



# Recruitment Pack

## Attendance and Engagement Officer



# Welcoming and developing great people

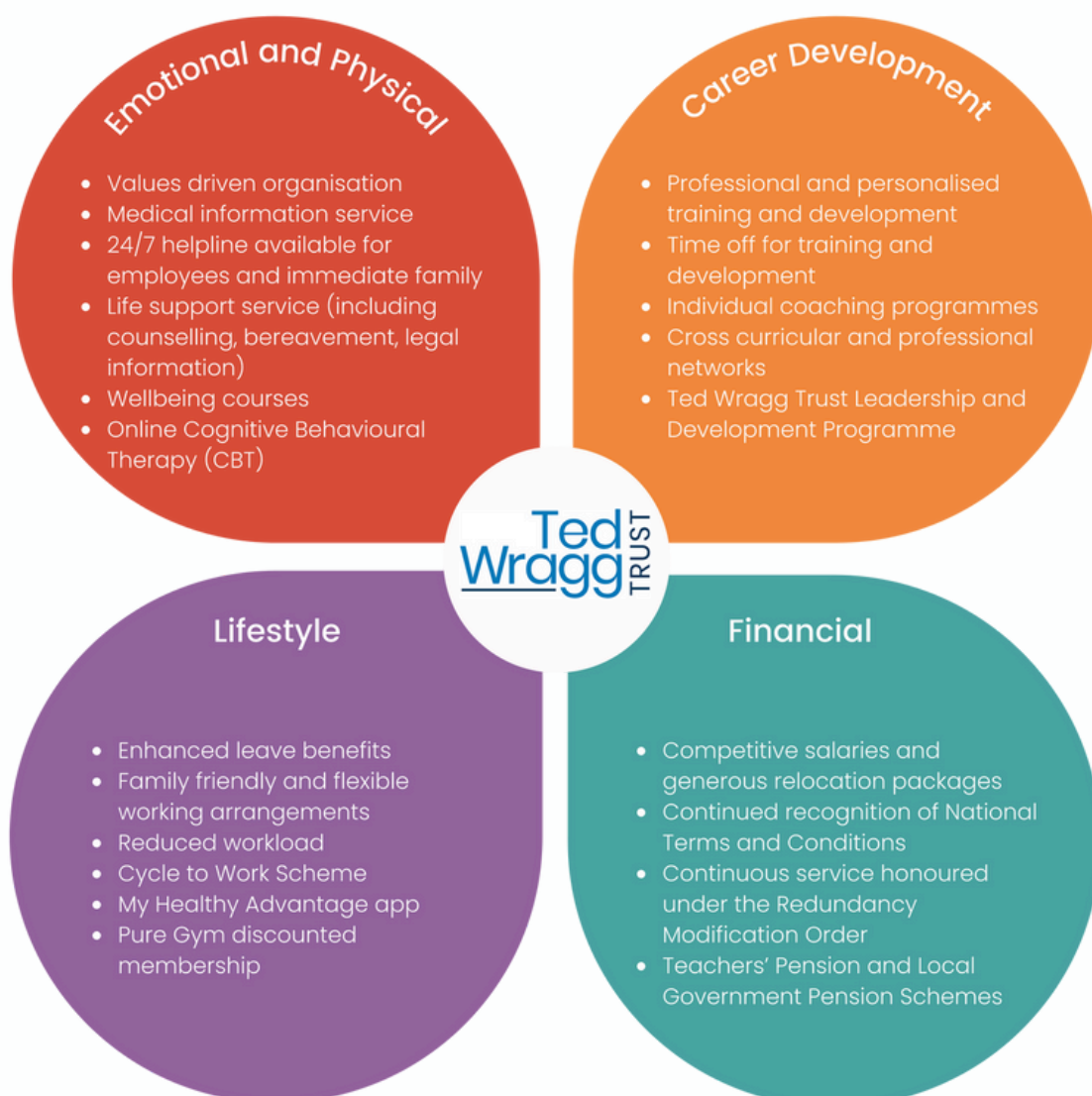
Working with the Ted Wragg Trust is an incredible opportunity for anybody wanting to further their career and professional development. The Trust schools are relentlessly positive, vibrant and ambitious; now is a truly wonderful time for a hardworking, inspirational leader, with a passion for social mobility, to join the team.

Tim Rutherford – Deputy CEO – Ted Wragg Trust

All our employees have a real opportunity to make a significant difference to the life chances of our children, especially those from deprived communities.

In the Trust, our staff work collaboratively to share ideas and expertise. We pride ourselves on a shared approach to school improvement. This has been particularly supportive in these challenging times.

## Our benefits



In our Trust, we are committed to ensuring that our employees are able to achieve their full potential in an environment offering dignity, respect and equality of opportunity. We believe that individual difference offers unique contribution which serves to make our Trust a positive place to work and learn. We are committed to good employment practice so we may attract and retain employees from diverse backgrounds and communities.

## Attendance and Engagement Officer

Location: TWT Schools in the Plymouth Area - 1 Vacancy  
TWT Schools in the Devon Area - 1 Vacancy

Salary: Grade F: £31,364 - £33,945 (Pro rata £26,976 - £29,196)

Closing Date: Tuesday 27th August 2024

Interviews: Week beginning 2nd September 2024

Hours: Full time, term time only (37 hours per week, 39 weeks per annum)

The Ted Wragg Trust is an inclusive and ambitious Trust of schools, strengthening our communities through excellent education. Our mission is to transform lives and strengthen our communities to make the world a better place. With a reputation for highly successful school improvement in very challenging circumstances, we are passionate about inclusive education and raising the aspirations and outcomes of all our students. We are a growing Trust with over 13,000 pupils across 16 schools working across Devon and Plymouth Local Authorities. We recognise that improving school attendance has never been so important as it is now.

The Trust are seeking to appoint two highly skilled and enthusiastic Attendance Engagement Officers (AEO), one in the Devon area and one in Plymouth to join our already established in-house Trust Attendance Engagement Service (AES). Their role is to promote positive attitudes towards regular attendance across our Trust schools. Our team consists of 6 people, 3 working across our Devon schools and 2 in our Plymouth schools, along with a team administrator. The successful candidate will work in partnership with our schools, families and the LA to improve the attendance levels of our pupils, engage with families to remove barriers and to support our schools to fulfil their legal obligations in this regard.

The successful candidate will monitor the attendance of children and provide intervention, support and signposting to families where attendance falls below 92%. The Attendance Engagement Officer will also support families in a wide variety of other ways, including supporting parents and their children to achieve a positive relationship with the school, involving parents in the life of the school and supporting families by working with different agencies through the Early Help process. This is a unique opportunity, for you to develop your skills and experience in order to positively enhance the life chances of pupils, by supporting them to remove barriers to achieving consistently good school attendance.

We are seeking:

- An experienced and highly skilled professional with a proven track record of supporting pupils and their families to achieve a positive outcome
- A driven and highly effective team player who will work well as part of a team
- An individual who can cultivate effective working relationships with families, sometimes delivering tough messages with regards to the legal process, with care and sensitivity
- Someone passionate about making a difference to children's lives, with high levels of integrity, selfless commitment and ambition to collaboration

We can offer you:

- The opportunity to work with dedicated and committed staff teams across our growing Trust of schools
- First class professional development and on-going career development
- The chance to make a difference to the lives of children and their families

If you are able to meet the requirements of this role, we would love to hear from you. For an informal conversation to find out more about the role, please contact Aimee Mitchell – Trust Lead for Safeguarding and Attendance and the Attendance Engagement Service Lead on [aimee.mitchell@tedwraggtrust.co.uk](mailto:aimee.mitchell@tedwraggtrust.co.uk)





# Welcome from the Ted Wragg Trust CEO, Moira Marder

On behalf of the Ted Wragg Trust, I would like to thank you for your interest in the role of Attendance Engagement Officer.

The Ted Wragg Trust (TWT) is an **ambitious** and **inclusive** Trust of schools **strengthening our communities** through **excellent education**. Our values driven, rapidly growing 2-18 Trust has the highest expectations for every child, every day, with social justice at our core. This is a hugely exciting time for our growing Multi Academy Trust. We have grown to 13 schools located in Exeter, Plymouth and Cridton and work closely with other local schools and Trusts.

We are incredibly proud of our Trust and the potential it has to further improve standards of education for all children, no matter what their starting point or their background. Our collaborative approach offers benefits to our students and staff, sharing best practice in teaching and learning, staff development, coaching, school improvement structures and supportive professional services. The Trust board is highly ambitious and committed and we are looking for an individual who shares the same values.

We look forward to receiving an application from an ambitious, selfless and collaborative leader ready to transform lives and strengthen our communities to make the world a better place.



## Attendance and Engagement Officer (Grade F)

### Job Description

#### Key purpose of the role

Enable the Trust to realise its mission to 'Transform lives, strengthen communities and make the world a better place by working with families, children and schools to improve school attendance across our Trust of Schools.

#### Your responsibilities

- To deliver a consistent high-quality Trust Attendance Engagement Service.
- Provide direct support and advice to schools with attendance related issues.
- To remain current in terms of knowledge in relation to the DfE and Local Authority guidance and legal framework for school attendance.
- Work with families and pupils to help them understand and fulfil their legal responsibilities in relation to school attendance.
- Monitor and record the outcomes of planning and review meetings with parents/pupils to improve their child's attendance.
- Maintaining appropriate casework, records and files.
- Provide advice and support for schools and Trust Leaders on policies/procedures/strategies in relation to managing attendance, legal responsibilities and ensuring statutory compliance.
- Monitor and review pupil level attendance data, advising key staff of trends and concerns, and support with attendance/registration code reviews as required.
- Work with relevant agencies to ensure a coordinated approach in relation to both challenge and support for improving attendance at school, therefore maximising pupil outcomes and opportunities as a result.

#### Grading criteria

- Provide on the job training for school colleagues in relation to the service and oversee quality of work.
- Establish the best course of action using creativity and innovation within general guidelines.
- Undertake comprehensive assessment, planning and evaluation, as situations will not be straight forward or well established. The post holder will have some authority in the provision of services.
- Undertake work where there is a wide range of choices, where advice is not normally available and/or decisions where policy, procedures and working standards provide only general guidelines.
- Make decisions which have significant implications for the service or have a significant effect on employees or other individuals.
- Work may be subject to interruption but the program of tasks will not be subject to significant change.
- Ability to undertake a variety of advanced tasks in their specialist area which requires detailed knowledge and skills.

## Attendance and Engagement Officer (Grade F)

### Person Specification

#### Qualifications

- NVQ 4/ BTEC/ HNC or equivalent level of knowledge and experience Essential
- GCSE or equivalent level 2 pass in English and Maths Essential
- Level 3 Safeguarding Desirable

#### Experience

- Experience of delivering Education Welfare / Family Support / Attendance support or working within a similar field Essential
- Proven ability to provide advice and guidance in accordance with legislation and in partnership with other agencies Essential
- Experience of maintaining accurate data, producing statistical and factual reports. Desirable

#### Key skills

- Knowledge of education law affecting school attendance Essential
- Knowledge and experience of safeguarding children Essential
- Excellent administrative and organisational skills Essential
- Ability to manage workload of self and others to achieve positive results Essential
- Excellent interpersonal and communication skills Essential
- Able to fulfil all aspects of the role with confidence and fluency in English Essential

#### Values

- **Ambitious:** works hard, has the highest standards and is positive for the future. Essential
- **Selfless:** is self-aware and emotionally intelligent to be able to support self and others to thrive. Works selflessly to support the Trust's mission and strategic priorities. Essential
- **Collaborative:** builds strong relationships and networks. Essential

#### Job Evaluation

JE Job Number: AD6  
JE Score: 444  
Grade: F

# Ted Wragg Trust

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Wragg  
TRUST

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An ambitious and inclusive Trust of schools  
strengthening our communities through  
excellent education.



## Our Values



### Selflessness

- put **children** at the heart of all we do
- prioritise others and build **healthy teams**
- **be brave**

### Ambition

- **work hard**
- **strive** to be even better
- be the **best** we can

### Collaboration

- build **trust**
- build strong **relationships**
- be **stronger together**

## How will we succeed?





# Our Journey



Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about how education can transform young people's futures.



## Our Partnerships:

Our ongoing partnerships with the following organisations creates opportunities for a Headteacher joining our Trust to access leadership development, study tours and wider networks with some of the best schools, trusts and leaders across the country.



**Dixons Academies Trust** – A well-established multi-academy trust of 15 schools serving the communities of West Yorkshire and the North West whose mission is to lead educational improvement in the region through high performing academies which value diversity and maximise student achievement.



**Cabot Learning Federation** – A multi-academy trust of over twenty academies serving communities in the South West of England. Valuing collaboration and ambition, the Trust works to accelerate school improvement and embed excellence in their academies.



**Reach Academy Feltham** – Reach believe in the power of all through, cradle to career, education, focusing on providing seamless transition from their nursery through to their Sixth Form.

# How to Apply



Candidates are asked to complete a Trust online application, which includes a personal statement, confirming their suitability for the role. Further details and where to apply can be found here:  
<https://www.tedwraggtrust.co.uk/vacancy>

Closing Date: Tuesday 27th August 2024  
Interviews: Week beginning 2nd September 2024





Thank you for your application