



Attendance Improvement Officer

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| Salary / grade range | SCP 23-25 - £31,043 - £32,782 (actual salary) term-time only plus 15 days (42 weeks) ***From September 2025, Co-op Academy Leeds operates a 37 week school year for students, rather than a 38 week school year. *** |
| Location | Co-op Academy Leeds |
| Reports to | Senior Attendance Improvement Officer |

Purpose of role: We're looking for an Attendance Improvement Officer to join our team at Co-op Academy Leeds. Someone who will support and challenge both our young people and their families to improve their attendance at school. A confident and effective communicator, you'll be relentless in your drive to improve attendance at school, thinking outside of the box to develop attendance initiatives, working in partnership with other colleagues and stakeholders where appropriate.

Key accountabilities (and specific duties / responsibilities):

- To promote excellent levels of attendance across the Academy
- To be responsible for monitoring and improving the attendance of a targeted cohort of students
- To undertake home visits for targeted students
- To ensure that accurate records are maintained in relation to all matters relating to the attendance of the targeted cohort
- Collect evidence and keep accurate records for court reports and prepare case notes for prosecution
- To carry out necessary legal interventions, such as, Holiday Fines, Fast Tracks and Legal Case Work
- To produce reports and updates as required to key staff
- To liaise with the Academy Leadership Team and relevant pastoral colleagues
- To hold half termly focal meetings with key pastoral staff
- To attend team meetings
- To carry out focus work with cohorts of referred students from other pastoral teams.
- To hold attendance panels and organise necessary meetings
- To maintain links with outside agencies
- To communicate with parents/carers and other agencies as is necessary
- To liaise with primary schools and collect attendance information at the point of transition from primary school to the Academy
- Act as point regarding CME and off-roll procedures



General

- To contribute to the smooth operation of the school through the duty system

Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Continuing Professional Development

- Undertake any necessary professional development as identified in the Academy Development Plan taking full advantage of any relevant training and development available
- Undergo appropriate training in order to develop skills for the post

Personal attributes required (based on job description):

| Attributes | All attributes are essential, unless indicated below as 'desirable' | How measured, e.g. application form (A), interview (I) |
|---|---|--|
| Qualifications <ul style="list-style-type: none"> • GCSE or equivalent in Maths and English at Grade 4 or equivalent • A full and clean driving licence | | I, A |
| Experience <ul style="list-style-type: none"> • Working with young people • Working with families • Record keeping • Experience of working in a school attendance team or another relevant area • Experience of school management information systems • Liaison with external agencies | Desirable Desirable Desirable | I, A |
| Skills, Ability, Knowledge <ul style="list-style-type: none"> • Safeguarding issues • Attendance legislation | Desirable | I, A |



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| <ul style="list-style-type: none">• Secondary education knowledge• Excellent organisational and administrative skills• Excellent oral and written communication skills• Excellent ICT skills• Ability to forge relationships• Ability to prioritise workload and organise own time• Accuracy and attention to detail• Speak another language other than english | Desirable | |
| <p>Personal Qualities</p> <ul style="list-style-type: none">• Excellent attendance record• Flexible and adaptable• Able to use initiative• Good team leader and team member• Excellent role model• Willingness to participate in the wider life of the Academy• A commitment to personal professional development | | I/A |

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.