



Commitment to others, Commitment to learning.

Chronicles 28:20 *Be strong and courageous, and do the work.*

Do not be afraid or discouraged, for God is with you.

Job Description

Job Title	Attendance Lead
Grade and Salary Range	Grade 8, Point 18 - 23
Hours	37 per week - term time only plus Inset days
Contract type	Fixed Term
Reporting To	Assistant Headteacher, Attendance and Safeguarding
Additional Information	The successful candidate will be engaging in regulated activity, working regularly in a location where the work gives an opportunity for contact with children. An Enhanced DBS will be required.

Job Purpose:

To work with families and students to improve attendance of those students who are persistently absent from school. Remove barriers to attendance that supports students to thrive at TOA and benefit from the full range of opportunities school offers. Raise aspirations of these students and their families. They will work extremely closely with Assistant heads of year and other pastoral staff to ensure the support is coordinated across the school.

Responsibilities:

- Develop strategies to support students in school to remove any barriers to school attendance.
- Work with students who are persistently absent from school to improve their attendance. Set clear targets to improve their attendance and performance at school.
- Assist students returning to school after a period of absence.
- Ensure all students who are not in school have a high-quality conversation about the absence and ensure the student returns to school rapidly.
- Work closely with assistant heads of year to ensure the support is coordinated well across pastoral teams and aligns with school systems and processes.
- Develop regular contact with families/carers to encourage positive involvement;
- Lead and/or support in parental meetings and attendance contracts
- Keep student's information records up to date and accurate;
- Work closely with other in and out of school support services to support removing barriers to attendance
- Keep up to date with possible sources of support for young people and share good practice;
- Support the Head of Year in implanting attendance strategies to improve the year groups attendance;
- Support duties in school such as transitions, break/lunch duties



- Ensure you meet regularly with other attendance leads and the Assistant head to review attendance of your focus group and progress being made.
- Share best practice with other attendance staff
- Contribute positively, through development of supportive relationships, to behaviour, attendance and emotional wellbeing;

- Take part in CPD and lead learning and development including specialist qualifications.

General Duties:

- To be familiar with and adhere to all Trust and School Policies;
- To fulfil your duties and responsibilities regarding safeguarding pupils and health and safety in the workplace;
- To support the aims and ethos of the school and promote good relationships with students, colleagues and parents;
- To set a good example in terms of dress, punctuality and attendance;
- To participate in the School's arrangements for appraisal, professional development and other mandatory training;
- To undertake other such duties as may be reasonably required by the line manager which are in line with the grading of the post.

The Oxford Academy and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Academy as part of the River Learning Trust need to be aware that they may be asked to perform tasks and be given responsibilities not specified on this job description.

Person Specification

Knowledge and Experience:

- Worked with and relates well to a wide range of young people from different ability, ethnic and social backgrounds as well as with teachers and other professionals.
- Experience of working in a school, youth work, careers or social services.
- Ability to engage constructively with, and relate to, a wide range of young people and families/carers with different ability, ethnic and social backgrounds
- Working with others, the ability to assess and review young people and family circumstances and plan appropriate responses, drawing on in-school and external advice
- and expertise where necessary
- Ability to draw on a wide range of support, information, opportunities and guidance.
- Ability to identify potential barriers to learning and jointly engage in strategies to overcome
- these barriers



- Ability to see the mentoring role as a long-term activity designed to achieve the goals in the learning action plan.
- Be up to date with current research and best practice
- Competence in the skills of networking, facilitating and developing others

Job Specific Competencies:

- Good organisational skills and efficient working practices
- A professional approach to dress, business engagement and communication
- Resourceful – a problem solver
- A self-starter and completer finisher
- ICT literacy and the ability to word-process documents and reports