



INFORMATION FOR CANDIDATES

Grace Academy Darlaston Attendance Manager

Deadline for Applications: Monday 28th April 2025

Term Time + 2 weeks / TLT Grade H/I

"Grace Academy Darlaston is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work."

Welcome from Henry Holland

Principal, Grace Academy Darlaston



Thank you for your interest in joining Grace Academy Darlaston, an 11-18 school that serves the community of Darlaston and the surrounding areas in and around Walsall. We are incredibly proud of our Academy and our community. We are proud of our happy students and staff, both of whom work together to achieve excellent results. Our mission is ongoing yet immensely rewarding. We work tirelessly to provide an excellent education for our students, with a focus on high standards and high aspirations.

Whilst our Academy is not a faith school, it does have a unique Christian Ethos based upon our five core values: *Grace, Respect, Integrity, Excellence and Potential*. We strive to uphold these values in all that we do and we are determined that our attitudes and actions reflect these each and every day.

Having recently been awarded the ACE School of Character Quality Mark, we have high standards in all aspects of learning and behaviour and set challenging targets for further career and personal development. We have a focus on learning and fun through a variety of extra-curricular and enrichment clubs, activities, special events and holidays. Our core set of values ensures that every student is given the opportunity to develop into confident, successful and happy young adults, ready to face the future.

We are rated by Ofsted as Good, with strong, focused leadership, the successful applicant will join a friendly, dynamic and supportive academy staff team who are wellbeing focussed. Further development opportunities are provided through internal and external CPD courses and academy training days.

The life in our academy and teamwork is very important to us and we hope you will be able to play a key part in that. We invite you to explore our website, visit our social media pages, and most importantly - come and visit. We look forward to receiving your application.

Henry Holland

Principal - Grace Academy Darlaston



Limitless **POTENTIAL** | Intentional **EXCELLENCE** | Mutual **RESPECT**
Genuine **INTEGRITY** | Amazing **GRACE**

An Introduction - Tove Learning Trust


EMPLOY
OVER
1,700
STAFF


EDUCATE
OVER
11,500
PUPILS

Tove Learning Trust (TLT) is a highly successful multi-academy Trust with primary, secondary and alternative provision schools across the West Midlands, Northamptonshire and Milton Keynes. We are a cross phase trust providing a high-quality education for over 11,000 children between the ages of 4 and 18. Within our family of schools we have four primaries, nine secondaries and two alternative provision schools.

As an employer of choice, we recognise every colleague is an individual, we value diversity, and work as a team to remove barriers to equity. We know that when you are 'the best you', whatever your role is with the Trust, you will transform students' lives.

The Trust is committed to ensuring that all children achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes.

We aim to have academies that are excellent communities of learning where children thrive on success.

You will have access to a team of school improvement directors specialising in Maths, English, Science, Humanities, EYFS and SEND & Inclusion.

Our outcomes in the vast majority of our schools exceed national expectations and many of our schools are rated Good or better by OFSTED.

Employee Benefits:

- ✓ **Teacher & support staff pension schemes**
- ✓ **Continuous Professional Development (CPD)**
- ✓ **Training School Alliance**
- ✓ **Networking opportunities**
- ✓ **Specsavers Eyecare Voucher**
- ✓ **Flu vaccine**
- ✓ **Employee Assistance Programme (EAP)**
- ✓ **Medicash - Health Cash Plan:**
 - 24/7 GP Appointments & prescription services
 - Dental treatment
 - Optical care
 - Physiotherapy
 - Skinvision - skin health tracker
 - A range of essential healthcare expenses
 - Exclusive discounts on shopping & travel

TOVE LEARNING TRUST SCHOOLS

West Midlands

- Grace Academy Coventry
- Grace Academy Darlaston
- Grace Academy Solihull

Northamptonshire and Milton Keynes

- CE Academy
- Elizabeth Woodville School
- Huxlow Academy
- Knowles Primary School
- Lord Grey Academy
- New Horizons Academy
- Rushden Academy
- Sponne School
- Stantonbury School
- Water Hall Primary School
- Whitefriars Primary School
- Wootton Primary School

Job Title - Grace Academy Darlaston

Job Description

REPORTING TO:

Senior Attendance Champion

MAIN PURPOSE

We are seeking to appoint an enthusiastic and driven Attendance Manager to support our vision in improving students' attendance to ensure their safeguarding and welfare, and reaching their academic potential.

The Attendance Manager will take a lead on improving attendance and reducing persistent absence through parental engagement, student incentives, and robust intervention planning. They will take part in strategy discussions and inter-agency meetings and contribute to the positive outcomes of young people.

The Attendance Manager will line manage a member of the administration team, ensure statutory compliance, and be a point of contact for staff regarding attendance.

The post holder will be expected to participate in activities and initiatives across the trust.

Main Duties

To be responsible for improving attendance throughout the academy, and to meet or exceed the school attendance annual targets and support the academy in achieving targets, in close liaison with the Senior Attendance Champion

Line management of the Attendance Administration Officer

To be responsible for reducing persistent absence in close liaison with the Senior Attendance Champion

To monitor the school attendance system to ensure academy records are accurate, identifying trends and intervene appropriately

To analyse attendance data and share reports and findings with key staff

Qualifications

GCSE (or equivalent) in English and Maths



Job Title - Grace Academy Darlaston

Job Description continued

Specific Duties

- To line manage Attendance Administration Officer and quality assure the daily processes
- To be responsible for improving attendance throughout the academy, and to meet or exceed the school attendance annual targets and support the academy in achieving targets, in close liaison with the Senior Attendance Champion
- To be responsible for reducing persistent absence in close liaison with the Senior Attendance Champion
- To monitor the school attendance system to ensure academy records are accurate, identifying trends and intervene appropriately
- Telephoning parents/carers to discuss absence in a sensitive but firm manner and building positive relationships with parents/carers
- In consultation with the Senior Attendance Champion, recommend action to be taken, and develop strategies to combat unauthorised and authorised absences
- To meet with parents and students to discuss any concerns that may be affecting school attendance and make agreements as to how attendance can be improved
- To provide attendance information for School Reports
- Initiate and refer cases for legal action, as appropriate, to enforce school attendance in conjunction with the Local Authority, Education Welfare Service.
- To support the academy in fulfilling its statutory duties in relation to attendance
- Provide information and reports which may be used as evidence to
- Attend and present reports to professional and external agency case discussions as required.
- To liaise with other professionals and external agencies where appropriate
- To co-ordinate and organise specific intervention and support around individual students and groups, with various levels of need, liaising with all who are or could be in contact with students.
- To work with Designated Safeguarding Lead to ensure appropriate support for vulnerable students
- To liaise with Key Stage Directors of Learning and Student Services Officers on attendance data
- To attend and contribute to Pastoral meetings
- To attend any training courses relevant to the post, ensuring continuing personal and professional development.
- Other areas of responsibility
- Assist in duties around the academy to ensure the welfare of students and staff during unstructured times
- Support the SEND and Safeguarding teams through close liaison, appropriate referrals and early identification of needs
- Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Attendance Manager will carry out. The postholder may be required to do other duties appropriate to the level of the role.



Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities.

Job Title - Grace Academy Darlaston

Person Specification

EDUCATION & QUALIFICATIONS	ESSENTIAL	DESIRABLE
GCSE Maths and English	✓	
KNOWLEDGE & EXPERIENCE		
Evidence of self-development and commitment to professional development	✓	
Knowledge of statutory attendance guidance	✓	
Understands the importance of developing positive links and relationships within school and with all its stakeholders	✓	
Evidence of ability to develop excellent relationships with both adults and young people and has high expectations of conduct and behaviour	✓	
SKILLS & ATTRIBUTES		
Has the ability to communicate effectively with a variety of audiences demonstrating good interpersonal skills	✓	
ICT Skills with basic programmes	✓	
Is approachable, committed, enthusiastic, organised, patient and resourceful, with the ability to motivate and be a team player with a sense of humour	✓	
Good knowledge of current education trends and initiatives	✓	

How To Apply/ Recruitment Process

TO APPLY

To apply, please forward a completed application form together with a supporting statement (no more than two sides of A4) outlining your suitability for the role. Your statement should outline how you satisfy the qualification and experience elements of the person specification.

For candidates invited to interview, these responses will be explored further, together with the other elements of the person specification.

Please send your completed application by email to GADrecruitment@darlaston.graceacademy.org.uk

All applications will be acknowledged.

THE RECRUITMENT PROCESS

After the closing date, short listing will be conducted by a panel. You will be selected for an interview entirely on the contents of your application form, so please read the job description and person specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements
- Documentary proof of current name and address
- Birth certificate and where appropriate any documentation evidencing change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary, photocopies or certified copies are not sufficient.

**THE CLOSING DATE
FOR APPLICATIONS**
28th April 2025

SHORTLISTING
w/c 28th April 2025

INTERVIEWS
w/c 5th May 2025

FURTHER INFORMATION

Should you have any queries or issues with the dates outlined above or would like a confidential conversation, then please contact Beverley Beasley, HR Manager, on 0121 568 3300 (GADrecruitment@darlaston.graceacademy.org.uk).

Tove Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The post is subject to an enhanced Disclosure and Barring Service (DBS) clearance check.

References may be taken up for all shortlisted candidates prior to interview, unless otherwise specified. The trust reserves the right to research shortlisted candidates on social media platforms and the internet, and the recruitment panel may take this information into consideration during the recruitment process.



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www.darlaston-graceacademy.org.uk  GraceAcademyDarlaston  GADarlaston

www.tovelearning.org.uk  ToveLearningTrust  ToveLearningTrust

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