



Welcome to our Trust

Attendance Officer



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Welcome to Anglian Learning



Thank you for your interest in the position of Attendance Officer at Anglian Learning.

We are an ambitious, outward looking school trust consisting of six secondary schools and ten primary schools, the latest to join our community being Wimbish Primary Academy in September 2023. While each of our academies retains very clearly their own identity and ethos, we are collectively passionate in our belief that all young people deserve to have access to an outstanding education, and which crucially enables them to thrive in the local, national, and global communities in which they live.

Anglian Learning has been founded on strong collaborative and trusting relationships, where everybody is committed to sharing their successes, but equally open to innovative ideas and alternative perspectives. We also passionately believe that our most valuable resource is our people, and if you apply and are successful in your application, we promise to develop and support you in your career, as well as providing a caring, friendly environment in which to work.

For an informal discussion regarding this role, please contact Joanna Handsley, HR Officer, on HR@anglianlearning.org.

I hope that you find the following information useful. If you wish to make an application for this vacancy, please see the instructions within.

We look forward to hearing from you.



**Jonathan Culpin,
CEO, Anglian Learning**

Our Values:

Aspiration

We are ambitious for ourselves and all those in our community to be the best we can be



Community

We underpin our relationships with a culture of support, respect and trust, recognising we are stronger together



Empowerment

We enable our academies, staff and learners to embrace new ideas and think creatively



Inclusivity

We believe in equality of opportunity, celebrating everyone's differences and supporting learners of all abilities from all backgrounds



About Anglian Learning

Founded in September 2016 of four community-facing secondary schools seeking to share knowledge and provide mutual support, Anglian Learning has grown over the past seven years to be one of the leading school trusts in the region.

Educating more than 8000 pupils and employing over 1000 staff across three counties and sixteen academies, the Trust's mission is to enable inclusive and aspirational learning in every classroom, empower leaders across every academy, and ensure inspiring opportunities and educational success for all of our learners, people and communities.

Alongside this, the Trust remains committed to its heritage which is rooted in local communities and several of our schools provide adult learning opportunities and support for local groups and societies. We also operate our own sports centres under the banner of Anglian Leisure. Local, high quality and representative governance of schools is a key aspect of our leadership structure and we are recent winners of the NGA National Outstanding Governance Award as a reflection of this commitment.



In addition to our commitment to celebrating our community ethos, we believe strongly in empowerment: of pupils, our people and, crucially, our leaders. As recent research has reiterated, headteachers are incredibly influential in the success of schools and of their learners. The role of the Trust is therefore to provide the environment in which our leaders can grow, develop and flourish in their role. Our central team provides extensive, expert and rapid advice and support in human resources, finance, ICT, estates and operations. Therefore, our school leaders have the space and focus to drive school improvement in the curriculum, teaching, behaviour and in establishing the healthy culture and ethos that underpins this.

Educating more than

8,000

pupils

Employing over

1,000

members of staff

3

counties

16

academies

About Bassingbourn Village College and the team



Bassingbourn Village College has just celebrated its 70th Birthday, being established as part of the Village College movement, opening in 1954. We are proud of this rich academic tradition but are now looking to become a high performing, happy and successful college, with a strategic plan to achieve this ambition by our 75th Birthday in 2029. To achieve this, we will need excellent, passionate leaders who believe in our potential to be a truly inclusive, community centred school that demands the best outcomes for all.

Bassingbourn Village College is an 11-16 mixed comprehensive school with a growing student body, currently 670. This enables us to know our students as individuals and foster our core values of respect, responsibility and residence. With a new Principal starting in September 2024, Bassingbourn is looking to build on its strong foundations and develop a rich and inspiring curriculum led by passionate and high quality staff.

Our close-knit Senior Leadership Team combines diverse professional expertise, hands-on experience, and a shared passion for education. We work collaboratively to set strategic goals, drive key initiatives, and foster a high-performance culture that inspires both students and colleagues within the school and across the Trust. Together, we are dedicated to shaping an environment of excellence and continuous growth.



Working for Anglian Learning

One of our core design and decision-making principles is that we constantly strive to build a healthy organisational culture, central to which is making sure we are a learning community where everyone can achieve their potential. We create a strong sense of belonging and a place where staff feel appreciated and fairly rewarded for the work they do. We are a flexible employer that supports colleagues to balance their lives and recognises how staff give back to our young people.

Staff survey

Our most recent staff survey indicated that a high proportion of staff:

- Feel as though they belong within Anglian Learning
- Agree that they are provided with relevant opportunities for professional development
- Feel that there is a positive culture of psychological safety within their school
- Have high levels of job satisfaction and happiness at work
- Would recommend our organisation as a great place to work
- Almost all staff who responded to the survey feel part of a team within their school and can rely on colleagues for support when needed.

Joining Anglian Learning comes with a myriad of benefits, fostering both personal and professional growth. Our coaching and mentoring programmes are designed to offer tailored support that enhances your skills and career development. For further information about the opportunities available for this role please contact Joanna Handsley, HR Officer, via HR@anglianlearning.org.

Benefits

Other benefits and support available to all Trust employees include:



Career Average
Revalued Earnings
Pension Scheme
(CARE)



Cycle to Work Salary
Sacrifice Scheme



Free membership to all
Anglian Learning Sports
Centres



20% discount on
Anglian Learning Adult
Education Courses



Professional Development
Scheme Policy



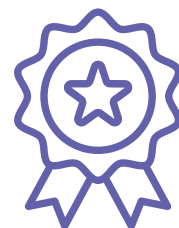
Employee Assistance
Programme



Specsavers VDU Vouchers



Boots Flu Vouchers



Perkbox – a benefit, reward and
recognition platform offering a
wide range of discounts on high
street and online shopping



Role Summary

CORE PURPOSE

To contribute to raising achievement through being responsible for managing all matters relating to attendance across the Academy. This includes liaising with staff and working directly with pupils, parents/carers and external agencies, including the local authority, to ensure that the Academy has high expectations for all pupils to attend school regularly.

VISION AND EXPECTATIONS

We are committed to providing outstanding academies which are a source of pride for the communities that they serve.

We aim to achieve this by raising the educational attainment of all our young people and using the collective energy and cross-school educational fertilisation within the Trust to improve life chances by:

- Developing a dynamic and inspirational culture for teaching and learning excellence.
- Providing pupils with stimulating and valuable enrichment opportunities across the curriculum.
- Building a curriculum and assessment structure that will enable teachers, pupils, and parents to celebrate success and respond swiftly to challenge.
- Encouraging innovation and risk-taking through a focus on research and best practice locally, nationally, and internationally.
- Promoting, enabling, and supporting leadership at all levels to flourish in individual schools and across the Trust.
- Providing high quality professional learning opportunities for staff at all levels in the Trust.

Job Description

Attendance Officer

Bassingbourn Village College



SALARY:	Scale 2, Point 3, £24,027 to Point 4, £24,404 (Pro-rata to £18,020. 25 to £18,303 based on 0.75 FTE)
HOURS:	Full Time - 37h per week, Term Time Only Plus One Week (39 weeks per annum)
PENSION:	Local Government Pension Scheme
DISCLOSURE LEVEL:	Enhanced DBS plus Barred List Check
LOCATION:	The post holder will be based at Bassingbourn Village College but will be expected to work across the Trust and to travel between sites.
RESPONSIBLE TO:	Head of Department

MAIN RESPONSIBILITIES

- To advise the school on strategies to promote the regular and punctual attendance of all students and assist with the implementation of these strategies.
- Meet with school staff, students and parents to identify individual problems and possible solutions.
- To make regular contact with families in response to allocated referrals i.e. home visits and /or meetings in school.
- To establish the reason for non attendance, make assessments and agree a plan for facilitating a return to school using appropriate strategies within specified timescales.
- To initiate appropriate legal action with Local Authority services to ensure the Academy is carrying out its statutory responsibility in respect of students. This will include preparing statements, attending and presenting evidence or request the issuing of penalty notice fines or other legal sanctions and completion of Common Assessment Form (CAF) referrals.
- To be fully aware of and carry out all work in line with Child Protection Procedures. This may involve attending case conferences, strategy and planning meetings as well as core groups or other meetings in relation to child protection cases that require input.
- To liaise and work with other professionals across Anglian Learning trust and the police, Social Services, Housing , Health and any other statutory and voluntary organisations.
- To keep clear and concise records of all consultations and to write any other reports i.e. annual action plan and summaries, as required for the school.
- To use IT systems to produce reports, often to tight timescales, using word processing and record information including statistical data, providing reports to senior managers and other professionals.
- To acquire and maintain a working knowledge of the statutory framework relating to Academy attendance, child employment, child protection and special needs in order to be able to offer informed advice to parents, school staff, governors and others.
- To support the pastoral team and leaders across the Academy, in advising on all matters relating to attendance and where necessary take the lead role in developing work processes to improve school attendance.
- To work on initiatives which raise the awareness of school staff, parents and the community on the importance of school attendance such as rewards and celebration events.
- To be an active member of the first aid team, providing first aid to students on a rota basis with our other first aiders.

OTHER DUTIES AND RESPONSIBILITIES

- To undertake any duty supervision during break, lunchtime or before or after school as directed by the Academy Leadership Team.
- To participate in training and other learning opportunities as required
- To be aware of and comply with policies and procedures related to child protection and safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Any other duty as requested by the Principal or nominated deputy which is commensurate with the post and appropriate to the seniority and professional experience of the post holder.

Qualifications and Training

Essential

- Willing to learn how to manage and operate software such as SIMs.

Desirable

- Educated to at least A Level standard.
- Knowledge successful attendance strategies both nationally and locally.

Experience

Desirable

- Previous experience working with SIMs in an education setting.
- Experience of working in a school or college context.
- Experience of attendance coordination in a secondary setting

Skills and Knowledge	Personal Attributes
<p>Essential:</p> <ul style="list-style-type: none"> • A high level of organisational ability. • Ability to establish productive working relationships. • Excellent communication skills enabling effective liaison with a wide range of stakeholders, including staff, pupils, parents, governors, the local community and external organisations. • Willing to research and evaluate new software products and evaluate their benefits and drawbacks . • Ability to learn quickly. • Ability to work independently and as part of a team. • Ability to prioritise and meet deadlines. • Discreet and committed to maintaining confidentiality. • Ability to lead and motivate others. • A high level of literacy with the ability to proof-read and draft communications. • Ability to maintain confidentiality when being informed of sensitive information regarding children and families. • Competent in SIMS.net and Excel. • Flexibility in relation to tasks carried out. • Willing to undertake further training as required. • An interest in education. 	<p>Essential:</p> <ul style="list-style-type: none"> • A commitment to safeguarding and promoting the welfare of children. • Energy and enthusiasm. • Confidence. • Resilience. • A sense of perspective. • Ability to remain calm in difficult situations. • Ability to work as part of a team. • Excellent attendance and punctuality. • A liking and respect for young people. • Appropriate professional relationships with colleagues and children.

How to apply

Dates

CLOSING DATE: Midnight, 20th April 2025

INTERVIEW DATES: W/C 28th April 2025

START DATE: 1st September 2025

We reserve the right to close this advert prior to the publicised closing date if we receive a high volume of suitable applications. Applications will be reviewed as received so please apply early to avoid disappointment!

If you are passionate about taking the next step in your career as a Attendance Officer, and meet the person specification we invite you to apply for this exciting opportunity via:
https://ce0976li.webitrent.com/ce0976li_webrecruitment/wrd/run/etrec179gf.open?WVID=612290007I&LANG=USA&VACANCY_ID=1126760hB3

To find out even more, have an informal discussion or arrange a visit to the Trust, please contact Joanna Handsley, HR Officer, via HR@anglianlearning.org.

We reserve the right to close this advert prior to the publicised closing date if we receive a high volume of suitable applications. Applications will be reviewed as received so please apply early to avoid disappointment!

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to robust pre-employment checks including but not limited to an enhanced Disclosure and Barring Service check

This job entails work that is considered regulated activity i.e. work which involves regular close and unsupervised contact with children or vulnerable adults. This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR, Safeguarding and Recruitment can be found on our website: www.anglianlearning.org.

We value diversity and welcome applications from all, including those with protected characteristics under the Equality Act. Should you require reasonable adjustments to support your participation in an Anglian Learning recruitment campaign please do not hesitate to get in contact as we are happy to discuss your requirements.'

Flexible working, including part-time hours and job shares, will be considered for all Anglian Learning roles with the exception of where this is not compatible with the business needs. Should you be interested in flexible working please indicate this on your application.

Privacy Notice for Job Applicants - <https://anglianlearning.org/information/data-protection-policies/>

Please note the photo(s) of pupils attached to this notice were used under the legal ground of consent, for the purpose of preparing publications that promote the schools.



Get in touch

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