

## 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](http://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.

<b>Job Title:</b>	Attendance Improvement Officer	<b>School:</b>	Temple Learning Academy
<b>Salary Grade:</b>	C3 SCP 19-22	<b>Working Hours:</b>	Full time
<b>Contract Type:</b>	Maternity Cover	<b>Location:</b>	Leeds

**Responsible to: Attendance Manager and Assistant Principal for Attendance**

**Role summary:** The Attendance Improvement Officer plays a key role in promoting high levels of student attendance and punctuality across the school. Working closely with students, families and staff, the postholder will identify barriers to attendance implement targeted interventions and support whole-school strategies to reduce absence. The role requires a proactive and resilient individual who can build positive relationships challenge where appropriate and contribute to a culture where regular attendance is prioritised and valued.

#### Special conditions of service:

No smoking policy, including e-cigarettes/vaping.

#### Role specific responsibilities:

- Monitor and analyse student attendance and punctuality data on a daily basis identifying patterns of absence and concern
- Maintain a strong working knowledge of policies procedures and objectives relating to school attendance child protection and special educational needs in order to provide informed advice to parents carers staff and external partners
- Work directly with students and families to identify barriers to attendance and implement appropriate support and challenge
- Advise suggest and in liaison with the Assistant Principal agree deliver and review whole-school and individual attendance improvement plans
- Communicate effectively with parents and carers through phone calls meetings correspondence and home visits where appropriate
- Promote the importance of good attendance and punctuality across the school community
- Work closely with pastoral staff safeguarding leads senior leaders and external agencies to support students at risk of persistent absence
- Assist with the annual review of the School Attendance Policy and contribute to the development of action plans for the following academic year
- Take an active role in developing refining and improving attendance work processes and interventions
- Organise support and contribute to attendance panels meetings and action planning



- Be involved in the planning delivery and evaluation of attendance and punctuality rewards and incentives for individuals groups tutor groups year groups whole school and where appropriate families
- Maintain accurate records and reports in line with school expectations and data protection requirements
- Ensure all work is carried out in line with attendance legislation safeguarding guidance and school policies
- Attend relevant training meetings and professional development activities as required

**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.

**RED KITE LEARNING TRUST**

**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	*	
Willingness to proactively take part in training. Take responsibility for and be keen to improve upon own professional development	*	

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	*	
High level of skill in dealing with issues relating to student behaviour	*	
Ability to be resilient, work under pressure and to meet deadlines	*	
Effective written and oral communication and organisation	*	
Able to work with parents, carers and students in a professional, friendly and understanding manner	*	
Able to demonstrate good numeracy and literacy skills	*	
Able to accurately input/retrieve data information from information systems	*	
Able to write reports based on data and data trends		*
Able to work flexibly as part of a team and work using own initiative	*	
Able to prioritise and plan own workload to ensure completion of tasks	*	
Able to flex style and adapt accordingly and appropriately to the dynamic nature of working with young people and challenging situations	*	
Ability to travel around the community for pupil home visits and meetings	*	
Experience of providing pastoral support to others (e.g. coaching, special needs, caring responsibilities)		*
Able to respect sensitive and confidential work	*	
Committed to own continuing personal development and learning	*	
<b>Qualifications, Knowledge and Experience</b>	<b>Essential</b>	<b>Desirable</b>
GCSE Grade C or above in English and Maths (or equivalent)	*	
High level of IT skills such as Microsoft (Word, Excel, etc) to process documentation for internal and external users	*	
Knowledge of general office procedures and practice	*	
Experience of participating in teams and working with a wide range of people	*	
Experience working with children		*
Experience of providing customer focused services	*	
Experience of working in partnership with others to deliver work to set deadlines and objectives	*	



Knowledge of school attendance policies procedures and relevant legislation		*
Understanding of barriers to attendance including social emotional mental health SEND and family circumstances		*
Awareness of multi-agency working and the role of external support services		*
<b>Safeguarding and Promoting the Welfare of Pupils</b>	<b>Essential</b>	<b>Desirable</b>
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	*	

