

Person Specification

Job Title: Regional Director of Attendance

Qualifications	Essential	Desirable
GCSE in English and Maths at Grade C or higher	✓	
Education Welfare qualification		✓
Degree or equivalent qualification		✓
Knowledge		
A working knowledge of relevant legislation and statutory guidance. Eg. Attendance guidance and KCSIE 2016	✓	
Knowledge and understanding of national and regional education issues which impact on student attendance	✓	
Knowledge and experience of supporting students with a wide range of physical and emotional needs	✓	
Experience		
Substantial and successful experience of raising attendance and reducing persistent absence	✓	
Substantial experience in the education sector	✓	
Experience of effective deployment of staff or resources	✓	
Experience of working with external providers to improve attendance	✓	
Direct involvement in planning, managing and implementing successful intervention strategies	✓	
Success in improving attendance of SEND and vulnerable students	✓	
A confident user of Microsoft Office and experience of schools management information systems	✓	
Skills		
Ability to use data to set targets and monitor and evaluate attendance	✓	
Ability to analyse problems, reach considered judgements, resolve issues and delegate effectively	✓	
Ability to contribute to and lead improvement and development in attendance across a school	✓	
Ability to identify, challenge and improve underperformance	✓	
Ability to build and form good relationships with colleagues and other professionals	✓	

Excellent verbal and written skills	✓	
Ability to absorb a wide range of information and deal with confidential issues	✓	
Ability to follow procedures, pay attention to detail and produce accurate work	✓	
Ability to work flexibly to meet deadlines and respond to unplanned situations	✓	
Ability to manage demanding and at times, conflicting workloads	✓	
Ability to explain information clearly and simply to a range of audiences	✓	
Excellent interpersonal skills	✓	
Be able to maintain confidentiality, acting in a professional manner at all times	✓	
Ability to work as part of a team	✓	
Promote positive behaviour through own actions and attitude	✓	
A commitment to on-going personal development and willingness to undertake appropriate training	✓	
Ability to drive with confidence to enable working at all the academies within the Trust	✓	