

JOB TITLE	Attendance Coach
DEPARTMENT	School Improvement Team, Professional Services, University of Brighton Academies Trust
LOCATION	Hybrid working. Base in Hastings with regular travel trust wide.
SALARY	East Sussex Grade 10
RESPONSIBLE TO	Safeguarding and Welfare Lead
RESPONSIBLE FOR	N/A
MAIN PURPOSE OF THE JOB	<ol style="list-style-type: none"> 1. Work with the Safeguarding and Welfare Lead to provide high quality support and guidance for academy-based colleagues, enabling them to fulfil their statutory responsibilities. 2. Lead the Attendance Faculty by sharing the latest research and best practice interventions. Model values-based practice to develop strong community partnerships that result in reduced absenteeism and improve equality of access to education for all learners. 3. Create and maintain the systems and processes to support the implementation of strategic attendance management plans and operational practice. 4. Analyse and report on attendance data. Identifying vulnerabilities and implementing improvement plans.
MAIN TASKS / KEY RESPONSIBILITIES:	
1.0	Work with the Safeguarding and Welfare Lead to provide high quality support and guidance for academy-based colleagues, enabling them to fulfil their statutory responsibilities.
1.1	Manage the implementation of our trust-wide attendance improvement guidance. Maintain knowledge of professional, technical and legislative changes impacting school attendance.
1.2	Plan and undertake regular visits to support, advise and challenge academies in developing robust attendance strategies that include preventative and early interventions alongside targeted and bespoke support.
1.3	Provide operational guidance for attendance management practice that ensures academy leaders and senior managers benefit from effective and timely school improvement support.
1.4	Deliver expert advice to attendance practitioners and senior leaders on legal interventions including preparation of witness statements and court appearance.
2.0	Lead the Attendance Faculty by sharing the latest research and best practice interventions. Model values-based practice to develop strong community partnerships that result in reduced absenteeism and improve equality of access to education for all learners.
2.1	Model sensitive and compassionate attendance interventions that contribute to long-term sustainable change. Support academies to equip parents and carers with the knowledge and skills to address absenteeism.

2.2	Work in partnership with our Mental Health and Emotional Wellbeing Faculty Lead to devise resources, and implement strategies, that enable academy attendance practitioners to support families with Emotional Based School Avoidance concerns.
2.3	Deliver trust-wide events and termly briefings for our network of attendance practitioners and leaders. Lead our trust Attendance Faculty. Create and deliver training in a variety of formats including trust-wide training conferences. Ensure that training is of high quality and enables teams to implement the latest research and methodology within their daily practice
2.4	Represent our trust at external community events, for example LA attendance forums.
3.0	Create and maintain the systems and processes to support the implementation of strategic attendance management plans and operational practice.
3.1	Provide expert technical advice to academies on the use of pupil management systems (SIMs) alongside guidance on legislative compliance.
3.2	Complete attendance practice audits with our Compliance Support Officer. Ensuring that each academy fulfils its statutory duties. Comply audit reports for senior leaders
3.3	Support the reflective process of 'lessons learned' for complex safeguarding and welfare cases.
4.0	Analyse and report on attendance data. Identifying vulnerabilities and implementing improvement plans.
4.1	Analyse and report on attendance data across our trust. Collate and disseminate national, local, and internal data analysis to the team. Identify trends and arising concerns, report and formulate trust-wide mitigation strategies for pupil welfare. This will include evaluation of CME and EHE cases.
5.0	Other duties.
5.1	Support the wider School Improvement Team in meeting the milestones of strategic priority plans.
5.2	Undertaking such other duties as reasonably correspond to the general character of the post and commensurate with the membership of the team
5.3	Carrying out all activities in line with the Trust's policies for Safeguarding, Data Protection, Health & Safety and Equal Opportunities.

The criteria below indicate the qualities that are needed to do the job well. Candidates for the post will be selected according to the extent to which they satisfy them, and their evidence of potential for developing the rest further. Most of the criteria must normally be met in order to qualify for selection.

PERSON SPECIFICATION - Essential Criteria:

Education and qualifications:

- degree or equivalent commensurate analytical ability
- advanced safeguarding training (level 3)
- evidence of continued professional development

Knowledge and experience:

- knowledge of education legislation, guidance, and legal requirements
- significant experience as an Education Welfare Officer or with multi-site attendance management
- detailed knowledge of school attendance system and processes
- experience of delivering high quality training in small and large groups both in person and virtually
- held either a DSL or Deputy DSL role
- practiced in providing professional attendance case supervision

Skills and abilities

- confident in addressing challenging and complex
- ability to comprehend complex case management
- ability to support and implement procedures and operational practices
- excellent organiser

- ability to disseminate information at pace
- proficient in using MS Office 365

Personal attributes

- reflective practitioner
- ability to facilitate behaviour change, solution focused values
- aspirational and compassionate
- deep thinker and keen learner

PERSON SPECIFICATION - Desirable Criteria:

- experience of leading change management
- ability to use CPOMS
- awareness of Ofsted statutory framework
- experience of multi-agency safeguarding procedures
- trained in Motivational Interviewing

This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.

There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.

Date: April 2022

Additional Information

- All Support Staff posts within the Trust are subject to a probationary period
- This post is subject to an enhanced Disclosure and Barring Services (DBS) check
- This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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