



Trust Attendance Partner Job Description



DOBCROFT
JUNIOR SCHOOL



SHOOTERS GROVE
PRIMARY SCHOOL



HALLAM
NURSERY & PRIMARY SCHOOL



HILLSBOROUGH
NURSERY & PRIMARY SCHOOL



MEYNELL
NURSERY & PRIMARY SCHOOL



SOUTHEY GREEN
NURSERY & PRIMARY SCHOOL



WISEWOOD
NURSERY & PRIMARY SCHOOL



BRADFIELD
SECONDARY SCHOOL



FORGE VALLEY
SCHOOL & SIXTH FORM



TAPTON
SCHOOL & SIXTH FORM



THE ROLE

We are seeking an ambitious and highly effective **Trust Attendance Partner** to lead our strategic approach to attendance across a cluster of schools, helping to ensure every pupil attends regularly, thrives and achieves their full potential.

Working collaboratively with school leaders, pastoral teams, families, local authorities and external agencies, the postholder will reduce persistent absence, improve attendance outcomes and ensure compliance with statutory guidance. Key responsibilities include:

- Driving a culture where attendance is everyone's responsibility, using evidence-informed strategies to address barriers to attendance.
- Developing a strong and consistent attendance culture across a cluster of schools.
- Ensuring statutory compliance and sharing best practice to promote consistency and continuous improvement.
- Leading professional development and training on attendance and related policy updates.
- Contributing to Trust-wide professional learning events and conferences.
- Supporting attendance casework across the assigned school cluster.
- Working with the Director of Digital to maximise the effective use of attendance systems and tools in support of the Trust's Attendance Strategy.

The role involves close collaboration with Executive Directors, Headteachers, Heads of School, Attendance Leads, Designated Safeguarding Leads and external safeguarding partners where appropriate.

Salary Range	L5 - L9 (Primary Cluster) L13 - L17 (Secondary Cluster)
Hours of Work	Full time, 52 weeks per year
Responsible To	Executive Director
Location	Multi-site school based



RESPONSIBILITIES

Attendance

- With the Chief Inclusion Officer, lead on all aspects of attendance across the organisation, keeping fully informed of statutory guidance and all current risks ensuring the school leader, Executive and Trustees are able to identify and respond as necessary.
- To ensure that Attendance policies and procedures across the Cluster are compliant with statutory guidelines and reflective of best practice.
- Support quality assurance processes with Chief Quality Assurance Officer for Attendance across the cluster, including evaluating the effectiveness of Attendance policies and procedures.
- To ensure all schools within the cluster promote good attendance through their curriculum planning.
- To work across different clusters at INOVA MAT as required to support schools to maintain or improve rates of attendance at the academy.
- Establish consistent attendance systems, procedures and expectations across all schools.
- Monitor attendance trends and performance indicators, identifying areas for improvement.
- Provide strategic advice and challenge to Headteachers, Senior Leaders and Governing Bodies regarding attendance performance.
- Lead attendance improvement projects and initiatives across the cluster.

Developing practice and working with others

- To maintain clear lines of communication and reporting in the Trust relevant to cluster.
- To provide support and advice to Attendance leads, Executive Directors, Headteachers and Trust.
- Provide advice and guidance to the Trust and schools within a cluster, on the requirements to fulfil its statutory attendance duty.
- To design, provide or broker training for staff, leadership, attendance teams, Governors, and Trustees in conjunction with Chief Inclusion Officer.
- To provide coaching and mentoring for newly appointed Attendance Lead(s).
- To ensure the Trust has the appropriate capacity, skills and expertise to meet statutory Attendance requirements and needs.
- To design, develop and maintain a bank of Attendance resources for the Trust. Including collaboration with other Attendance leads.
- To contribute to Attendance briefings and meetings to share best practice at school, cluster and Trust level.
- To promote support for families that may be facing challenging circumstances through both internal and external Early Help.
- To maintain good relationships with external Attendance agencies in the local authorities.

Quality Assurance, Attendance Monitoring and Analysis

- Analyse attendance data across all relevant schools and pupil groups.
- Produce regular attendance reports for INOVA MAT Progress Boards, Executive Directors, trustees and governors.



RESPONSIBILITIES

- Identify patterns of absence, persistent absence and severe absence.
- Utilise data to target intervention and evaluate impact.
- Benchmark attendance performance against national, regional and local data.

Intervention and Case Management

- Coordinate support for vulnerable groups including:
 - Disadvantaged pupils
 - Pupils with SEND
 - Children in Need
 - Children Looked After
 - Young Carers
 - Pupils with medical needs
- Escalate cases appropriately where statutory intervention is required.

Partnership Working

- Build effective relationships with parents, carers and families.
- Act as the key liaison between schools and external agencies.
- Work closely with:
 - Local Authority Attendance Services
 - Education Welfare Services
 - Social Care
 - Health Services
 - Early Help Services
 - Alternative Provision Providers
- Represent the cluster at multi-agency meetings.

Other responsibilities

- To contribute towards and participate in Trust-led internal academy and cluster reviews.
- To support academies in their preparation for external inspection.
- To promote the aims, values and ethos of the Trust.
- To adhere to all Trust and academy policies and procedures.
- To maintain discretion when privy to confidential information.
- To participate in any appropriate meetings with colleagues.
- To participate in performance management arrangements.
- To undertake further training as required.
- To be committed to equality, diversity and inclusion.
- To work flexibly, prioritise workload and use one's initiative.
- To carry out any other duties appropriate to the post, as required.



THE PERSON

QUALIFICATIONS AND EXPERIENCE	• Full clean driving licence. • Evidence of continuing professional development – qualifications or equivalent. • Highly developed specialist experience at a senior level dealing with children and staff. • Experience of working in a multi-setting organisation (desirable). • Experience of working with multi-agencies. • Experience of strategic planning and management of safeguarding services. • Experience of managing compliance. • Experience of coaching. • Experience of delivering training.
KNOWLEDGE AND SKILLS	• Can demonstrate an impact on attendance rates at whole academy level. • Experience and good working knowledge of Bromcom, A Star Attendance and SOL Attendance preferable. • Knowledge of national policy, legislation and requirements with regard to attendance. • Current working knowledge of attendance legislation and statutory guidance. • In-depth knowledge and understanding of education safeguarding inspection processes. • Preparation of management information and reports. • Highly developed influencing skills at all levels. • Strong negotiation skills. • Able to contribute and be a key part of executive and senior leadership management meetings. • Ability to take and be accountable for decisions, balancing risk against value as appropriate. • Proven ability to manage and influence staff and leadership teams. • Effective stakeholder management. • Lead by example, promoting the highest standards of integrity, personal and professional conduct. • Knowledge and understanding of policies and processes. • Proven track record of managing and implementing attendance policies and processes in a large organisation. • Good written and verbal communication and IT skills and ability to relate well to all stakeholders.
PERSONAL ATTRIBUTES AND BEHAVIOURS	• Excellent communication skills, both written and verbal. • Capable of representing the Trust with professional bodies and external stakeholders. • Strongly collaborative with peers. • Ability to work as part of a team and develop relationships. • Attention to detail and accuracy. • Ability to work confidently, professionally and flexibly. • Ability to own and solve problems bringing in support from other areas as appropriate.



HOW TO APPLY

Applications must be made via our Employment Application Form, available from our [website](#), emailed to **info@inovamat.org**. Please note that part-completed application forms will not be considered.

The closing date for applications is **Monday 28 September 2026 at 9.00am**. Interviews will be held w/c 28 September.

Any queries should be directed to **info@inovamat.org**.

SAFEGUARDING

INOVA Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. We will ensure that all of our recruitment and selection practices reflect this commitment. All candidates will be subject to the following employment checks:

SHORTLISTED CANDIDATES:

- References will be requested before interview
- A Criminal Convictions Disclosure Form will be requested at interview
- Evidence of right to work in the UK will be requested at interview
- Qualification certificates will be requested at interview
- Disclosures concerning child protection investigations, relationships with pupils, employees, governors or trustees, prohibition orders and section 128 directions (where applicable) will be requested at interview
- We may conduct online searches for shortlisted candidates prior to making our final decision. If any information obtained from the online searches raises concerns around someone's suitability for the role, or working with children, then this may be raised with the candidate at interview and/or we may take advice from the local authority children's service.

SUCCESSFUL CANDIDATES:

- A DBS Enhanced Disclosure (with barred list) check will be undertaken prior to appointment
- A Childcare Disqualification under the Childcare Act 2006 Declaration (for applicable posts) will need to be completed.
- Pre-employment medical screening.

Please Note: Canvassing of any employee, Trustee or member of the Local Governing Board, directly or indirectly, and your application will be disqualified.



HOW TO APPLY

POLICIES

Our approach to safeguarding and school safeguarding policies can be found on the Trust [website](#).

EQUALITY AND DIVERSITY

We are committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair and that applicants are not discriminated against on the grounds of race, nationality, gender religion, age, disability, marital status or sexual orientation.

DATA PROTECTION

As part of the recruitment process, we need to collect your personal data. For more information about what we do with your personal data, please see our Recruitment Privacy Notice on the [policies](#) page of our website.

