



Job Description

Job Title:	Regional Attendance Director
Reporting to:	Chief Executive Principal/Secondary
Grade:	POC scp 31 – 34 £33,799 to £36,876

Overall purpose of the post:

- Ensuring that all statutory and legal requirements for attendance are met for all academies in the region
- Ensuring that all statutory, legal and moral requirements are being met by the academies in relation to attendance
- Having the overview of monitoring and tracking of attendance in their region
- Carrying out the professional duties of the role as circumstances may require and in accordance with Trust policies, under the direction of the Chief Executive Principal
- Contributing, where appropriate, to developing policies and practice and promoting collective responsibility for their implementation.

Main duties and responsibilities:

- To ensure that attendance function of the academies are effectively led and managed
- To ensure all statutory and legal requirements are met for the management of attendance
- To advise on strategies to promote outstanding attendance and provide professional guidance to staff
- To advise and update the Executive Team on changes to legislation, good practice and statutory responsibilities to ensure that practice across the Trust is of outstanding quality
- To ensure all academies within the region have appropriately trained attendance teams and training is up to date and in line with statutory requirements
- To monitor the quality of attendance support and intervention
- To liaise with and supporting academies to ensure that appropriate and timely legal action is initiated
- To liaise with external agencies to support improvements with attendance across the region
- To monitor and analyse the attainment and progress of students with attendance concerns, and work with leaders of Deep Support on appropriate intervention packages

- To lead on CPD to teaching and support staff in maximising attendance of all students
- To lead and deliver appropriate Trust-wide training as required
- To support and develop initiatives to improve attendance
- To ensure efficient and effective deployment of resources at academy and regional levels to improve attendance
- To quality assure and monitor the quality of record keeping in relation to student attendance across the region
- To develop systems and infrastructure to ensure ease of communication and fulfilment of statutory responsibilities
- To attend and contribute to internal and external meetings as required.
- To contribute to Senior Leadership Team meetings, as appropriate, to matters relating to attendance
- To advise on all matters relating to attendance, including the management, recording and actioning of attendance concerns
- To regularly monitor and review the procedures in place for attendance management to ensure that all academies in the region are meeting all statutory and moral obligations.
- To contribute towards the performance management of Attendance teams
- To comply with all Trust and academy policies and procedures at all times, including, but not limited to, safeguarding, health and safety and employment policies.
- To undertake other reasonable duties as required by the Trust;
- To uphold and promote the Trust's Child Protection and Safeguarding policies and procedures and ensure they are adhered to by all staff;
- To promote the safety and wellbeing of students.

Special Attributes

- The postholder shall be required to work in any of the schools/academies within the Trust as directed by the Chief Executive.
- Ability to work flexibly as part of a team;
- Strong verbal and written communication skills;
- Ability to work to tight deadlines in a busy working environment;
- Willingness to develop own skills and experience;
- To remain up-to-date with new legislation and legal requirements.

Special Features

- Post is employed under the National Joint Council Terms and Conditions

- Base will be confirmed within the identified region although the successful applicant will be required to work at all the academies across the Trust;
- Current driving licence and access to a vehicle for business use is essential to carry out regular visits to the Trust's academies and other schools supported by the Trust.

Personal Contacts

External: Parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members.