



JOHN TAYLOR MULTI ACADEMY TRUST
C/O JOHN TAYLOR FREE SCHOOL
BRANSTON ROAD, TATENHILL
DE13 9SA

Attendance Intervention Manager (Grade 8 – SCP 22-27)

**13 hours per week, ideally worked over 2 days
(permanent, term time only 39.2 weeks)**

Salary range: £26,317 – £30,507 pro-rata

Actual salary: £7,994.03 - £9,266.78

Required as soon as possible

JTMAT has an exciting opportunity available for an Attendance Intervention Manager to support at Primary and Trust level.

High attendance is central to the academic success of our students. We are looking for someone to support our current practices and move them even further forward by tackling barriers to attending school and ensuring that a consistent approach is taken across the Trust.

The successful candidate will have the ability to communicate effectively, positively and with confidence. They will manage casework within our Primary Schools, including those cases which escalate to prosecution proceedings, review processes and also be responsible for providing the Trust with attendance data.

Previous experience and knowledge of attendance management and working within multi-agency teams is highly desirable, as is the knowledge of statutory attendance legislation.

This is a stand-alone position responsible to the CEO. The postholder will be based at the Trust Offices but some of the work will be carried out in the schools and may also be in the student's home. As the role will involve travel a clean driving licence and access to a car is essential.

Further information and application packs are available to view or download from our website www.jtmat.co.uk. Please note that CVs are not accepted, only fully completed application forms should be submitted for shortlisting to: hr@jtmat.co.uk. If you have any specific queries not addressed in the application pack, please contact Melissa Gambles, HR Manager: m.gambles@jtmat.co.uk

Closing date: Friday 4th September (12 noon)

Interview Date: Thursday 10th September

This Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. An enhanced disclosure and barring service check is a requirement of this post. A copy of the Trust's 'Safeguarding Policy' is available to view by visiting the website: www.jtmat.co.uk