



LYDIATE
LEARNING
TRUST

ENGAGE, ENABLE,
EMPOWER



DEYES
HIGH
SCHOOL

LYDIATE
LEARNING TRUST

Applicant Information Pack

Senior Attendance Lead

Deyes High School



Start Date:	As soon as possible
Closing Date:	3:00pm, Wednesday 23 September 2026
Shortlisting:	Thursday 24 September 2026
Proposed Interview Date:	Monday 28 September 2026
Post Scale:	NJC SCP 26 - 29
Salary:	£38,510 - £37,565 FTE Pro rata salary £35,132 - £37,565
Contract Term	Full Time/Permanent Term Time plus INSET and additional 10 days

Welcome from the Head of School



Dear Applicant,

Thank you for your interest in the position of Senior Attendance Lead. This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. We hope it answers all of your initial questions, but if not, please do not hesitate to contact us and we will endeavour to help you through your application.

We are recruiting a Senior Attendance Lead to lead our attendance team and drive a culture of excellent attendance across the school. The role includes delivering our Inclusive Attendance plan, targeting interventions for key groups (PP/SEND), producing high-quality reports, and ensuring statutory compliance and accurate registers, with compassionate family engagement that may include home visits and, where necessary, legal processes.

Deyes High School is proud to have been the founding school in Lydiate Learning Trust. As a Trust we are expanding and working together across both the primary and secondary sectors with the ambition of becoming outstanding. Our place in Lydiate Learning Trust enables us to benefit from a wealth of collaboration in all aspects of school life, from leadership and teaching and learning to professional development and our people strategy.

Deyes High School is a vibrant, ambitious and oversubscribed school. Our ambition is to be 'outstanding' in all areas and welcome your application to be part of that journey.

In April 2024, our new state-of-the-art building was completed and is now fully operational. Staff and students are now benefitting from our modern building which spans three floors and boasts a host of state-of-the-art facilities, including high-tech classrooms, specialist science laboratories, a learning resource centre, an art studio and a multi-use games area. Our new building is net-zero carbon in operation, with photovoltaic panels for solar power, hybrid natural vent units and three air source heat pumps. The school grounds now include large playing fields and sports pitches, a wildlife garden and a habitat area to support learning and promote wellbeing for our 1,400 students.

Alongside, and no less important, is our excellent performance. We work hard to ensure that Deyes offers a friendly, welcoming and enriching environment for all, including those who work, visit and study here.

Whilst we are proud of our achievements, we strive to improve year on year whilst maintaining the happy atmosphere for which we are renowned. We match our goals by the whole school community working together as a team.

Our people are at the heart of our success. We have developed a strong culture of collaboration and best practice, with professional development and career planning at its centre. We invest in our staff with support, coaching, mentoring, and a wide range of top-quality training programmes delivered at every level to senior leadership.

If you feel you are up to the challenge, keen to do well and would enjoy working at Deyes High School, then please apply.

We do hope you are that special person we are looking for and we look forward to hearing from you.

wishes,



Victoria Beaney
Head of School

About Us

Our **mission** is to engage with all within our Trust and beyond to enable them to show the world their particular strengths, their ideas and their passions. We aim to **Engage, Enable** and **Empower** all learners, young and old, across Lydiate Learning Trust to ensure our schools are outstanding.

Our Values

Our values guide the decisions we make every day.

- **RESPECT FOR OTHERS** - Show respect for and value all individuals for their diverse backgrounds, experiences, styles, approaches, ideas and beliefs.
- **TRUST** - We build trust through responsible actions and honesty.
- **PERSONAL ACCOUNTABILITY** - Take personal accountability for behaviour, actions, words and results.
- **SOLUTION FOCUSED** - Focus on finding solutions and achieving great things.
- **CAN DO ATTITUDE** - Adopt a determined attitude and work hard to get the job done.
- **COLLABORATION** - We achieve more when we work together, support each other and collaborate.
- **COMMITMENT TO SELF AND OTHERS** - Personal commitment to success and wellbeing of others in your class or team.
- **RESILIENCE** - We strive harder and are more determined to overcome challenges.
- **PRIDE** - Be proud of being part of Team Lydiate, celebrating your own and others' success.

Our Aims

We pride ourselves on our values and always try to do what is right, so that all learners reach their full potential, regardless of their starting point.

ENGAGING

1. Engaging with all learners, breaking down barriers, to develop an intrinsic love of learning.
2. Engaging with staff so that they are highly valued and listened to.
3. Engaging with families so they can work alongside their child and school on the learning journey.

ENABLING

1. Enabling all of our staff, and those in other academies, to reach their potential through effective CPDL, providing first class quality experiences for all.
2. Enabling a happy, safe, supportive environment for all.

EMPOWERING

1. Empowering learners to take personal responsibility for their future, with a lifelong love of learning.
2. Empowering learners with the tools for academic success and happiness.
3. Empowering learners to develop the self-esteem and confidence which are necessary for a full and happy life.
4. Empowering learners to have a pride in their work, respect for their surroundings and good relationships with others at school and in the local and wider community.
5. Empowering leaders at all levels to lead ethically, with high levels of perseverance, proficiency and integrity.
6. Empowering the wider community to work alongside us to our mutual benefit.

We can we offer you

At Lydiate Learning Trust, we take pride in our inclusive culture. We believe in recruiting talented and capable individuals, developing them to achieve their career ambitions, and thereby engaging, enabling, and empowering our young people. Our staff play a crucial role in ensuring the future success of our students and our Trust. We are proud to have created an environment that prioritises young people and fosters growth and development for all.

Lydiate Learning Trust is forward-thinking, and if you join our team, your professional development will be as important to us as it is to you. We aim to equip our staff to deliver their best by offering a generous benefits and training package. We offer:

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| ❖ A future vision map and professional development | ❖ A friendly Trust which looks after the wellbeing of its staff |
| ❖ A highly competitive salary | ❖ Coaching (internal and external to the Trust) |
| ❖ A staff development programme and appropriate CPDL | ❖ A high quality and supportive onboarding programme |
| ❖ Excellent occupational health and employer assistance programme | ❖ A modern and relevant approach to appraisal |
| ❖ Cycle and Technical salary sacrifice scheme | ❖ Annual Flu Jabs |
| ❖ Family friendly policies | ❖ An excellent Pension Scheme |
| ❖ Union recognition | ❖ Personal recognition and reward |

Safeguarding

The Lydiate Learning Trust is strongly committed to Safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment and maintain a vigilant and safe environment.

All staff will be expected to follow the school's child protection policy, code of conduct for adults and managing allegations against staff procedures. All posts are subject to an enhanced DBS check and medical clearance.

Equal Opportunities

Lydiate Learning Trust is an equal opportunities employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital status, race, religion, colour, nationality, ethnic or national origins or disability or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

To assist us in monitoring the operation of our equal opportunities policy, and for no other reason, please ensure you complete an [Equal Opportunities in Recruitment Monitoring \(Page 1 of 6\)](#) form which can be found on our Careers Homepage

How to apply

If you are interested in joining us on our journey, please apply by completing the online application form on our [career site](#).

Job Description – Senior Attendance Lead

Purpose	The Senior Attendance Lead will lead the attendance team and work alongside other key leaders in the trust, and professionals beyond our school, to promote excellent attendance, reduce levels of absence and work with students and families to promote high levels of attendance.
Reporting to	Assistant Headteacher with responsibility for Attendance
Liaising with	Staff, Students, Parents and External Agencies
Salary	NJC SCP 26 -29
Working Time	37 Hours Per Week (Monday – Friday) There may be occasions when you will be required to attend school parents' evenings or conduct home visits during the evening. The role requires a flexible approach to working hours. • Plus, INSET days • Plus, 10 additional days
Core Duties	• To lead and manage all aspects of monitoring and improving student attendance, including students who are PA and Severely Absent. • To lead and manage the Attendance Team • To work with Senior Line Manager to develop a strategic improvement plan for Attendance & Punctuality using the Inclusive Attendance approach. • To ensure attendance data at Deyes High School is in line with national average or better. • To ensure that attendance data at Deyes High School is in line with similar schools. • To be responsible for the operational management and implementation of the Inclusive Attendance plan and policies, in conjunction with the appropriate Senior Line Manager. • Ensure that there is impactful tracking and intervention of the attendance within key student groups such as PP, SEND and children known to services, as directed by the Line Manager. • To keep abreast of new regulations and initiatives, communicating these to staff • To lead and manage day-to-day operations and maintenance of the attendance and punctuality system, including the monitoring of attendance to remote learning. • To provide accurate and timely monitoring reports and statistics for staff, governors, LLT Directors, the LA, OFSTED, the DfE and their representatives • To attend all relevant meetings and report on attendance agenda items. • To work in conjunction with the Trust Finance Team to authorise payments to Alternative Education providers • To provide an education welfare service for children, their families and school. • To ensure children receive education appropriate to their needs by regular

attendance at school.

- To improve attendance rates, reduce student absence and persistent absence (PA) and severe absence (SA).
- Work with parents to help them understand and fulfil their responsibilities in relation to school attendance, using Inclusive Attendance strategies.
- Lead and support colleagues in the development of a positive partnership between home and school.
- Introduce short term and long-term initiatives to motivate students to attend school as expected.
- Ensure there is opportunity to recognise outstanding and improved attendance to school.
- Support Deyes High School in fulfilling its statutory duties in relation to school attendance.
- Undertake duties commensurate with the Safeguarding agenda for children.
- To meet with parents and students through home visits and school meetings to investigate and assess the causes of irregular attendance, adopting a multi-agency approach, where necessary to support children in their education and educating parents of their legal responsibility.
- Devise effective strategies and implement plans to improve a student's attendance, in collaboration with the child, parents, school and other relevant external agencies - making referrals as appropriate.
- Undertake regular inspection of attendance registers, as required by statute. Work with school and Trust leaders to identify, (a) cases of non-attendance (b) persistent patterns of absence and (c) vulnerable children, through register checks. Assist school leaders in the accurate completion of registers and give guidance on legislation concerned with registration and categorisation of absence.
- Collate evidence for court proceedings under s444 Education Act and s36 Children Act 1989.
- Give evidence in the Magistrates' and Family Proceedings Court, when required.
- Attend all professional development days.
- Undertake any duties and training that are consistent with the overall purpose of the job.
- Assist families in accessing benefits e.g. free school meals, transport, clothing etc.
- Arrange for the effective education for pupils excluded from school.

The above requirements are specific to the role and complement the current duties for this position. It is current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job that are commensurate with the salary and job title.



Person Specification - Senior Attendance Lead

Qualifications & Training	
GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths	E
Relevant Level 3 qualifications	D
Safeguarding training	D
Experience	
Experience working in a school environment or other educational setting	E
Understanding of attendance at school policies, data, expectations and initiatives.	E
Experience of using school management and communication systems, including data tools.	E
Skills/Knowledge/Aptitudes	
Good literacy and numeracy skills	E
Good organisational skills	E
Ability to build effective working relationships with pupils and adults	E
Skills and expertise in understanding the needs of all pupils	D
Excellent verbal communication skills	E
Ability to work as part of a team and to be flexible in their approach to daily routines	E
Active listening skills	E
Knowledge of guidance and requirements around safeguarding children	E
Good ICT skills, particularly in using ICT to support learning	E
Personal Quality	
Enjoyment of working with children	E
Sensitivity and understanding, to help build good relationships with pupils	E
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	E
Commitment to maintaining confidentiality at all times	E
Commitment to safeguarding pupil wellbeing and equality	E
Resilient, positive, forward looking and enthusiastic about making a difference	E
Capacity to inspire, motivate and challenge children and young people	E
Essential Criteria	
Full driving licence and access to own transport with Business Insurance.	E
Positive recommendation from all referees, including current employer	E
Enhanced DBS	E
Medical clearance (*Following an initial offer of appointment)	E
The postholder will be responsible for promoting and safeguarding the welfare of children and young people and is expected to act in accordance with the school's safeguarding and child protection policies at all times.	E