

Candidate Briefing Pack

Attendance and Behaviour Administrator



Dear Applicant

We are seeking to appoint a highly motivated, enthusiastic, experienced Attendance and Behaviour Administrator with the ability to inspire our Pastoral department as soon as possible. If you are looking for an exciting, challenging and highly rewarding role that offers a strong commitment to professional development and well-being (as evidenced by our benefits below), we encourage you to apply.

George Eliot Academy is a rewarding and professionally stimulating place to work. We are a mixed secondary school where pupils feel a real sense of belonging and there is a culture of mutual respect. We are passionate about our vision to develop successful pupils who are independent, well-rounded, behave well and with integrity and live happy and fulfilled lives.

Our vision is “We aim for excellence and improved pupils’ achievement, through an inclusive academic culture based on high aspirations and expectations. Our excellent daily practices embed our culture of kindness, gratitude and hard work; our STAR values and family ethos shape the character of our pupils.”

If you share our vision and would like to work in our close knit and family-orientated school, we would be delighted to hear from you.

How to apply- See Application pack

Our offer:

- You will be working in an Academy that “.... places kindness alongside ambition in the values it promotes” (Ofsted 2021)
- You will be working within an experienced, ambitious, forward thinking and highly effective team
- You will have the opportunity to work collaboratively with other United Learning schools
- We will support your ongoing continuing professional development
- You will be fully supported by your colleagues within the school to ensure you have the tools to deliver success and reduce your workload

You will be:

- An outstanding Attendance and Behaviour Administrator
- Able to build effective working relationships with pupils, parents and staff
- A Team player
- Resilient and able to work under pressure
- Excellent organisation and communication skills

Benefits of working for United Learning:

- Access to a 24/7 confidential employee counselling and advice line
- Access to the Wisdom wellbeing app which can help you track your wellness, improve your mental health and includes workouts, podcasts and recipes
- Westfield Health cash plan – claim the cost back on health services such as physio, dental treatments, optical services and consultants (eligible after 6 months’ service)
- Westfield Rewards is a discounted shopping platform which offers access to an extensive range of discounts and cashback opportunities across a wide variety of well-known retailers and service providers (eligible after 6 months’ service)
- 1 day’s paid personal day in each academic year (available to both teaching and support staff)
- Cycle to work scheme
- Car lease scheme
- Free will writing service
- Teacher Pension Scheme / LGPS (approx. pension 23% contribution)

As an Attendance and Behaviour Administrator, you have a unique opportunity to shape and support the successful futures of the pupils of George Eliot Academy.

George Eliot Academy joined United Learning in December 2023. United Learning is an exciting organisation to work for; there is a real focus on developing people and empowering innovation where staff are appreciated and celebrated. A key benefit of being part of United Learning is to have the support of colleagues across a wider group and ample opportunities to network; we recognise the powerful impact that collaboration and partnership have on colleagues. The groups aim is to ensure that the technology, finance,

HR and data support is provided more effectively and efficiently than would otherwise be possible, so that leaders can focus on educational leadership.

United Learning is an inclusive employer and is committed to creating and sustaining a more ethnically diverse workforce. Therefore, we would very much welcome applications from professionals of all backgrounds who share our commitment but especially those of minority ethnic origin. We do hope you will get in touch with any questions ahead of submitting your application.

We very much look forward to hearing from you.

Homeira Zakary
Principal
George Eliot Academy

About United Learning

United Learning is a group of schools which aims to provide excellent education to children and young people across the country. We uniquely comprise schools in both the state and the independent sectors and currently educate over 60,000 pupils and employ over 9,000 members of staff.

The growing range of outstanding group-wide activities that we can provide will mean that more young people will have truly exceptional and inspiring experiences. We believe that our Group contains the most developed relationships and practical interactions between independent and state schools in the country; creating benefits for all the schools involved whilst respecting both traditions and learning from each other.

United Learning comprises both United Church Schools Trust, which operates our fee-paying independent schools, and United Learning Trust, which operates our state-funded academies. To find out more about United Learning, please visit the website: www.unitedlearning.org.uk

Job Description

Hours of work: 37.5 per week, Monday to Friday, 8am – 4pm
Contracted weeks: 39 weeks
Salary: FTE £28,853 per annum (pro rata £24,896)
Reporting to: Attendance Manager and Assistant Principal

Job Purpose:

We are seeking to appoint an Attendance and Behaviour Administrator to work within a supportive and positive pastoral team under the direction of the Attendance Manager and Assistant Principal. This role will involve leading on the administrative aspects of attendance, punctuality, and behaviour systems in the academy. You will collaborate closely with the Senior Leadership and Pastoral teams to support improvements in attendance, punctuality and pupil behaviour, ensuring all pupils are supported to achieve their best outcomes.

Main Duties and Responsibilities:

This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance and should be seen as enabling rather than restrictive.

Role Tasks:

Attendance

- Lead the administration of attendance and punctuality systems, in collaboration with the Attendance Manager and Assistant Principal.
- Follow up daily on pupil absences via phone calls to determine reasons for absence, identify barriers, and coordinate support, liaising with teams such as Safeguarding, SEND, Pastoral, and the Senior Leadership Team.
- Maintain accurate attendance records, ensuring efficient data entry and reporting.
- Notify parents/guardians of attendance-related matters, including absences, internal exclusions, off-site directions, and fixed-term suspensions.
- Oversee the referral process for pupils at risk of becoming CME (Missing in Education) or EHE (Electively Home Educated), ensuring timely interventions.
- Manage attendance support plans, parenting contracts, and legal processes (e.g., prosecution) for persistent absence.
- Conduct morning calls to families with attendance support plans, following up on absences and ensuring compliance with attendance targets.
- Conduct home visits as required to support attendance and welfare concerns, working with relevant teams to address barriers.

- Report attendance data to the Attendance Manager, Pastoral Teams, and SLT on a daily, weekly, and termly basis, highlighting trends and areas for improvement.
- Support targeted interventions to improve attendance, particularly for vulnerable pupils such as LAC, SEND, PP, and those at risk of persistent absence.
- Maintain attendance records and information systems, ensuring compliance with data protection policies.
- Provide guidance to teaching and support staff on the implementation of attendance protocols.
- Foster positive relationships with hard-to-reach parents/guardians, encouraging engagement with attendance initiatives.
- Participate in professional development to stay informed on best practices and trends in attendance management.
- Ensure compliance with legal frameworks, including rewards, sanctions, and documentation related to attendance.
- Liaise with external professionals as needed to support pupils' attendance and wellbeing.

Behaviour

- Lead the administration of behaviour systems, in collaboration with the Assistant Principal and Pastoral Team.
- Track and maintain accurate behaviour records, ensuring proper data collection.
- Notify parents/guardians of behaviour-related matters, including internal exclusions, off-site directions, and fixed-term suspensions.
- Run behaviour reports for SLT, Year Teams, and Governors, providing analysis to inform behaviour management strategies.
- Support the development and implementation of behaviour improvement tracking systems.
- Report behaviour data to the Assistant Principal, Pastoral Teams, and SLT on a daily, weekly, and termly basis, identifying trends and areas for improvement.
- Participate in professional development related to behaviour management tracking systems, staying informed on best practices and legal requirements.
- Use behaviour data to track pupils' progress to inform intervention and teaching and learning strategies.
- Liaise with external professionals as needed to support pupils' behaviour and wellbeing.

Safeguarding

- To uphold the academy's policies in respect of Safeguarding and Child Protection and ensure the safety and well-being of all learners.

General

All academy staff are expected to:

- To fully subscribe to the Academy's STAR Values of Self Discipline, Tenacity, Ambition, Respect and Responsibility in regard to themselves, the Academy and our young people.
- Work towards and support the Academy's vision and the objectives.
- Support and contribute to the Academy's responsibility for safeguarding pupils.
- Work within the Academy's Health and Safety policy to ensure a safe working environment for staff, pupils and visitors.
- Work within the Academy's policies to promote equality of opportunity for all pupils and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues.
- Engage actively in the performance review process.
- Adhere to Academy's policies, procedures and core values as set out in the documentation available to all staff.

This job description will be reviewed periodically as part of the Performance Management process and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties, including the provision of high quality teaching and learning across the Academy and the pastoral care of the pupils in their charge.

Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.

Every member of staff George Eliot Academy has a responsibility to promote and safeguard the welfare of children and young people with whom they come into contact.

We are an inclusive academy and strive to be a learning, caring and thriving institution.

This post is subject to an enhanced DBS disclosure. We take the safeguarding of pupils and staff seriously at George Eliot Academy. All staff are expected to support this ethos.

How to Apply

Please complete an online covering letter (you will be prompted to do so after completing your profile) explaining the motivation for your application for this specific role and why you would be a good match for the role and stakeholders. This supporting statement should be no longer than 8,000 characters. In line with our compliance with safer recruitment, we will take references for all

those candidates who proceed to interview, as well as asking candidates to complete a standard application form. Please provide us with 2 referees when prompted to do so.

The deadline for receipt of applications is **8am on Monday, 5 January 2025**. We reserve the right to bring forward the closing date if we consider that we have received an appropriate number of candidates for the post.

Further information

To arrange an informal discussion regarding the role please email-
[**enquires@georgeeliotacademy.org.uk**](mailto:enquires@georgeeliotacademy.org.uk)

Terms and Conditions of employment

Please note the final detailed terms and conditions are subject to agreement between UL and the successful candidate:

- **Location:** George Eliot Academy
- **Start date:** As soon as possible
- **Starting salary:** FTE £28,853 per annum (pro rata £24,896)

Benefits of working for United Learning:

- Access to a 24/7 confidential employee counselling and advice line
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