



JOB DESCRIPTION

Job Title:



- Work with students who have at endance issues to provide encouragement and support in returning to regular at endance.
- Identify individuals and groups of students that require additional support to improve their levels of at endance and punctuality, formula ng strategies with colleagues accordingly.
- Undertake and distribute weekly reporting, liaising with Heads of Year and Deputy Heads to identify trends and issues with individuals and groups of students, agreeing next steps and courses of action accordingly.
- Meet with students and parents to resolve issues at early stages of the at endance policy, escalating more complex cases where required.
- Liaise with senior colleagues in making appropriate referrals to external agencies.
- Triangulate at endance, pastoral and safeguarding data, ensuring it is recorded on the appropriate platforms such as iSAMS and CPOMs.
- Ensure the school's At endance Policy and statutory guidance is adhered to, supporting the DH Safeguarding with any necessary updates or amendments to associated policies.
- Undertake regular monitoring exercises of the at endance module to ensure data is accurate





- **ASAP**
- **Hours of Work:** Monday – Friday 8.00 am-5.00 pm, 36 weeks per year. (Term time including INSET days, plus two weeks to be agreed in advance with line manager in line with the operational requirements of the role/school)
- **Salary:** £23,702.64 - £26,286.78 (FTE £30,388 - £33,701) dependant on skills and experience.
- **Holiday entitlement:** The holiday entitlement is 5 weeks per year plus public holidays (Pro rata).
- **Pension:** The successful candidate will be auto enrolled into the School's pension scheme, which includes life assurance.
- **Lunch:** A free lunch is available in the dining room each working day when the kitchens are open.
- **Parking:** There is free parking on site.
- **Staff sessions:** There are staff sessions for use of these facilities.
- **Fees:** Subject to Governors' discretion, school fee remission may be available for dependants of the job holder at ending the school. If not already at the school, any child would have to meet all of the usual entrance requirements.