



Attendance Officer

GRADE: 08 (Points 12-15)

ACTUAL SALARY: £24,867 – £27,193

**Contract: 37 hours per week, 41 weeks per year
(Term time + 2 weeks)**

Start Date: September 2024

CANDIDATE INFORMATION PACK



What's included within this pack?

Within this pack you will find both information and advice on applying for a role with Esteem Multi-Academy Trust including:

- Welcome from the CEO
- About Esteem Multi-Academy Trust
- Welcome from the Headteacher and Esteem North Academy
- Job advertisement
- Job description and person specification
- Safeguarding and checks
- Application process and timeline

Welcome from Esteem Multi-Academy Trust



Dear applicant,

Thank you for your interest in Esteem Multi-Academy Trust (MAT). The Attendance Officer position presents a fantastic opportunity for somebody who shares our values and beliefs to join our team at a very important time.

We are eager to appoint an outstanding applicant to work collaboratively with the pastoral team to support all pupils to attend the academy.

Esteem North Academy provides programmes of education to pupils identified as being at risk of exclusion, or who have already been permanently excluded from mainstream education. We meet the varied and complex needs of children in Key Stages 2, 3 and 4, at sites located in Chesterfield and in the High Peak.

If you think you have got what we are looking for, we look forward to receiving your application for consideration.

I wish you well in your application.

Yours faithfully



Julian Scholefield
Chief Executive Officer

About Esteem Multi-Academy Trust

Esteem MAT was formed in 2018 and now consists of thirteen academies from the East and West Midlands. Many of our pupils have special educational needs and/or disabilities or are disadvantaged. Therefore, inclusion is our watchword, and our vision is for Esteem to be a learning community of excellence for SEND and alternative provision in the Midlands. However, we want mainstream schools to join us too as they have many pupils with SEND or who are disadvantaged. We want all our pupils to achieve their full potential whatever type of school they attend.

Our vision is to be a Trust that:

- Leads and supports our academies to provide the highest standards of education and development for all our pupils
- Enables academies with a shared sense of purpose to benefit from alignment whilst maintaining individuality
- Provides a strong, collective voice for our academies at a local and national level
- Delivers support and SEND expertise to our academies and to other schools and local authorities

Our vision will be delivered via our three core strategic aims. Everything we do should be ultimately focused on doing these three things well:

- We will provide an ambitious, inspirational, bespoke education, setting the foundation for the future and ensuring our young people are ready for the world.
- We will deliver high standards and value for money from our support services, resources, estate and technology.
- We will invest in and support our people, exploiting opportunities for collaborative, continual professional development, sharing of expertise and best practice

Our people are our most valuable resource. We invest in them by providing high quality specialist training, opportunities to collaborate and develop their careers within Esteem.

We greatly value each school's unique identity, which reflect the diverse needs of the pupils. It is also important to us that our pupils feel they belong to their school community. This is why we believe that our schools need strong leaders and governors who understand their local context. Being part of a family of schools in a trust brings the added benefits of support and collaboration. We know that sharing ideas and working together are the best ways for our schools to continue to improve for the benefit of all our pupils.

About Esteem North Academy



Dear applicant,

Thank you for your interest in the role of Attendance Officer at the Esteem North Academy. I am very pleased that you are considering applying to work at our academy where we all work hard to ensure that every pupil 'achieves their full potential'.

Esteem North Academy provides programmes of education to pupils identified as being at risk of exclusion, or who have already been permanently excluded from mainstream education. We meet the varied and complex needs of children in all Key Stages up to KS4, at sites located in Chesterfield and in the High Peak. Our primary aged site is located at Barrow Hill, Chesterfield and we have two KS3/4 sites, one in Hasland, Chesterfield and one in the High Peak.

Pupils may be permanently excluded or at risk of permanent exclusion from mainstream and therefore require a curriculum to help them re-engage in education. We have a full blended learning offer with work experience, off site alternative vocational provisions and some peripatetic teaching in pupil's homes to meet pupil need where required. We are undergoing many developments at this time and have a new leadership team to drive the academy forwards with our curriculum offer and quality of buildings. It is an exciting time to join us!

Every child deserves an education. Our primary aim is to support and re-engage young people, enabling them to think positively about their future pathway, and life after the Support Centre, whether that be re-integration into mainstream, further education or employment. Our Vision: "Inspire, Achieve, Exceed"

Our Pupils will:

- Feel safe, valued and trusted
- Recognise and achieve their full potential
- Take responsibility for their behaviour, and make healthy lifestyle choices
- Be positive about themselves and their future
- Be tolerant of others, and of the beliefs and views of others
- Be successful learners, both independently and when working with others
- Be self-motivated and have high expectations

We will achieve this by:

- Creating a safe learning environment, free of stigma and negativity
- Celebrating the success and achievements of every member of the learning community
- Establishing nurturing and supportive relationships between staff and pupils
- Setting high expectations for behaviour and academic success

- Providing a broad, balanced and relevant curriculum that provides the skills, confidence and qualifications to access opportunities in life
- Innovating learning, to engage and inspire
- Promoting tolerance and mutual respect
- Providing opportunities for students, parents and carers to voice opinions which form part of the decision-making process
- Providing an inclusive programme of learning opportunities and experiences that promote engagement

Further information about our academy can be found on the website at www.esteemnorthacademy.co.uk

Yours faithfully

Janine Dix

Janine Dix

Headteacher

The advertisement

Job Title: Attendance Officer

Location: The successful candidate will have a nominated base for mileage purposes but will be expected to work peripatetically at all of our academy sites:

High Peak site 25 High Street, Chapel-en-le-Frith, SK23 0HD

Barrow Hill site Station Road, Barrow Hill, Chesterfield, S43 2PG

Hasland site, The Green, Hasland, Chesterfield, S41 0LN

We are also seeking an additional site in the Chesterfield or surrounding area

Grade/Scale: 8 (points 12-15) Actual Salary £24,867 – £27,193

Contract: 37 hours per week, 41 weeks per year (Term time + 2 weeks), with at least one day per school holiday for admin and analysis

Start date: September 2024

We are seeking to appoint an experienced and outstanding practitioner to work collaboratively with the pastoral team to provide comprehensive advice, support and proactive action to ensure that pupils improve their attendance. This role will involve identification of pupils who are persistent absentees, severe persistent absentees and those who are not improving their attendance over time. The successful candidate will work with pupils, their families, all of our sites, APs and supporting agencies to identify barriers to attendance and plan to overcome these. The attendance officer will also ensure that we are compliant with register completion, national guidance from the DfE and take responsibility for our attendance and related policies. This role will ensure that pupils are seen daily and you will take proactive action to coordinate safe and well home visits across the academy where pupils have been absent.

The attendance officer will involve implementing formal consequences such as penalty notices and holidays fines. Data analysis will be completed half termly to identify all families who require intervention by formal action via letter following the Local Authority guidance. This will involve thorough recording and the additional 6 days out of term time will allow for a day per half term holiday to complete this data analysis and identify formal intervention. This can be completed at home and candidates are not expected to attend the academy during school holidays.

You will provide support for pupils across all sites, supporting staff with their attendance knowledge and practise. You will be responsible for arranging your own diary and working peripatetically in order to best meet the needs of the pupils. This role will involve ensuring that pupils receive swift intervention and support to keep them safe, identify risks to any non-attendance and initiate rapid action. This role will also involve the celebration of improved attendance through our rewards policy. Days will be varied in order to meet the needs of the pupils. You will be led by our Assistant Headteacher who manages the pastoral team and you will communicate with the safeguarding team daily.

Benefits include: LGPS Pension Scheme, Westfield Health membership and laptop.

For further information, please contact support@esteemnorthacademy.co.uk or visit our website <https://www.esteemmat.co.uk/vacancies>. Please use the relevant application form on the MAT website; CVs alone will not be accepted. All suitable applicants will be invited to an informal tour prior to selection for interview.

Closing date for applications: 01 July 2024 (23:59)

Interviews: TBC

We reserve the right to interview suitable candidates upon application and may close the application process prior to this date

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Job description and person specification

Job Description: Attendance Officer

Esteem North Academy, Esteem Multi-Academy Trust

Job Title: Attendance Officer

Reports to: Assistant Headteacher

Grade: 08

Contract: 37 hours per week / 41 weeks per year

Actual Salary: £24,867 – £27,193

Aims: We are seeking to appoint an outstanding and knowledgeable attendance practitioner to work across our academy to improve attendance and ensure that we have rigorous systems and recording in place. The successful candidate will work across all sites to offer comprehensive support and intervention to ensure that pupils are attending school and that we are swift to act where safe and well visits are required.

Main Duties and responsibilities:

- To ensure that the academy has a current attendance policy that is in line with DfE guidance
- To ensure that registers are taken, correct coding is used and all staff have the knowledge to complete registers effectively
- To monitor daily attendance and ensure that pupils are seen following our policy and coordinate safe and well visits across the academy, completing these yourself and liaising with other colleagues in addition
- Follow CME guidance and complete CME referrals following policy
- Complete half termly attendance analysis to identify persistent and severely persistent absentees, those that have improved, vulnerable group analysis and ensure that formal intervention via letter is followed swiftly
- To monitor and produce data for punctuality
- To contribute to attendance reporting to SLT and the governors half termly
- To contribute to academy development plans and evaluate progress
- To quality assure attendance recording across the academy and ensure this is rigorous
- To proactively intervene to make amendments so that pupils can attend school
- To liaise and seek involvement from parents / carers, teachers, support staff and external agencies including the FASST Team in relation to the welfare of individual pupils
- To ensure good attendance of pupils on-site and off site in our APs and suggest timetable changes where patterns of non attendance are highlighted
- To carry out home safe and well visits for pupils who have not attended
- To help to organise and administer appropriate rewards for positive attendance
- To ensure that whole academy attendance is known by all staff weekly and that attendance is a culture emphasised by all staff
- To communicate with site leads, teaching staff and tutors about attendance concerns
- To contribute to the academy CPD offer with attendance related subjects
- To contribute to the Pupil Information Packs (PIPs) by recording attendance actions so that reports to parents are accurate.

Academy culture and behaviour

Under the direction of the Assistant Headteacher you will:

- Create a culture where pupils experience a positive and enriching academy life and staff realise that attendance is everyone's responsibility
- Uphold high standards in order to prepare pupils from all backgrounds for their next phase of education and life

- Ensure a culture of staff professionalism and resilience
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in the academy.

Additional and special educational needs (SEN) and disabilities

Under the direction of the Assistant Headteacher you will:

- Promote a culture and practice that enables all pupils to access education
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the academy works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Be aware of class profiles and pupils needs in EHCPs
- Make sure the academy fulfils statutory duties regarding the SEND Code of Practice.

Professional development

Under the direction of the Assistant Headteacher you will:

- Ensure that you take up appropriate CPD to develop your own expertise
- Keep up to date with developments in DfE and national guidance, initiatives and trends
- Lead on attendance CPD where required
- Be aware of the attendance trends in APs and nationally.

Please note that this 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 Officer will carry out. The postholder may be required to do other duties appropriate to the level of the role.

OTHER GENERIC RESPONSIBILITIES:

- Represent and promote the ethos and values of Esteem Multi-Academy Trust
- To take, and be accountable for, all decisions made within the parameters of the job description
- Participate with performance management and CPD training and activities that contribute to personal and professional development for self and others within the academy
- Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description
- The post holder will be working in a developing environment and will therefore be expected to undertake other appropriate duties as required for the effective operation of the Trust.

Person Specification: Attendance Officer

Esteem North Academy, Esteem Multi-Academy Trust

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Driving licence, transport and business insurance • GCSE or equivalent in English and Maths
Experience	<p>ESSENTIAL</p> <ul style="list-style-type: none"> • Several years working in a role with a high prominence on school aged attendance • Of implementing proactive attendance intervention • Of issuing warning letters to parents • Of rigorous recording • Of CME referrals • Of attendance recording using a school management information system • Experience of working with challenging and vulnerable young people • Of safe and well home visits • Of liaising with families and maintaining effective communication • Of data analysis to identify trends and patterns to devise strategies plans to improve • Of working above and beyond and of contributing to a team for the greater good • Of supporting pupils with non- academic needs • Of liaising with parents and other agencies such as social care • Of referrals to safeguarding where attendance is cause for concern • Planning and delivering of CPD. <p>DESIRABLE</p> <ul style="list-style-type: none"> • Experience of working in a multi sited school or of travelling off site • Of organising off site trips for attendance rewards • Of working with pupils who are educated off site through a variety of offers such as APs, online learning and work experience
Skills and knowledge	<p>ESSENTIAL</p> <ul style="list-style-type: none"> • Knowledge of correct attendance coding • Of DfE guidance for school attendance • Knowledge of Derbyshire’s formal attendance penalty notice procedures • Ability to be a proactive strategic planner but to also think and react appropriately • Data analysis skills, and the ability to use data to set targets and measure progress to show the academy in it’s best light • Effective communication and interpersonal skills • Ability to build rapport with challenging pupils with varying needs • Ability to build effective working relationships • Knowledge of current and effective attendance and safeguarding practices including CME • Ability to work across multiple sites at rapid pace • Excellent IT capabilities • Ability to set your own calendar and multitask across sites

	<ul style="list-style-type: none"> • Ability to reflect on systems and routines and be creative to develop these where required <p>DESIRABLE</p> <ul style="list-style-type: none"> • Of the PEX and reintegration process • Knowledge of off- site APs
<p>Personal qualities</p>	<p>ESSENTIAL</p> <ul style="list-style-type: none"> • Leadership and drive • A commitment to achieving the best outcomes for all pupils and promoting the ethos and values of the academy • Hardworking and flexible • An excellent role model to staff • Calm, organised, thorough and proactive • A good sense of humour • To have a good level of self- reflection and be able to respond to positive criticism to develop professionally • Ability to work under pressure and prioritise effectively • Ability to maintain resilience and positivity • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.

Safeguarding and checks

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Esteem Multi-Academy Trust's Safeguarding Policy applies to all adults, including volunteers and agency staff, working in or on behalf of the MAT. Esteem Multi-Academy Trust's Safeguarding Policy applies to all adults, including volunteers and agency staff, working in or on behalf of the MAT. Our Safeguarding and Child Protection Policy can be found on the Esteem MAT website: <https://www.esteemmat.co.uk/policy-documents/>

Each student's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with special educational needs and disabilities, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world positively. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all students within our academies.

The MAT pays full regard to the DfE 'Keeping Children Safe in Education September 2023' guidance. We ensure that all appropriate measures are applied in relation to everyone who works for the MAT who is likely to be perceived by the students as a safe and trustworthy adult including volunteers and agency staff. As part of our safer recruiting practises, we scrutinise applicants; verify their identity, academic or vocational qualifications, obtain professional and personal references, check full employment history and ensure the applicant's health and physical capacity is suitable to undertake the role. Interviews and DBS checks are also undertaken.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, either paid or voluntary, your current employer will be asked about disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any investigation or disciplinary proceedings.

If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children or young people, your current employer will be asked about your suitability to work with children and young people, although it may be answered "not applicable", where appropriate, if your work has not brought you in to contact with children or young people.

Application process and timeline

Application forms are available on our website at <https://www.esteemmat.co.uk/vacancies>.

Your skills and experience will be matched against the criteria in the Person Specification. You will be selected for interview purely on your application form, so please ensure that you read the Job Description and Person Specification carefully before you complete your application form.

All candidates invited to interview and assessment must bring the following documents; original documents only, copies will not be accepted:

- Documentary evidence for your right to work in the UK
- Documentary evidence of identity which meets the DBS requirements i.e. current photocard driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address i.e. utility bill, financial statement etc.
- Where appropriate, documentation evidencing a name change
- Educational or professional qualifications that are necessary or relevant for the post

Further information relating to DBS check documentation requirements can be found on the Government website at <https://www.gov.uk/guidance/documents-the-applicant-must-provide>.

If you are not the successful candidate, all your personal information will be destroyed, in a secure way, in line with General Data Protection Regulations (GDPR May 2018) guidelines.

References will be sought for shortlisted candidates for any central office-based positions and we may approach previous employers for information to verify experience or qualifications prior to interview. Any relevant issues arising from references will be discussed at interview.

Your completed application form and supporting letter should address and evidence the essential and desired criteria in the Person Specification.

Closing date for applications: 01 July 2024 (23:59)

Interview date: TBC

We reserve the right to interview suitable candidates upon application and may close the application process prior to this date

For further information, please contact support@esteemnorthacademy.co.uk or visit our website <https://www.esteemmat.co.uk/vacancies>. Please use the relevant application form on the MAT website; CVs alone will not be accepted. All suitable applicants will be invited to an informal tour prior to selection for interview. Use the relevant application form on the Esteem MAT website; CVs alone will not be accepted.