



Affinity
Learning Partnership

Affinity Learning Partnership Job Description and Person Specification

Post title:	Attendance Intervention Coordinator
Accountable to:	Vice Principal / Attendance Lead
Grade:	ALP 5
Post holder name:	
Post holder signature:	

ROLE OVERVIEW:

The Attendance Intervention Coordinator will lead on the proactive tracking, analysis, and triaging of student attendance data across the academy. The role aims to bridge the gap between raw data and pastoral action, identifying attendance trends early and coordinating targeted, rapid-response interventions to prevent persistent and severe absence. By managing site-based administrative practices and designing academy-wide attendance initiatives, the postholder will foster a positive culture of attendance and reduce persistent absenteeism.

KEY ACCOUNTABILITIES:

ATTENDANCE TRACKING & DATA COORDINATION

- Track, monitor, and analyse daily, weekly, and termly attendance data to identify patterns, shifts, and anomalies.
- Build and manage predictive tracking systems to flag "early warning" students whose attendance drops by a set percentage week-on-week.
- Produce detailed reports on attendance trends, sub-group performance (e.g., PP, SEND), and persistent absenteeism, presenting findings to the Senior Leadership Team (SLT) when required.
- Use data-driven insights to identify and triage key students for targeted, localised intervention.

INTERVENTION COORDINATION & SUPPORT

- Implement, coordinate, and review structured "Wave 1" early attendance intervention programmes.
- Conduct one-to-one and small-group mentoring sessions with students to address underlying barriers to school attendance.
- Work closely with the Academy Leadership Team (ALT), attendance teams, and year teams to deploy pre-filtered priority lists for localised pastoral action.
- Manage early-stage attendance intervention procedures, including coordinating internal school panels, issuing standard letters, and creating attendance improvement plans.

ADMINISTRATIVE LEADERSHIP & HUB COORDINATION

- Advise the Attendance Administrators, ensuring coding is precise, legally compliant, and applied consistently across sites.
- Oversee the daily administrative operations of the attendance team
- Ensure all communication logs, attendance records, and intervention histories are meticulously documented and kept up to date.

PARENTAL & STAKEHOLDER ENGAGEMENT

- Maintain proactive and regular communication with parents regarding student attendance progress and support plans.
- Arrange, coordinate, and lead meetings with parents and students to establish collaborative strategies for improving attendance.
- Liaise with the Education Welfare Officer (EWO) to seamlessly escalate complex, entrenched cases requiring statutory or legal action.
- Collaborate with wider pastoral and behaviour teams to ensure a holistic approach to student welfare and engagement.

ACADEMY CULTURE & SUPPORT

- Design, launch, and manage site-wide attendance incentive campaigns, reward schemes, and assemblies to promote a positive attendance ethos.
- Contribute to the wider safeguarding responsibilities of the academy, ensuring student safety and welfare remain a primary focus.
- Promote the academy's values and ethos, acting as a positive professional role model for students, staff, and the wider community.

SAFEGUARDING

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, PREVENT and our safeguarding and child protection policies).
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.
- Understanding and implementing the academy's safeguarding policies.
- Attending safeguarding, data compliance, and attendance-related training.
- Reporting any safeguarding or welfare concerns promptly and accurately.

CORPORATE RESPONSIBILITIES

- Show support for and uphold our ethos, value, all policies and procedures.
- Promote high standards in attendance, punctuality and appearance adhering to Staff Code of Conduct.
- Act with professionalism, integrity at all times, promoting the Trust values.
- To comply with any reasonable request from a Principal or other Trust Leader to undertake work of a similar level or commensurate with role and level of responsibility that is not specified in this job description.
- Comply with data protection legislation and follow the principles of GDPR.
- Promote a commitment to equal opportunities and anti-discriminatory practice adhering to the Trust Equal Opportunities Policy.

- Promote a work environment that protects people's health and safety and that promotes welfare, which is in accordance with the Trust Health and Safety Policy and legislation.

Note 1: The content of this job description will be reviewed with the post holder on an annual basis in line with the performance management cycle. Any significant change in level of accountability that could result in a change to the interim grade must be discussed with the post holder and representative where necessary.

PERSON SPECIFICATIONS: ATTENDANCE INTERVENTION COORDINATOR

Education & Qualifications	Essential	Desirable
Qualification in data management, business administration, education welfare, or a related field.		✓
Good numeracy and literacy skills.	✓	
Experience		
Experience working within an educational setting, with a proven track record in data analysis, administration, or attendance tracking.	✓	
Experience leading or supervising administrative staff or project-based teams within a school context.		
Knowledge & Skills		
Advanced ICT and administrative skills, specifically with school management information systems (e.g., SIMS, Arbor, Bromcom) and spreadsheets (Excel).	✓	
Strong analytical skills, with the ability to interpret complex data sets and translate them into actionable, practical intervention strategies.	✓	
Exceptional interpersonal and communication skills, with the ability to engage, motivate, and robustly challenge students, parents, and colleagues.	✓	
Ability to work independently, manage a diverse workload, and lead administrative team practices effectively across a multi-site environment.	✓	
Understanding of safeguarding procedures, child protection policies, and relevant school attendance legislation.	✓	
Knowledge of early intervention frameworks and barrier-breaking strategies for persistent absentees.		✓
Personal Attributes		
Customer focussed.	✓	
Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.	✓	
Open, honest and an active listener.	✓	
Takes responsibility and accountability.	✓	
Demonstrates a 'can do' attitude including suggesting solutions, participating, trusting, and encouraging others and achieving expectations.	✓	
Is committed to the provision and improvement of quality of service provision.	✓	

Is adaptable to change/embraces and welcomes change.	✓	
Communicates effectively.	✓	
Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	✓	
Acts with pace and urgency being energetic, enthusiastic and decisive.	✓	
Has the ability to learn from experiences and challenges.	✓	
Commitment		
Committed to Affinity Learning Partnership values and aims, acting as role model demonstrating professionalism and consistent high expectations at all times which supports the ethos of the Trust.	✓	
Recognise and respect difference between individuals and play their part in making the Trust more inclusive, aware of and committed towards diversity and equal opportunities.	✓	
Committed to own continual professional development.	✓	
Other		
Ability to travel to other Trust sites.	✓	
Is fluent in the use of the English language.	✓	