



Job Description

Role Overview

- **Job Title:** Attendance and Offsite Provision Co-ordinator
- **Salary/Grade:** SO1 Scale Point 23-25 £34,434.00 - £36,363.00 Annually (FTE)
- **Actual Salary:** £29,712-£31,377
- **Hours:** 37 hours per week TTO plus 5 days
- **Responsible To:** Pastoral Lead
- **Main Purpose:** To oversee and manage pupil attendance and off site provision across the school. The successful candidate will manage formal attendance processes, lead on the implementation of attendance plans including Emotionally Based School Avoidance (EBSA) plans, conduct home visits, and serve as the primary liaison for pupils accessing off-site and/or alternative provision.

Key Responsibilities

1. Attendance Management & Statutory Processes

- Monitor and analyse daily attendance data, identifying patterns of persistent absence (PA) or lateness, with a specific focus on SEND-related barriers.
- Lead on formal attendance procedures, including issuing letters, arranging attendance panels, and collaborating with the Local Authority Education Welfare officer (EWO) where necessary.
- Maintain accurate records on the school's MIS (e.g., SIMS, Arbor) ensuring correct attendance codes are utilised, particularly regarding medical or alternative provision codes.
- To work alongside cluster support to support families to improve attendance.

2. EBSA & Re-engagement Support

- Co-ordinate, implement, and review tailored **Emotionally Based School Avoidance (EBSA)** support plans in partnership with pupils, families, and therapeutic staff.
- Design and facilitate bespoke, phased re-integration timetables for pupils returning to school after long-term absence.
- Work 1:1 or in small groups with pupils to build resilience, reduce anxiety, and address the root causes of their school avoidance.



3. Offsite Provision (OP) Oversight

- Act as the primary point of contact for all external Alternative/Offsite Provision providers.
- Conduct regular quality assurance, safeguarding, and attendance checks on all pupils attending off site provision, including conducting site visits where required.
- Ensure that academic and social progress data from off site providers is effectively communicated back to the school's leadership team and integrated into the pupil's EHCP reviews.
- Support in the oversight and visit to WEX placement.

4. Family Engagement & Home Visits

- Conduct regular, supportive home visits to engage with hard-to-reach families, build trust, and understand barriers to attendance.
- Deliver learning, where appropriate, to support pupils to re-establish routines and confidence/resilience to learn and engage in education.
- Act as an advocate for families, connecting them with external early help services, social care, or medical professionals.
- To engage fully in appropriate training, including DSL training.

Person Specification

Assessment Criteria Key: A = Application Form | **I** = Interview | **R** = Reference

Criteria	Essential	Desirable	Assessment
Qualifications	* Good standard of general education (GCSE Grade C/4 or above in English and Maths).	* Relevant professional qualification (e.g., Social Work, Youth Work, Education Welfare, or Counseling).	A
Experience	* Experience working within an education setting, ideally a SEND, AP, or PRU	* Experience designing and implementing EBSA frameworks.	A / I

	environment. * Experience managing attendance data and statutory processes. * Proven track record of successfully re-engaging disaffected or anxious pupils.	* Experience managing or quality-assuring Off site or Alternative Provisions. * Experience conducting professional home visits.	
Knowledge & Skills	* Deep understanding of SEND barriers to learning (e.g., ASC, ADHD, SEMH). * Strong knowledge of statutory school attendance legislation and safeguarding procedures. * Excellent communication skills with the ability to navigate difficult conversations with empathy and candor.	* Knowledge of Local Authority external support pathways (Early Help, CAMHS). * Proficiency in school data management systems (Arbor/SIMS). * Experience of safeguarding training, including DSL training.	A / I
Personal Attributes	* High levels of empathy, patience, and resilience. * Ability to work independently and manage a varied,	* A creative problem-solver who can look past school avoidance to see the unmet need.	I / R

	sometimes unpredictable workload. * Non-judgmental, collaborative approach to working with vulnerable families.		
Special Requirements	* Must hold a full UK Driving License and have access to a vehicle for home/off site visits. * Enhanced DBS check clearance. *Must hold business insurance for their vehicle.		A

Safer Recruitment Note

This post is exempt from the Rehabilitation of Offenders Act 1974 and is subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check. Green Meadows Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.