



Lode Heath School

Arden Multi Academy Trust



JOB DESCRIPTION

Post Title:	Education Welfare Attendance Manager	Salary:	D or E band (depending on experience)
Location:	Lode Heath School		
Department:	Student Support Team	Weeks:	39 (term time plus INSET)
Responsible to:	Deputy Headteacher Headteacher	Hours:	37 (full time) 8:15am - 4:15pm Monday to Thursday and 8:15am – 3:45pm on Friday 30-minute unpaid lunch break each day

JOB PURPOSE:

- To lead and develop the school's attendance strategy, ensuring every student is supported to attend, achieve and thrive, while working collaboratively with families and colleagues to secure excellent attendance for all.
- Ensure a rigorous approach towards the commitment to protect and nurture students at Lode Heath School in keeping with agreed child protection, safeguarding, attendance, and pastoral care policies.

WORK PERFORMED:

- Lead early identification of attendance concerns before they become persistent and use attendance data proactively to identify trends and target intervention.
- Lead targeted interventions for students (alongside other colleagues) whose attendance gives cause for concern, ensuring support is timely, proportionate, and focused on securing sustained improvement.
- Ensure parents/ carers and young people of their rights and responsibilities in relation to statutory procedures around attendance.
- Completing regular welfare checks which includes coordinating, planning, and carrying out home visits, including cold calling, lone visits and joint visits.
- Work directly with families and wider professionals and agencies.
- Evaluate the impact of attendance interventions and adapt strategies accordingly.
- Contribute to whole-school attendance improvement planning.
- To use a variety of professional skills to promote effective partnerships between children and young people, their parents/ carers and other practitioners to achieve positive outcomes for children who may be vulnerable as a result of poor school attendance.
- To have a good knowledge of current legislation and local and national policy developments in relation to the education and welfare of children and young people. Keep updated with current reforms to attendance, CME, EHE, and exclusions.
- In liaison with the appropriate staff and key stakeholders, support the effective organisation and participation in attendance initiatives to improve whole school attendance.
- Provide updates to stakeholders on attendance and produce information, data and reports as required.
- Ensure all absence procedures are adhered to including the accurate and timely administration of school registration & lesson register procedures in line with statutory and school requirements. This includes regularly auditing registers and where necessary challenging any discrepancies.

- Implement enforcement actions in liaison with the appropriate staff where the threshold for is met including preparing documentation to support legal sanctions, and to present in court as required.
- Ensure all work is accurately recorded in a timely manner in line with school's requirements.

OTHER:

- Provide First Aid – this will require relevant training.
- To take collective responsibility for positive behaviour and attitudes around school. This includes challenging poor behaviour and attitudes and rewarding positive ones and implementing the school's behaviour and recognition policies.
- Any other appropriate and reasonable duties that may be required at the request of the Headteacher.

PEOPLE RESPONSIBILITIES:

You will work with and allocate tasks to:

- Administrator - Attendance
- Administrator – Student Reception
- External agencies linked to attendance intervention
- You will also liaise with Heads of Year and other student support members of staff as they work with young people and their parents/ carers.

SAFEGUARDING RESPONSIBILITIES:

- Perform the role of a deputy designated safeguarding officer, under the direction of the school's Designated Safeguarding Lead. This includes but is not limited to:
 - Enforcing the school's safeguarding policy
 - Being alert to and recognising welfare issues and challenging poor practice
 - Gathering and sharing information and making referrals as appropriate inc. attending meetings.
 - Be available (during hours of work) for staff to make referrals to & follow up as necessary.
- The post holder is responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults she/he is responsible for or comes into contact with, therefore the post holder must ensure an up-to-date knowledge of attendance, safeguarding, behaviour and all pastoral care policies and comply with their implementation.

FINANCIAL RESPONSIBILITIES:

N/A

BUILDINGS AND EQUIPMENT RESPONSIBILITIES:

N/A

TRAINING AND DEVELOPMENT:

- Take responsibility for personal professional development, keeping up to date with research and developments related to school attendance, which may lead to improvements in our practice in school.
- Undertake any necessary professional development as identified taking full advantage of any relevant training and development available.

The post holder will be encouraged to contribute to identify and meet job related development needs.

SPECIAL CONDITIONS OF EMPLOYMENT:

- The school operates a 'No-Smoking' policy. As such, the post holder is required to refrain from smoking in any School workplace.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

- Support the School's implementation of all other current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection etc.

GDPR & DATA PROTECTION:

As an employee of the school, the post holder is expected to comply with the provisions of the Data Protection Act (GDPR) 2018. As part of your application to join us, we will gather and use information relating to you. For further details and the recruitment privacy notice please visit [Arden Multi Academy Trust - AMAT Policies–Data Protection/GDPR](#)

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

Job description reviewed by: L Suddon

Date: July 2026