



Job description: Director of Attendance and Welfare

Location	Oxford Spires
Contract term	Permanent
Full time/term time	Full Time
Pay range	£39,000 - £44, 074
Reports to	Headteacher

Job purpose

The Director of Attendance & Welfare will play a pivotal role in improving and maintaining high levels of attendance across both Abbey Woods Academy (primary) and Oxford Spires Academy (secondary). This is a cross-phase position requiring adaptability, strategic thinking, and a proactive approach to supporting pupils and their families.

This role will be primarily based at Oxford Spires with at least one day a week at Abbey Woods. In addition, there would be the option for one day a week flexible working from home.

Key Responsibilities

- Lead, develop, implement, and monitor attendance strategies across both primary and secondary settings, tailoring approaches to the needs of different age groups.
- Use data analysis to identify attendance trends, monitor progress, and produce regular attendance reports for senior leaders and governors.
- Lead and line manage the attendance and admission team to ensure focus on effective strategies for promoting, tracking and celebrating good attendance.
- Lead and coordinate whole-school attendance improvement plans in collaboration with senior leadership teams.
- Design and deliver targeted interventions for pupils with low attendance, with particular focus on vulnerable groups.
- Liaise with families, Designated Safeguarding Leads (DSLs), pastoral teams, and external agencies to address barriers to attendance.
- Attend and engage in weekly pupil panel meetings with other key stakeholders across the academy to ensure the earliest intervention is provided for key pupils.
- Meet with each Year Group leadership teams once a half term to discuss attendance trends, priorities and key students for each year group,
- Coordinate and conduct home visits and participate in multi-agency meetings as required.
- Be the link to external Alternative Provision to ensure this is leading to positive attending and engagement in education and linking closely with our SEND department and funding referrals.
- Coordinate with school administrative teams to ensure accurate recording and reporting of attendance data using school information management systems.
- Deliver parent workshops, run attendance panels, and provide guidance and support to families to promote the value of regular school attendance.
- Work flexibly across both sites, adapting to different school cultures and timetables.



- Produce referrals including section 19 referrals and MASH responses for target pupils

Person Specification

Qualifications and training

- Educated to at least Level 3 (A-levels or equivalent)
- Evidence of ongoing professional development relevant to attendance, safeguarding, or education (desirable)

Experience

- Proven experience of working in an educational setting, ideally across both primary and secondary phases
- Experience in managing attendance processes and interventions
- Experience working with families, multi-disciplinary teams, and external agencies
- Experience producing and analysing attendance data and reports

Skills and knowledge

- Strong understanding of attendance legislation, DfE guidance, and safeguarding procedures
- Excellent data analysis and reporting skills
- High level of IT competence, particularly with attendance management systems and Microsoft Office
- Ability to design and deliver effective interventions and workshops
- Excellent interpersonal and communication skills, able to engage positively with children, families, and professionals

Personal qualities

- Highly organised, proactive, and adaptable
- Able to work independently and as part of a team
- Resilient and solution-focused, with a commitment to improving pupil outcomes
- Willingness to travel between sites and work flexibly according to school needs
- Commitment to safeguarding, inclusion, and promoting the welfare of all pupils

Safeguarding

Anthem Schools Trust is committed to safeguarding and promoting the welfare of children. All appointments are subject to satisfactory completion of safeguarding checks, in line with Keeping Children Safe in Education (KCSIE).

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

