriate to support student engagement and attendance.
- To provide advice, guidance and support for students returning to school following extended periods of absence.
- To support attendance and punctuality rewards, recognition programmes and incentives for individuals, tutor groups, year groups and families where appropriate.
- To participate in staff training and development relating to attendance, behaviour and student wellbeing.
- To attend multi-agency meetings where appropriate to facilitate effective support for students and families.
- To maintain up-to-date knowledge of attendance systems, technology and best practice, providing support for colleagues when required.
- To work closely with designated safeguarding leads regarding attendance concerns and student welfare.
- To support the provision of regular attendance reports and updates for senior leaders, pastoral teams and form tutors, including targets and strategies for improvement.
- To work with Key Stage Leaders, Pastoral Officers, Pastoral Support Officers, the Attendance Administrator and the Extended Services Team to develop and implement appropriate intervention strategies, including supporting transition arrangements for students with attendance concerns.
- To take responsibility for personal health, safety and professional conduct, reflecting on and evaluating performance in line with the school's vision, values and policies.
- To attend relevant meetings, training and professional development opportunities.
- To work collaboratively with staff, students and families to identify and remove barriers to learning, attendance and participation.
- To support the school's Behaviour for Learning Policy and recognition systems.
- To be aware of and comply with policies and procedures relating to safeguarding, child protection, health and safety, confidentiality, equality, diversity and inclusion, and data protection, reporting concerns to the appropriate person.
- To promote equality, diversity and inclusion, ensuring all students and families are treated with dignity, respect and fairness and are supported to access education regardless of background, need or circumstance.

All colleagues, regardless of career stage, will make a positive contribution to the wider life and community of our school, for example through sport, music, hobbies etc.

RK People responsibilities:

- Contribute to the overall [aims and values](#) of our Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all Trust policies and procedures including child protection, health, safety, welfare, security, confidentiality and data protection etc., reporting any concerns to the appropriate person
- Contribute to ensuring safeguarding procedures are in place and used effectively at all times.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in the role profile but which is in line with the general scope, grade and responsibilities of the role.



Our Trust Mission

Nurturing ambition, delivering excellence and enriching children's lives.



Our Trust Values



Collaboration

We pull together to deliver the best outcomes for every child in every school, working with professional generosity and openness for the common good. We share joy in our achievements - personal and collective.



Integrity

We put ethical leadership and excellent governance at the heart of our Trust, serving our schools and communities with fairness, honesty and transparency and a hunger for social justice.



Respect

We champion equity, equality and diversity. We treat our children, families, staff and partners with respect and kindness - modelling our values and wanting the very best for each other.

Our Trust Goals



We champion learning

Learning together creatively with a rich and broad curriculum, where great teaching and confident reading are fundamental to enriching children's lives.



We promote wellbeing

Ensuring the wellbeing of every child and member of staff in our Trust.



We invest in our people

Supporting every member of staff throughout their career to be the best that they can be.



We innovate with technology

Enabling all learners to harness technology, ensuring all have access at home, and innovating with technology for learning.



We are our Trust

Growing together collaboratively we will strengthen our Trust for the benefit of our children, our staff, our communities and our environment.

PEOPLE PROFILE

Aptitudes and Characteristics	Essential	Desirable
Ability to work flexibly and collaboratively as part of a team as well as on own	*	
Able to use own initiative and motivate others	*	
Ability to develop positive relationships with a wide range of young people	*	
Ability to investigate, evaluate, solve problems and make decisions	*	
Ability to demonstrate a commitment to equality of opportunity for all pupils	*	
Ability to contribute to wider school life	*	
Ability to work under pressure and to meet deadlines	*	
Effective written and oral communication and organisation	*	
Able to communicate effectively with staff, students, parents/carers	*	
Willingness to proactively take part in training. Take responsibility for and be keen to improve upon own professional development	*	
Commitment to raising levels of achievement for all students	*	
Experience of providing pastoral support to young people that has demonstrable impact on improving outcomes	*	



High level of skill in dealing with issues relating to student behaviour	*	
Qualifications, Knowledge and Experience	Essential	Desirable
GCSE Level Education, Grade C or above (Maths, English)	*	
Degree Level of Education		*
Appropriate Knowledge of First Aid or willing to undertake training	*	
Competent ability in ICT, able to demonstrate high-level skills and working knowledge of school systems	*	
Experience counselling or coaching		*
Understanding of educational issues and initiatives		*
Experience of working with young people and developing them.	*	
Experience of working with students within an agreed behaviour management policy	*	
Safeguarding and Promoting the Welfare of Pupils	Essential	Desirable
An appropriate motivation to work with children and young people	*	
Ability to maintain appropriate relationships and personal boundaries with children and young people	*	
Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline	*	

