Part of the Ted Wragg TRUST

Exmouth Community College

Attendance Assistant

Our Vision is to enable our students to **flourish** through our core values of **Belonging, Ambition** and **Responsibility.**







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Key Details

Salary Grade C SCP 6-7
Actual Salary- £21,283.14

Location Exmouth, Devon

Hours Monday to Friday 8.00am – 3.30pm (includes a daily 30 minute unpaid break)35 x 38 weeks of the year (term time only)

Interviews W/C 14th December 2026

Closing date 6th December 2026

Required from Jan/Feb 2027

How to apply

For an informal conversation about the position please contact the ECC Recruitment Team at Recruitment@exmouthcollege.org

An application pack can be found at https://www.tedwraggtrust.co.uk/vacancy

We encourage early applications, as we reserve the right to close this vacancy once a suitable candidate has been identified

ECC is part of the The Ted Wragg Trust. We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check.



About Exmouth Community College

BELONGING • AMBITION • RESPONSIBILITY



Exmouth Community College is in an exciting stage of its journey. As the sole Secondary school in the beautiful coastal town of Exmouth, we are rooted in our community and dedicated to giving our students a life of opportunity and fulfilment. Our Vision is to enable our students to flourish through our core values of Belonging, Ambition and Responsibility.

We have recently joined the Ted Wragg Trust. The Trust has a very strong reputation for growing great people and place professional development of staff at the heart of all that they do.

Why join Exmouth Community College?

- A culture of high expectations based on strong relationships – we are committed to ensuring that every student receives the highest quality education. We believe that nurturing relationships are key to helping young people thrive and have, therefore, worked hard to embed our 'relational approach' over the last three years. This is enabling us to 'raise the bar' for our young people.

- A place where growth is valued – teaching is complex, challenging, and ever-evolving. We know that even the best teachers can get better, which is why we prioritise professional learning. Every member of staff receives personalised coaching and regular dedicated time out of the classroom for professional development. Our staff wholeheartedly buy into the mantra that "Every teacher needs to improve … not because they aren't good enough, but because they can be even better." – Dylan William

- Honest, collaborative, and open – We don't believe in a 'top-down' culture. Instead, we work together, modelling vulnerability and regularly sharing feedback to improve. We welcome challenge and seek out ways to refine our practice.

- Flexibility in role – We aim to support our staff in achieving a healthy work/life balance. Depending on the role, we may be able to offer a flexible full-time equivalent (FTE) arrangement by agreement.

- Part of the Ted Wragg Trust – Benefitting from stability, support, and extensive opportunities for professional development and collaboration within a network of dedicated educators.

Letter from the Headteacher



Thank you for your interest in coming to work as part of our team at Exmouth Community College. You will be joining a really friendly community of committed staff, supportive parents and brilliant young people. Still being relatively new to ECC myself, I recall very well being blown away by the warmth of the welcome that I had when I arrived and I can assure you of the same.

You will be joining the College at a really exciting time:

- We've completed a major upgrade to our site, including the £13 million Elizabeth Lee building, a new Maths and Sixth Form block, a fully refurbished Dining Facility and outdoor space, providing inspiring facilities for students.

- We've reset our School Vision and made clear strides in improving our school culture. (OFSTED 2024 - "Work has begun in earnest to put in practices to build a more sustained positive culture across the whole school. There is now positivity from staff, parents and pupils about the early impact of this work").

- We've joined the Ted Wragg Multi-Academy Trust, gaining additional support and professional opportunities for our staff.

Our focus is on delivering a high-quality curriculum and preparing students for life beyond the classroom. Staff development is a priority, and we aim to create an environment where you can thrive.

ECC has a strong sense of community, and we're committed to providing excellent education while preparing students for their future. If you're passionate about teaching and looking for a supportive environment, we'd love to hear from you.

I hope you find this information helpful, and please explore our website to learn more. Thank you for considering your application.
Warm wishes,

Tom Inman



Headteacher

Attendance Assistant

Job Description



Job Purpose

Enable the Trust to realise its mission to 'Transform lives, strengthen communities and make the world a better place by supporting the college to increase student attendance and reduce the number of persistent absentees.

Key Responsibilities

- Record and monitor student attendance .
- Implement the school absence processes with students and parents/ carers. communicate with students and parents by phone or home visits.
- Liaise with and work constructively with other members of the Inclusion service to ensure a joined-up approach to supporting students.
- Refer to external bodies/ agencies as appropriate.
- support the implementation of attendance strategies in line with the ECC Attendance policy Deliver an accurate, consistent and timely attendance service
- Play a full part in the life of the college community, support its values and encourage students, staff and colleagues to do the same
- Support colleagues to familiarise themselves with their role.
- Establish the best course of action using a range of recognised procedures Identify the need, assess the situation and initiate action, providing comprehensive guidance, advice and support.
- Undertake work carried out within clearly defined rules and make decisions from a range of established options
- Make decisions which have limited or short term effects on immediate colleagues, students or members of the community.
- Work may be subject to interruption but the program of tasks will not be subject to significant change.
- Good standard of practical knowledge/ practical skills embedded in the professional area

Person Specification

Qualifications	• GCSE or equivalent in English and Maths	Essential
Experience	• Administrative experience	Essential
	• Administrative experience in an educational setting	Desirable
Key Skills	• Effective Communication skills	Essential
	• Attention to detail	Essential
	• Able to problem solve	Essential
	• Computer literacy	Essential
	• Able to fulfil all aspects of the role with confidence and fluency of english.	Essential
Values	• Ambitious: works hard, has the highest standards and is positive for the future.	Essential
	• Selfelss: is self aware and emotionally intelligent to be bale to support slf and others to thrive. Works selflessly to support the Trusts mission and strateigic priorities.	Essential
	• Collaborative: builds strong relationships and networks.	Essential

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Thank you for your interest in working at ECC





