



Attendance Officer Bassingbourn Village College

Candidate Information Pack



Contents

Welcome from the Chief Executive Officer	3
Anglian Learning.....	4
Bassingbourn – About Our School	7
Attendance Officer – About the role.....	8
Attendance Officer – Job Description.....	10
Attendance Officer – Person Specification.....	13

Welcome from the Chief Executive Officer

Thank you for your interest in the position of Attendance Officer at Bassingbourn, part of 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, 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 at HR@anglianlearning.org

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

We look forward to hearing from you.

Yours sincerely



Jonathan Culpin
Chief Executive Officer



Anglian Learning

Our mission is to build an innovative partnership of academies that excites, inspires, and empowers our people – pupils, staff, and the community in which we work - to be the absolute best they can be, to have the confidence to think creatively, and embrace new challenges. Through this we will seek to support and inspire our young people to be dynamic learners who will live, grow, and thrive in the local, national, and global community in which they live and will work.

Currently, the Trust educates more than 8000 pupils and employs over 1000 members of staff in 16 schools across three counties, with a 17th school due to open in the near future. Several of our schools provide adult education opportunities, reflecting our commitment to lifelong learning and we also operate our own sport centres, under the banner of Anglian Leisure.

We are recent winners of the NGA Outstanding Governance Award; have a unique partnership with Arts Council England, reflecting our commitment to arts education; and are one of the eight National Creativity Collaborative pilot hubs. We are strategic partners in the local teaching school hub, working closely with other trusts to provide professional qualifications in addition to our own very extensive professional learning programmes.

We provide school improvement support to our schools, alongside finance, human resources, ICT, and estates support. Many of our leaders, teachers, and professional services staff are involved in networks across the Trust to share best practice and build skills and knowledge, with some taking on cross-trust leadership positions.

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 a team within their school and can rely on colleagues for support when needed.

Our four core values and principles guide our work to achieve our vision:



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

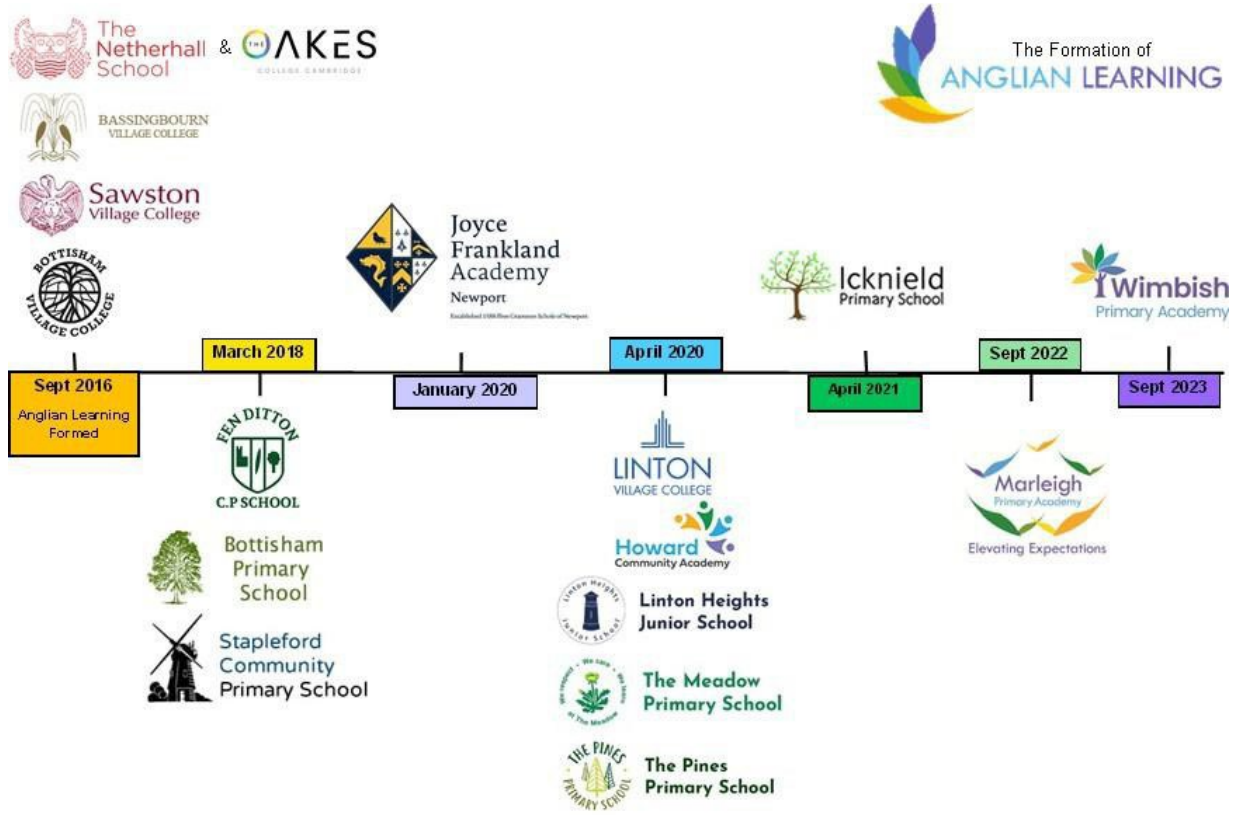
We enable our academies, staff and learners to embrace new ideas and think creatively



Inclusivity

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

It is an exciting time to join our growing community of schools.



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 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



Bassingbourn Village College – About Our School

This is an excellent school; there is a strong positive ethos, where all students are known as individuals and achieve some fantastic qualifications. We are all very proud of our school and the educational opportunities that it provides for our wonderful students.

Our core purpose is to know all our students and treat them as individuals. Developing leadership at all levels. To provide a wide variety of opportunities and experiences through a personalised and engaging curriculum. To nurture individuals to have high aspirations, a love of learning and to become confident, responsible, respectful, resilient, healthy and independent members of society prepared for life and work in the 21st century.

Mr I Stoneham, Principal



Attendance Officer

About the role

Hours: Full Time, 37 hours per week

Working Pattern: Term Time Only, Plus Inset/Training days (39 weeks per annum)

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)

Contract Type: Permanent

Location: Bassingbourn Village College, Bassingbourn, Royston, Hertfordshire, SG8 5NJ

Anglian Learning is a high-performing multi-academy trust responsible for 16 schools in West Suffolk, Cambridgeshire, and Essex, educating over 8,000 pupils and employing more than 1000 staff. Our vision is for dynamic, empowered learners who thrive and lead in their communities: locally, nationally, and globally. Our schools are at the heart of their communities and as well as providing a broad, rich, and vibrant curriculum to pupils they also provide sporting, community education and other facilities and opportunities to their local community.

We are committed to making Anglian Learning a place where everyone feels valued and has equal access to the opportunities our Trust offers. We are always open to discussing flexible working opportunities or making reasonable adjustments to ensure you thrive in your role.

Employee Benefits

Anglian Learning offers the following benefits to staff:

- Career Average Revalued Earnings Pension Scheme (CARE)
- Free membership to all [Anglian Leisure](#)'s Sports Centres - *Bassingbourn, Bottisham, Sawston, Joyce Frankland, Linton and Netherhall*
- 20% Discount on Adult Education Classes run by Anglian Learning School's
- Employee Assistance Programme via Health Assured
- Perkbox discounts and offers
- Cycle To Work Salary Sacrifice Scheme
- Discounted Eye Care Vouchers
- Annual Flu Jab Vouchers



Application

To apply for this vacancy please complete the application process via our [Anglian Learning Recruitment Platform](#), outlining how your skills and experience will enable you to be successful in this role. Please note that CVs will not be accepted. If for any reason you cannot apply via our Anglian Learning Recruitment Platform and need to apply via an alternative accessible format, please do contact us to arrange by emailing hr@anglianlearning.org .

If you would like to arrange an informal discussion, please contact HR@anglianlearning.org
To apply for this vacancy please complete the application process via our website at [Link](#) outlining how your skills and experience will enable you to be successful in this role.
Please note that CVs will not be accepted.

If for any reason you need to apply via an alternative accessible format, please do contact us on hr@anglianlearning.org

Please note applications will be assessed upon receipt and we reserve the right to interview and appoint prior to the closing date

Closing Date: Sunday, 02 February 2025

Interview date: TBC

Start date: ASAP

Anglian Learning is committed to safeguarding and promoting the welfare of young people and vulnerable adults. We expect all staff to share this commitment and those in regulated activity will be subject to an Enhanced DBS Check and online checks. Certificate of Good Conduct and other applicable checks may be requested. 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. Flexible working will be considered for all roles deemed suitable.

As a result of the changes to the UK immigration rules which came into effect on 1 January 2021, Anglian Learning will offer sponsorship for a skilled worker visa under the points-based system, where a role has been deemed to be business critical'. Do contact us to discuss further.

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 school



Attendance Officer– Job Description

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	37 hours per week
Disclosure Level	Enhanced DBS with children’s barred list check
Location	Bassingbourn Village College
Responsible to	HOF

Job 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/carer and external agencies, including the local authority, to ensure that the Academy has high expectations for all pupils to attend school regularly.

Main duties

As Attendance Officer, your main duties will be as follows:

- 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

- 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.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility. The job description will be reviewed through the appraisal process.

Attendance Officer- Person Specification

Education	Essential	Desirable
Educated to at least A Level standard		✓
Willing to learn how to manage and operate software such as SIMs	✓	
Knowledge successful attendance strategies both nationally and locally		✓

Experience	Essential	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		✓

Professional Qualities	Essential	Desirable
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	✓	

Personal Qualities	Essential	Desirable
A commitment to safeguarding and promoting the welfare of children	✓	
Energy and enthusiasm	✓	
Confidence	✓	
Resilience	✓	
Good sense of humour	✓	
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	✓	

Anglian Learning

Lode Road
Bottisham
Cambridge
CB25 9DL
Phone: 01223 811250

Email: hr@anglianlearning.org

Website: www.anglianlearning.org

