



**LEARNING TODAY LEADING TOMORROW**



# ATTENDANCE ASSISTANT

**WELCOME TO RUGBY FREE SECONDARY SCHOOL**

**CONTRACT TYPE**  
TERM TIME ONLY

**CONTRACT TERM**  
37.5 HOURS - FULL TIME

**EXPIRY DATE**  
05.02.2023

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# Why Work at Learning Today Leading Tomorrow

Relationships are at the heart of LT2. We underpin our core values and are always looking for dedicated staff who share our ethos and demonstrate our values.

The wellbeing of staff is a priority here across the Trust and this has been developed as part of the Trust's wellbeing commitment for all staff.



## There are many benefits for staff working at LT2

- Competitive salaries which are reviewed annually
- A first-class Pension Scheme
- Employee Assistance Programme
- Enhanced Maternity, Adoption and Paternity Leave
- Membership to the Confederations Schools Trust
- Commitment to staff professional development
- Extensive resource library
- Career opportunities for staff to progress



# Vision, Mission and Values



## Vision



The vision of Learning Today Leading Tomorrow is to build a group of outstanding schools across phases, including specialist provision. As a Trust we provide vibrant and inclusive learning environments in which every member of the Trust community is passionate about learning.

The Trust is led by a CEO who works closely with Headteachers and our schools are supported by a central team to support finance, HR, estates, procurement, IT and governance.

## Mission



LT2 Trust and schools have a relentless focus on high achievement, supported by robust organisational structures and governance. We aim to give children and young people in our care the knowledge, skills and experiences to expand their minds and world view to enable them to develop a naturally inquisitive approach to learning and life, fit for an ever-changing world.

Ultimately, we educate and support all children attending LT2 Schools to grow into capable and contributing citizens who have developed the personal attributes and characteristics that will enable them to become considerate, self-reliant and confident young people who are ready for the next stage of their lives.

## Values



The Trust Values underpin the mission and provide the basis on which LT2 Trust, School Leaders, all staff and students can articulate the key behavioural characteristics that promote a positive philosophy. Our six values are unseen drivers of our behaviour as experienced by others and are designed to create a shared organisational culture:

- **Kindness** – The quality of friendliness, generosity, and consideration
- **Collaboration** – The belief that working and learning with others will lead to greater success
- **Curiosity** – A strong desire to know and to learn
- **Resilience** – The ability to recover quickly and learn from the difficulties we face
- **Respect** – To appreciate the importance of understanding and admiration for others and self
- **Endeavour** – The belief hard work is needed to achieve something of which we can be proud of



# Rugby Free Secondary School

Learning Today Leading Tomorrow (LT2) is a not-for-profit Multi-Academy Trust (MAT) based in Rugby. Its founding schools are two start-up free schools, Rugby Free Primary School and Rugby Free Secondary School.

Learning Today Leading Tomorrow aims to provide local, inclusive education to support children and young people to gain the knowledge, skills and experiences that will enable them to move onto the next stage of their education and life, prepared for an ever-changing world.



Samirah Roberts, Headteacher



We set high expectations for our staff, who in turn encourage our students to be ambitious and have high aspirations.



It is an exciting time to be working as part of the RFSS family and as part of our Trust, Learning Today Leading Tomorrow.

RFSS opened in 2016 and we relocated to our brand-new purpose-built facility in February 2020.

Our school is committed to providing success for all of its students, and providing a workplace that supports its staff, to ensure they are able to work to the best of their ability for our students every day.

You won't find teachers and staff anywhere else who are as committed to a school's purpose and supporting its success. Relationships are at the heart of RFSS and underpin our new core values.... and we are always looking for dedicated staff who share our ethos and demonstrate our values.

The wellbeing of staff is a priority here at RFSS and we have developed a wellbeing commitment for all staff. This is monitored by our Wellbeing group and regularly reviewed with all staff.







# Staff Wellbeing Commitment at RFSS

Trust Wellbeing Survey  
2022



## Kindness:

- 'Shout outs' for staff who have gone above and beyond.
- Support flexible working requests.
- Opportunity to attend personal events or celebrations.



## Collaboration:

- Staff Wellbeing committee.
- A 'buddy' to provide support and advice.
- Staff social events across the year.
- We provide staff with a free lunch on the day of their duty.
- Regular staff breakfasts, food on all CPD days and occasional treats



## Curiosity:

- Promote and support Staff CPD
- Staff to network and visit other schools to improve their practice and share great ideas.



## Respect:

- Staff Room - meet, work and even socialise
- Each faculty has its own staff work room
- Regular appraisal conversations to discuss career progression



## Resilience:

- We promote resilience through our reflective CPD pathways.
- We have an area in the staff room dedicated to wellbeing which is used to promote health and wellbeing.
- We share weekly health and wellbeing information.



## Endeavour

- Promote work life balance
- Celebrate our staff and their achievements on a regular basis, for example; a black tie celebration evening.

“96% of staff are proud to be a member of the school ”

“84% of staff feel well supported at work”

“88% of staff feel happy in their role ”

“82% of staff believe Leaders and Managers are considerate of their wellbeing ”

“99% of staff feel optimistic about the future ”



# Attendance Assistant Job Description

<b>Salary and Grade:</b>	Salary: £20,300 - £20,900 (FTE) £17,102 - £17,608 (Actual) 37.5 hours a week, Term Time Only (39 weeks per year)
<b>Reporting to:</b>	Deputy Headteacher - Safeguarding
<b>Liaising with:</b>	Teaching and Support Staff
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>To promote high levels of attendance and punctuality and maintaining effective monitoring systems to identify and highlights students with attendance concerns.</li> <li>To provide administrative support</li> </ul>

## About Rugby Free Secondary School

We are at the start of a very exciting journey and have worked extremely hard over the last year to create a culture of high expectations across the school, supported every step of the way by our Trust. This has been achieved through the development of strong and positive relationships with staff, students, parents and carers. Our reflective approach means we are always striving to improve in all we do and believe that mistakes are only an opportunity to learn.

You won't find teachers and staff anywhere else who are as committed to a school's purpose and supporting its success. Relationships are at the heart of RFSS and underpin our new core values and we are always looking for dedicated staff who share our ethos and demonstrate our values. Please find below link to our website with the latest Ofsted report when we were graded as 'Good'.

<https://www.rugbyfreesecondary.co.uk/ofsted>

### Our Values are:

- **Kindness** – The quality of friendliness, generosity, consideration, honesty
- **Collaboration** – The belief that working and learning with others will lead to greater success
- **Curiosity** – A strong desire to know and to learn
- **Resilience** - The ability to recover quickly and learn from the difficulties we face
- **Respect** - To appreciate the importance of understanding and admiration for others and self
- **Endeavour** - The belief that hard work is needed to achieve something we can be proud of

## Areas of Responsibility and Key Tasks

### Key Tasks

- To monitor the attendance email and update the school systems accordingly
- To collate all evidence related to authorised absence
- To monitor and follow up missing and inaccurate lesson registers, informing the Attendance Officer and Headteacher daily
- To collect information and collate reports as and when required
- To book appointments for home visits and attendance meetings
- To log truancy on to Brom Com and run regular reports for Heads of Year
- To complete stage 1 absence letters and send out to parents and carers

- To print out daily fire registers
- Sign out students leaving school for appointments
- Allocate praise points for students with improved attendance as directed by the Attendance Officer
- To create certificates for students with improved attendance
- To complete Child Missing in Education forms as required
- To create student attendance/punctuality reports as and when required
- To provide administrative support to the school as and when required

## **Safeguarding**

- To ensure that all students have a safe environment in which they can learn, reporting any concern about the environment to a member of the site team or if appropriate to one of the Designated Safeguarding Leaders
- To be aware of systems which support safeguarding and following the procedures as highlighted in the Safeguarding Policy
- To identify students who may benefit from early help as soon as possible and discuss this with one of the Designated Safeguarding Leaders
- To consider at all times what is in the best interests of the child
- To protect students from maltreatment; preventing impairment of student's health or development; ensuring that students grow up in circumstances consistent with the provision of safe and effective care
- To take action to enable all students to have the best outcomes

## **Other Specific Duties**

- To continue personal development as agreed
- To engage actively in the performance review process
- Establish and maintain effective relationships and communication with staff, parents and students
- Uphold the high standards of the school in all communications.
- Adhere to the schools policies.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- Employees are expected to adhere to Rugby Free Secondary School's agreed Code of Conduct
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

## **Generic Responsibilities of all Rugby Free Secondary School Staff**

- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or comes into contact with. Part of this responsibility involves the checking of visitor identification at the point of school entry and the issuing of relevant safeguarding information.
- Ensure all tasks are carried out with due regard to Health and Safety
- To remain confidential at all times
- To undertake appropriate professional development including adhering to the principle of appraisal
- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school
- To set an example of personal integrity professionalism



# Person Specification

Areas	Essential It is essential candidates can provide evidence of:	Desirable It is desirable candidates can provide evidence of:
Qualifications	Good General Education including English and Maths at Grade C GCSE or equivalent	An Administration Qualification
Experience/ Skills	Proficient in Word Processing and database programmes Able to manage conflicting priorities, organise workload effectively and meet deadlines Ability to respond under pressure Ability to produce accurate work to a high standard Good standard of written and spoken English Ability to problem-solve Passion for high standards in all tasks Self-motivated and relentless drive for excellence Examples of good practice Ability to respond under pressure	Experience of working in a school environment
Personal Qualities	Good written and oral communication skills and able to communicate with people at all levels Ability to organise own work Ability to work methodically under pressure Flexible approach to duties Calm and polite manner Awareness of the importance of discretion and confidentiality, image and appearance	
Relationships	An ability to establish good working relationships	
Equal Opportunities	A commitment to equal opportunities	
Other Requirements	Excellent attendance particularly at critical times A willingness to dress professionally in accordance with the culture of the organisation Able to organise appropriate cover and be willing to provide cover for colleagues, as appropriate Flexibility of working hours when required	

# Contact Information



If you feel that you could bring further impetus to our drive to improve the provision for our students and have the necessary energy, enthusiasm and sense of humour to take us forward at this exciting time, then please get in touch.

To arrange an informal discussion or visit to the school, please contact us

 01788 222060

 [vsorzano-ince@learningleading.org](mailto:vsorzano-ince@learningleading.org)

 Anderson Avenue, Rugby, CV22 5PE

 [www.rugbyfreesecondary.co.uk/vacancies](http://www.rugbyfreesecondary.co.uk/vacancies)

## Closing date for applications:

*This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.*

*The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post.*

*The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition. This job description is current at the date shown but in consultation with the post holder may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.*

*We reserve the right to withdraw this vacancy at any time.*

*Learning Today, Leading Tomorrow (LT2) is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check. LT2 is always happy to receive speculative applications from excellent teachers and support staff.*