



North Ridge High Specialist Support School

Job Description: Attendance TLR

Job Details

Contract type: Full Time – Permanent

Salary: TLR 2

Reporting to: Head Teacher of North Ridge High Specialist Support School

Application closing date: Wednesday 30th September 2026, noon. Early applications are welcomed and encouraged

Start Date: January 2027

Note: This post is in addition to a class teacher position

How to apply

Please complete and application form and provide a supporting letter in how you would be able to meet the requirements of the job as advertised below, addressed to the Head Teacher.

To be emailed through to: hr@northridge.manchester.sch.uk

Main Purpose of Post

You will have considerable experience as a member of the North Ridge Team, having a clear understanding of the needs of our pupils and the importance of their attendance. You will be enthusiastic, visionary and solution focused to over-come barriers to pupil attendance and lead other staff in school to raise pupil attendance. You will be an excellent role model to colleagues across the school and demonstrate strong attendance and punctuality.

You will become confident in following the newly updated “working together to improve school attendance” strategy to ensure that all stakeholders are accountable for pupil attendance, ensuring pupils access their right to an education.

Main Tasks

The professional duties of a teacher are those set out in the Teachers Pay and Conditions of Employment Act, together with the additional duties set out by the Governors of the School.

To promote the Equality Policy and all other policies set out by the Governors of the School.

As a Leader:



Attendance Leadership & Management

- Keep up to date with developments in attendance in line with the DFE
- Lead the attendance within school including assemblies and staff training
- Manage and liaise with the TA3 for attendance to ensure smooth running of rewards, certificates, data tracking, displays and penalty notices
- To liaise with the Manchester Attendance Team regularly to check coding, absences and report unauthorised pupil absences
- To Liaise with the admin team about pupil absences as part of day to day procedures
- To write a report on attendance each half term which you will share with the link governor
- Hold meetings with parents to discuss their child's attendance with a solution based approach
- Be decisive when further action is needed to support a pupil's attendance e.g. prosecution, liaising with social workers/DSLs and so on.
- Promote the importance of attendance across the school and with all stakeholders
- Review and write attendance policies and procedures
- Have a clear understanding of the direct link with pupil attendance and safeguarding
- Manage the attendance budget

General leadership

- To attend regular leadership meetings and lead in aspects of work related to your role.
- To fully evaluate your areas of responsibility
- To work in partnership with the leadership team to develop whole school targets.
- To work in partnership with the extended senior leadership team to develop the school ethos, mission statement and school aims.
- To work in partnership with the senior leadership team to develop a system for school self-evaluation and completion of the SEF.

As a teacher:

Teaching & learning

- To assess the pupils/students and plan individual learning targets to meet their needs.
- To assess the effectiveness of the individual targets you have set.
- To teach groups of pupils/students and subjects as required.
- To lead and co-ordinate the work of the staff in your class.
- To make use of the resources within the community by organising educational visits to support areas of the curriculum.
- To attend, as required, appropriate meetings about pupils/students.
- To use ICT to support teaching and learning in all areas.

Record Keeping



- To use ICT to keep pupil/student records up to date by implementing the record keeping systems used in School.
- To use ICT to write reports concerning pupils/students you teach.

Conditions of Employment

The above responsibilities are in accordance with the current School Teachers' Pay and Conditions Document. It is also subject to any local agreements and LA guidance on interpreting conditions of service.

Review and Amendment

This job description may be amended at any time after consultation with the post holder. It is normally subject to annual review. Subject to the provisions of the School Teachers' Pay and Conditions Document it may be amended at the request of the Headteacher but only after full consultation between them.