

Ivy Education Trust



Application Pack and Job Description
Teignmouth Community School 11-19
Attendance Data Officer



Attendance Data Officer
Teignmouth Community School 11-19
Start date: September 2024
Permanent

Ivy Education Trust is seeking to appoint a meticulous, driven and proactive Attendance Data Officer to join our Student Engagement team.

Working alongside our Student Engagement and Attendance Lead you will:

- Establish clear systems to monitor and analyse student attendance;
- Develop clear processes for reporting on attendance to senior managers and other professionals, disseminating information, both internally and externally and in a timely fashion;
- Administer the legal process around poor attendance;
- Be proactive in working to reduce absence levels, particularly persistent absence;

Please see the job description and person specification for further details regarding this post.

The successful candidate should be energetic, enthusiastic, self-motivated, exceptionally well organised, be able to work under pressure, have excellent communication skills and be a strong team player. You will possess good literacy, numeracy and IT skills and will be experienced in working effectively with data. Experience of using Arbor is desirable, however full training will be provided.

The Ivy Education Trust works closely with all schools within the Trust and beyond. The Trust celebrates the diversity of each of its schools and is founded upon the alignment of vision and values that we all commonly hold to secure the best outcomes for our pupils.

The Trust is committed to providing a broad, balanced and ambitious curriculum in all its schools so all children and young people develop the character and qualifications needed to open doors to their future success. A strong focus on developing and providing inspirational teaching and leadership in all schools, through school-to-school improvement, ensures outstanding progress and educational enjoyment for all members of the partnership's community.

The unique character of each school is celebrated and nurtured to ensure choice and variety in educational provision. The Trust is determined that all children should be able to attend a good or better school regardless of where they live.

Our mission is to improve life chances for every child and young person we serve, through broadening their opportunities and enabling them to reach their full potential. We support and all members of our learning community to dream big, aim high, and achieve more than they ever thought was possible. If you share these visions and aspirations, then we very much welcome your application for this post.

If you have any questions about the role, then please email Christopher Darvill on chris.darvill@teignmouthschool.co.uk

Application forms and further information are available from our website, www.ivyeducationtrust.co.uk or via email to recruitment@ivyeducationtrust.co.uk

Completed application forms should be sent to recruitment@ivyeducationtrust.co.uk before the closing date stated below.

Closing date for applications is Monday 8th July 9am. Interviews will be arranged once applications have been reviewed.

Suitable candidates may be interviewed before the closing date and the trust reserves the rights to withdraw the position if an early appointment is made. Applicants are therefore encouraged to apply early.

Job Description

Post Title:	Attendance Data Officer
School:	Teignmouth Community School
Working Hours:	37 hours per week, 39 weeks per year.
Salary Grade:	Scale 4 Point 8-12 (Full Time Equivalent £24,702-£26,421 p.a pro rata),
Contract Type:	Permanent
Responsible to:	Attendance and Engagement Lead

Role Description

To ensure that registers and attendance data are accurate. Produce reports on whole-school attendance data, analysing data to identify key areas of concern. Share attendance data with relevant stakeholders and organisations as required. To work under the direction of the Attendance and Engagement Lead to improve student attendance and minimise absence.

Duties and responsibilities

Administration

- Ensure daily attendance registers are accurate and complete, and follow up with staff members about any incomplete data
- Follow up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school procedures Initiate and oversee the administration of absence procedures, for example letters home, attendance clinics and engagement with local authorities/other external agencies and partners
- Manage attendance returns for the school census
- Manage the process of issuing penalty notices to parents
- Maintain accurate records of communications with parents/carers and relevant interventions
- Build and refresh knowledge of the school's MIS and other relevant systems

Monitoring and reporting

- Produce attendance reports for school leaders, identifying key statistics, reasons for absence and any patterns of concern
- Track attendance of vulnerable groups of pupils and share information with school leaders
- Implement children missing education (CME) procedures when appropriate

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Be alert to when persistent absence becomes a safeguarding concern and early help may be required
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

Expected Outcomes

- Increased levels of attendance and punctuality of students at the school.
- Decreased number of persistent absentees.
- High levels of accuracy and consistency in school registers.
- Effective working with Education Welfare Officer, Health and other internal/outside agencies to ensure a multi-agency approach to raising attendance.

Support Team

- To support the achievement of the School's objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required

Other Duties

- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- The Trust operates a Smoke-Free Policy, and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- To support the achievement of the school's objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required
- To conduct oneself in a manner befitting a member of staff at all times, ensuring behaviours that display positivity to others.
- To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and students at the school.
- To follow the school's ICT policy for safe use of ICT.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policies. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS.
- To place the safeguarding of all children in the school as the highest priority.
- To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person.
- To work in compliance with the codes of conduct, regulations and policies of the school and its commitment to equal opportunities.
- To comply with the school's Health & Safety policy and statutory requirements as detailed in the Health & Safety at Work manual.
- To undertake training and personal development as and when identified by Line Manager.
- To undertake any other duties as deemed appropriate by the Headteacher.

This is not an exhaustive list of duties; they may be varied from time to time without changing the general character of the job or the level of responsibility. A high degree of flexibility and adaptability is an important element of this role.

This is a description of the role as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Person Specification

Role Requirements:	Essential	Desirable	How Assessed
Qualifications:			
Educated to GCSE grade C level (or equivalent) in both Maths and English	√		Application Form
Relevant qualification or training in administration		√	Application Form
Educated to A Level or above		√	Application Form
Experience:			
Proven track record in administration and, specifically, handling large amounts of data.		√	Application Form; Interview
Experience in a range of ICT packages	√		Application Form; Interview
Working knowledge of processes, procedures and systems within an educational environment		√	Application Form; Interview
Customer focused environment	√		Application Form; Interview
Personal and Professional Skills and Attributes:			
Excellent planning and organisational skills	√		Application Form; Interview;
Excellent communication skills	√		Application Form; Interview
Ability to work under pressure and meet deadlines	√		Application Form; Interview
Excellent analytical and reporting skills	√		Application Form; Interview
Highly motivated and enthusiastic	√		Application Form; Interview
High expectations of self	√		Application Form; Interview
High professional standards	√		Application Form; Interview
Ability to work unsupervised & manage own time effectively	√		Application Form; Interview;
Attentive to detail	√		Application Form; Interview
Ability to use initiative to solve problems and get results	√		Interview
Flexible and adaptable approach	√		Application Form; Interview
Willingness to participate in training/ development as/when identified by line manager	√		Interview
Evidence of continuing professional development		√	Application Form; Interview
Ability to work effectively as a member of a team	√		Application Form; Interview
Understanding of safeguarding issues and promoting the welfare of children and young people	√		Interview
Suitability to work with children	√		Interview; References

Ivy Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are expected to undergo Disclosure and Barring and employment checks.