

ASSET  
Education



*Nurturing Humanity*

# Attendance Lead and Alternate DLS

## Recruitment Pack



MAT EXCELLENCE  
AWARDS

WINNER 2025



**Civic partnership of the year**

Presented by  OPTIMUS EDUCATION



MAT EXCELLENCE  
AWARDS

WINNER 2024



**Wellbeing trust of the year**

Presented by  OPTIMUS EDUCATION

# About ASSET Education

ASSET is an Education Trust comprising 16 primary schools in and around Ipswich and north-east Suffolk. ASSET is a very special trust and, from the very beginning, we have wanted to tackle social injustice and inequality in education, giving every child the opportunity to be successful and fulfilled in their lives. Our children are our future and we want them to be the best they can be, to have confidence and a sense of service, to be empowered to make our world a more compassionate and sustainable place.

Our people are at the heart of what we do; we support one another valuing connections and relationships because we believe that when people are cared for, learning happens and humans flourish. The Complete Human Strategy looks at 6 dimensions of working life and gives staff a structured approach to collectively and individually influence their work environment and access the support they need.

We support everyone in the Trust to enjoy success, happiness, confidence and fulfilment, and to have excellent physical and mental health. Our CHS framework provides us with a practical pathway to achieving this, and is based on the 6 fundamental pillars of wellbeing.

-  **Structure & Stability**
-  **Expertise**
-  **Positivity**
-  **Relationships & Communication**
-  **Place**
-  **Time Well Spent**



Sarah Orves, Director of Wellbeing

***“Our unique model not only improves wellbeing for adults and children, but also provides a step-by-step toolkit to implement in any school, workplace or social setting”***

  **Complete**  
  **Human**  
  **Strategy**  
The ASSET way to wellbeing



ASSET  
Education 

# Attendance Lead and Alternate DLS

## Grade4

### Overview

The post holder will work alongside school staff to promote excellent attendance, reduce levels of absence, remove barriers to learning and build community cohesion. The post holder will work alongside the DSL and safeguarding team to ensure concerns raised are actioned swiftly and dealt with appropriately.

The post holder will manage the school's attendance processes, ensuring compliance with legal requirements and school policies. To provide efficient and effective administrative support related to student attendance, contributing to a positive and supportive school environment.

The post holder will be part of the DSL team and will be an Alternate Designated Safeguarding Lead.

The post holder will report to the SLT.

### Duties

Examples of the role and responsibility of a similar level may be undertaken and are not excluded simply because they are not itemised.

#### Monitoring and Recording:

- Maintain accurate and up-to-date attendance records for all students using the school's management information system (MIS). Accurately using the correct coding and no missing marks or unexplained absences remain. Follow up on incomplete registers.
- To follow school policy of 'first day contact' within the school, including conducting home visits where necessary.
- Monitor daily attendance and identify patterns of absence and lateness; including attendance of pupils in vulnerable groups.
- Generate attendance reports for school management, staff, and external agencies as required.
- To produce termly reports for Educational Welfare Officer and copy to the Headteachers.
- Contact parents/carers regarding pupil absences, following up on unexplained absences and lateness.
- Work with families, individuals and groups of children, using regular attendance checks and contact with parents/ carers and children to promote and improve levels of attendance.
- Provide educational support for pupils with social, communication, emotional and behavioural difficulties.
- Have knowledge and understanding of a holistic approach to behaviour management, including the importance of self-awareness and self-control whilst managing behaviour.
- To develop methods of promoting and reinforcing pupils' self-esteem and to help them develop social, listening and behavioural skills through modelling, sharing, and working cooperatively;
- To use a range of behaviour management and de-escalation techniques including the 'restorative justice' approach, praise, sanctions etc. as per the behaviour policy;
- To lead sessions whereby pupils are supported to reflect on their behaviour choices and discuss strategies.
- To contribute to pupil's individual risk assessments and behavior support plans

## Duties Continued...

### Monitoring and Recording:

- Support families with 'early help' and referrals to outside agencies
- To support children who are experiencing safeguarding issues or who are open to support from Family Support Practitioners/ Social Workers.
- Be an active member of the safeguarding team: responding to concerns swiftly and appropriately, supporting pupils, liaising with families/ outside agencies and making referrals where necessary.
- Proactively support the DSL and safeguarding team to ensure children's safety and welfare.
- Liaise with the SENDCo/ Family Liaison Officer/Office staff and outside agencies regarding pupils (including parents/carers);
- Liaise with the Senior Leadership Team, updating them regularly with attendance data and support provided.
- Maintain a record of behaviour incidents in the school, including recording these on the school MIS;
- Implement and monitor attendance improvement strategies.
- Liaise with external agencies, such as the Education Welfare Officer, to address persistent absence.
- Organise and support attendance meetings with parents/carers and pupils.
- Process and manage leave of absence requests.

### Legal Compliance:

- Ensure compliance with all relevant attendance legislation and school policies.
- Maintain accurate records of attendance interventions and communications.

### General Responsibilities:

- Provide administrative support to the school office as required.
- Maintain a professional and welcoming demeanor when interacting with pupils, parents/carers, and visitors.
- To undertake playground supervision as children arrive and leave at the start and end of the day and during break/lunch times;
- Stay up-to-date with relevant legislation and best practices.
- Attend relevant training, meetings and development sessions.
- Other administrative tasks as required by the Headteacher or Business Manager

The duties listed above are examples of duties at this level and other duties of a similar level/nature may be undertaken by individuals and are not excluded simply because they are not itemised.



## Person Specification

Criteria	Qualifications	Essential	Desirable
Technical or Specialist	Relevant qualification, degree or equivalent knowledge	✓	
	Good level of IT competence		✓
	Able to use IT systems accurately and effectively to produce reports, record information and monitor outcomes for individuals and groups	✓	
	Previous experience of Arbor Attendance		✓
	Previous experience of being a Designated Safeguarding Lead or Alternate		✓
Literacy and Numeracy	A good standard of general education, in particular, the ability to write to a high standard of literacy and develop reporting writing skills	✓	
	Knowledge of attendance data analysis to identify patterns and trends	✓	
General Knowledge	Knowledge or other relevant experience of working with school's behaviour and management policy and procedures	✓	
	Knowledge of school's fire and emergency procedures		✓
	Knowledge of Child Safeguarding procedures	✓	
	Up-to-date knowledge of attendance regulations	✓	
	An understanding of the issues affecting non-school attendance	✓	
	An understanding of issues that may affect a pupil's ability to attend school	✓	
	Using IT systems to compile reports as well as analysing statistical data for monitoring purposes	✓	
	Working with professionals and other agencies and in a multi-agency context	✓	
	Experience of working with children and within a school attendance related service	✓	

## Person Specification Continued...

Criteria	Qualifications	Essential	Desirable
Interpersonal & Communications Skills	Well-developed administrative and organisational skills	✓	
	Ability to cope with stressful/conflict situations	✓	
	Ability to manage home visits sensitivity in dealing with confidential issues	✓	
	Good communication skills, both written and oral, with both adults and young people		✓
	Personal credibility to deal with a wide range of stakeholders and represent the school in dealing with external representatives		✓
	Maintain a professional and positive manner	✓	
Level of Autonomy	Flexibility and initiative to enable decisions to be made on a day-to-day basis to ensure deadlines and other requirements are met	✓	
	Able to work on own initiative as well as in a team	✓	

### Application

If you are interested in this role with ASSET Education please apply through MyNewTerm outlining how you meet the requirements of the person specification, and how your experience could enable us to bring our vision to life.

### Interview Process:

Shortlisted candidates will be invited to attend an interview and all communication with details will be provided through My New Term.

