

Job Description

Job title:	Attendance and Exclusion Lead
Responsible to:	Head of Safeguarding
Responsible for:	Providing national attendance and exclusion and suspension leadership support, assurance and professional challenge to school leaders and Principals
Location:	Regional based position, regular travel to schools and occasional national travel will be expected.
Hours of work:	37 hours per week
Salary:	£50,000-£55,000

Overview of the role:

The Attendance and Exclusion lead is the professional responsible for driving high-quality attendance, practice, compliance and culture across the portfolio of Lift Schools, in accordance with the government guidance and legislation. In addition to leading on attendance this role will also monitor the trust approach to behaviour, particularly around suspensions and exclusions.

Whilst the accountability for attendance and behaviour in each school remains with the principal, the attendance and behaviour lead acts as the core pillar of oversight; providing robust quality assurance, direct support, training delivery and constructive professional challenge to ensure our trust-wide strategy is effectively implemented at the local level and providing assurance at trust level..

Reporting directly to the Head of Safeguarding, the postholder will be a vital part of the wider safeguarding, education and governance network. They will work collaboratively with the Head of Safeguarding, Deputy Heads of Safeguarding,, Regional and National Education Directors, school Principals and school DSLs so that systems, processes and practices related to attendance and behaviour are robust, compliant, effective and deliver improvement.

The role holder will be a collaborative colleague, a committed practitioner and be fully supportive of the trust's vision and values. They will have demonstrable experience of attendance and behaviour leadership from within the education sector and will also have an understanding of multi-agency working.

This role contributes to the Lift Schools' mission that **every** child receives an **excellent** education, in **every** classroom, **every** day.

Responsibilities:

Attendance policy and practice:

- Conduct regular attendance quality assurance and compliance audits in schools across the trust, reviewing the effectiveness of attendance systems, culture and procedures against statutory guidelines and Trust expectations.
- Provide evidence-informed attendance reports that use sophisticated analysis of attendance data to identify trends, emerging risks, persistent absence patterns and opportunities for early intervention, ensuring intelligence informs both strategic decision making and targeted support across the Trust.
- Ensure the effectiveness of training and development related to attendance for all trust staff.
- Regularly communicate and promote the importance of raising levels of attendance amongst staff, pupils and other stakeholders.
- Escalate risks, relating to attendance to the Head of Safeguarding and Regional and National Education Directors.
- Ensure attendance systems and processes are consistent, compliant and embedded across all academies to enable schools to meet ABIE floor standards and achieve internal targets.

- Support Principals and school leaders to embed consistent attendance systems and practice across all academies, driving sustainable improvement and a culture of high expectations.
- Develop systems, resources and tools to support the function of the core attendance offer.
- Be the single point of contact, coordinate and evaluate partnerships with contractors providing attendance support to the network.

Behaviour - Suspensions and Exclusions

- Conduct regular suspension and exclusion data reviews to analyse suspension, exclusion and behaviour data to identify emerging trends and areas of risk, informing preventative strategies and targeted interventions across schools. Provide evidence-informed suspension and exclusion reviews that clearly identify strengths, risks and required remedial actions - liaising with Regional and National Education Directors as well as school leaders
- Ensure the effectiveness of training and development related to suspensions and exclusions for all trust staff
- Escalate risks, relating to suspensions and exclusion, to the Head of Safeguarding and Regional and National Education Directors
- Ensure suspension and exclusion systems and processes are consistent, compliant and embedded across all academies
- Develop systems, resources and tools to support behaviour leaders in schools

Data tracking and use

- Effectively track and triangulate data sources available to provide analysis of attendance, behaviour, Alternative Provision and Reduced Hours data to identify trends, predict future risk and inform Trust-wide intervention strategies, resource deployment and school improvement priorities.
- Utilise data to inform clear attendance and behaviour action plans, targeted support and deployment of resources and develop remedial and preventative strategies for the designated region.
- Regularly review the use of Alternative Provision across the trust, including attendance and behaviour tracking
- Regularly review the use of Reduced Hours provision across the trust, including risk assessments, tracking and monitoring

Attendance and Behaviour support to principals and school DSLs

- Ensure that all Principals are effectively supported by building trusted relationships with Principals, Regional and National Education Directors and school leaders, using evidence, coaching and constructive professional challenge to influence practice and secure improvement without direct line management responsibility.
- Be a point of contact to provide advice, guidance and support to staff regarding attendance, suspensions and exclusions
- Collaborate with external agencies within the local authority where required to ensure high levels of attendance and low levels of suspension and exclusion
- To advise on and support schools to develop proactive outreach, support and intervention work with vulnerable families in our academies linked with attendance, suspensions and exclusions)
- Support Regional and National Education Directors with escalation where there are concerns around other agencies and their fulfillment of attendance and provision responsibilities
- As required, support schools directly during external reviews, audits and inspections
- Provide support to assure that schools are inspection ready by monitoring statutory compliance, identifying risks early and supporting leaders before external reviews, audits and inspections.

Training, networks and development

- Develop regional and national attendance and behaviour networks, building professional capability, sharing best practice and fostering a culture of continuous improvement across Lift Schools.
- Design, deliver, and quality assure high-quality attendance, suspension and exclusion training for school leaders and teams, including contextual induction training for incoming staff, ensuring staff remain up to date with the latest attendance, suspension and exclusion policy and practice
- Provide ongoing support and advice to Regional and National Education Directors regarding complex cases related to attendance, suspension and exclusions.
- Develop leadership capability by coaching school leaders to strengthen attendance and behaviour practice, enabling sustainable improvement rather than short-term intervention.

- Collaborate with other professionals and organisations to organise external training sessions and workshops.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The postholder is expected to work to the best of their ability, to be diligent, honest and ethical in the performance of duties, and to conduct personal and professional life to the highest standard such that public confidence in their integrity is sustained.
2. This job description does not form part of the contract of employment and is not a comprehensive definition of the post. The duties of this post may vary from time to time according to the needs of the school/Trust following consultation with the job holder. It will be reviewed periodically.
3. The postholder is expected to participate and engage with workplace learning and development opportunities to continually improve their own performance.
4. The postholder may deal with sensitive material and should maintain confidentiality in all school related matters as set out in their statement of terms and condition of employment.
5. Information about how and why we collect your data can be found in the "Lift Schools Privacy Notice for Staff" which you are required to comply with.
6. You are expected to take reasonable care of your own health and safety and to be mindful of the safety of others, to cooperate with instructions, to minimise and mitigate potential hazards and risks to others, and to appropriately report hazards, illnesses, or injuries in accordance with our Health & Safety Policy.

Safeguarding:

At Lift Schools we are committed to ensuring the highest levels of safeguarding and promoting the welfare of our students, and we expect all our colleagues and volunteers to share this commitment. We adopt a strong, fair, and consistent recruitment process which is in line with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check, and you are required to complete them and advise us immediately should you subsequently be convicted of an offence.

Equality, equity, diversity and inclusion:

At Lift Schools, we want all of our colleagues to feel included bringing their passion, creativity, and individuality to work. We value all cultures, backgrounds, and experiences, and we truly believe that diversity drives innovation.

Qualifications and experience

Essential

- Experience in a relevant field (attendance or behaviour lead in a school/trust, local authority attendance/behaviour leadership)
- L2 Qualifications - GCSE Maths and English (or equivalent)

Desirable

- Other relevant qualifications linked to safeguarding in education, social care or similar.

Knowledge and skills

Essential

- Experience of the role of attendance or behaviour in a school/trust or LA setting
- Up to date knowledge and experience of attendance and behaviour guidance, policy landscape and legislation
- Understanding of multi-agency and partnership working
- Proven track record of strategic leadership

Desirable

- Experience of attendance and behaviour leadership cross phase and/or mainstream/special schools
- IT literacy with Google Workspace
- Experience of using CPOMS or another online safeguarding system as a data source and writing reports accordingly

- Experience in implementing effective systems and processes
- Ability to analyse complex attendance, behaviour and safeguarding data, translating insight into strategic action plans and measurable school improvement

- Experience of leading quality assurance processes
- Experience of planning and delivering training

Leadership skills

Essential

- Ability to influence, coach and constructively challenge senior leaders without direct line management authority
- Ability to enact vision through others
- Experience in leading in complex environments at scale

Desirable

- Experience in leading in complex environments at scale

Personal attributes and behaviours

Essential

- Ability to analyse data and information and action plan accordingly
- Effective Personal Influence
- Highly effective communicator
- Organised with an eye for detail
- Ability to effectively convey information both verbally and in written reports to senior management

Desirable

Can reflect thoughtfully and critically on the Project H mindsets, and identify their own strengths and areas for development in these areas. The project H mindsets are:

- Share ideas early, often and honestly
- Embrace constructive disagreement
- Value ideas, not ego
- Be curious and open to new ideas
- Focus on facts and reason

Special requirements

- Successful candidates will be subject to an enhanced Disclosure and Barring Service Check
- Right to work in the UK
- Evidence of a commitment to promoting the welfare and safeguarding of children and young people.
- Show commitment and a forward-thinking approach to drive forward equality, equity, diversity, and inclusion and to own personal development along with a positive attitude towards legislative developments and the provision of equitable services