



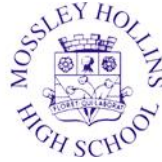
**TAME RIVER  
EDUCATIONAL  
TRUST**

# **Attendance Officer – Droylsden Academy Candidate Information Pack**

**Great schools in which to learn, teach and belong.**



**TAME RIVER  
EDUCATIONAL  
TRUST**



## Welcome to Tame River Educational Trust

Dear Candidate

Thank you for your interest in the post of Attendance Officer with Tame River Educational Trust.

Tame River Educational Trust was established in 2022, with Tameside and Clarendon Sixth Form College as our sponsor. We grew from our desire to make a significant difference to the school days and life-chances of all our young people, including and especially young people who have fewer socio-economic or prior educational advantages.



Our mission is to establish great schools in which to learn, teach and belong. Schools which promote learning, develop character, value diversity and build cultural capital. By the age of 16 we aim for every student to progress to suitably challenging post-16 studies and apprenticeships.

Each of our schools is committed to academic rigour, a spirit of enquiry, talent and character development and providing our students with a significant educational dividend.

The Trust is currently comprised of one academy and one associate school, who will become a full member of the Trust in the near future.

As a Trust we do so much more, and we are growing! We are an ambitious Trust in which to study and work. All our members of staff, both teaching and support staff, are dedicated, committed professionals.

We recognise that our staff are our greatest asset and our Talent and HR strategy places people at the heart of our work.

If, after reading everything about us, this sounds like a Trust you would like to work for, we would very much welcome an application from you.

Phil Wilson  
Chief Executive Officer

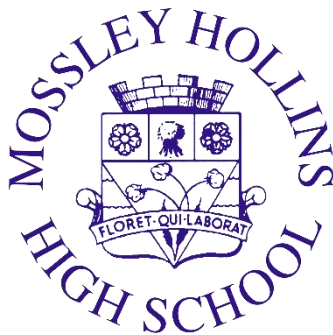


## An Introduction to our Trust Schools



Droylsden Academy is an Ofsted rated Good school, where students are able to thrive and belong. It is heavily oversubscribed which is a testament to its incredible success.

Website: <https://www.droylsdenacademy.com/>



Mossley Hollins High School is an Ofsted rated Good school. Mossley Hollins is currently an associate school within the Trust, and will become a full member in the near future. This school is also heavily oversubscribed.

Website: <https://www.mossleyhollins.com/>

## Application Procedure

For a confidential discussion on current vacancies please contact the HR Team at [hr@droylsdenacademy.com](mailto:hr@droylsdenacademy.com).

To apply for the role please complete the application form – available to download from our website and return it to [hr@droylsdenacademy.com](mailto:hr@droylsdenacademy.com).

**In compliance with Safer Recruitment Guidelines, CVs will not be accepted.**

Advertised: 28 February 2025      Closing date for Applications: 14 March 2025 at noon.

Interview Date: Will be held as soon as possible following the closing date.

*Shortlisted candidates will be contacted with details of the interview process. If you have not heard from us within 5 days of the closing date, please assume your application has been unsuccessful, on this occasion.*

### **Safer Recruitment**

The Tame River Educational Trust is an equal opportunities employer and welcomes applications from all sectors of the community. We are committed to protecting our students and staff and therefore have a rigorous recruitment process which includes assessing candidates' suitability to work with children. All staff will be required to hold an enhanced DBS Disclosure, with Children's Barred List Check.

### **Equal Opportunities**

The Tame River Educational Trust believes that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in our schools have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation, religion or belief.

Tame River Educational Trust and all its schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

<b>Job description</b>	
The Tame River Educational Trust and its schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
<b>Job Title:</b>	Attendance Officer
<b>Reporting to:</b>	Attendance and Safeguarding Lead
<b>Hours &amp; Salary</b>	The normal working hours will be 25.5 hours a week, ideally worked over 5 days, term-time only. The salary for this position will be paid on Grade E points 11 – 16 (currently £27,269 - £29,572 per annum, full time equivalent). The actual salary to reflect the term time and part time nature of the contract will be £16,614 - £18,017 per annum.
<b>Role Overview</b>	To work closely with students, staff, parents and external partners to ensure the best possible attendance of all students at Droylsden Academy.  This job description is written at a specific time and is subject to change as the demands of the Academy and the role develops. The role requires flexibility and adaptability and all employees need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.
<b>Child Protection and Safeguarding:</b>	The successful candidate must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Child Protection and Safeguarding Policies, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.
<b>Main duties and responsibilities:</b>	<p><b>As an Attendance Officer, you are expected to:</b></p> <ol style="list-style-type: none"> <li>1. Establish the reason for non-attendance, make assessments and agree a plan for facilitating a return to school using appropriate strategies within specified timescales.</li> <li>2. Follow up on missing reasons for absence and unauthorised absences.</li> <li>3. Undertake home visits to non-attenders and when there are persistent attendance concerns.</li> <li>4. Keep clear and concise records of all consultations/meetings and to write action plans, summaries and any other reports, as required for the Academy.</li> <li>5. Provide attendance reports, as required.</li> <li>6. Deal with attendance enquiries from staff and parents and producing attendance lists where necessary.</li> <li>7. Prepare applications for Education Supervision Orders to the Family Proceedings Court.</li> <li>8. Prepare cases of non-Academy attendance for the attention of the Exclusion, Behaviour and local authority panels.</li> </ol>

	<ol style="list-style-type: none"> <li>9. Keep up to date with current legislation and current practice related to attendance.</li> <li>10. Network with other attendance officers and share best practice.</li> <li>11. Develop and promote a good working relationship with the local authority staff with responsibility for attendance.</li> <li>12. Work in line with statutory guidance (e.g. Keeping Children Safe in Education) and the Academy’s Child Protection and Safeguarding Policy</li> <li>13. Be alert to when persistent absence becomes a safeguarding concern and early help may be required.</li> <li>14. Work with the designated safeguarding lead to promote the best interests of students, including sharing concerns where necessary.</li> <li>15. Promote the safeguarding of all students in the Academy.</li> <li>16. Be self-motivated</li> <li>17. Manage and prioritise you own workload.</li> </ol> <p><b>As a member of staff, you are expected:</b></p> <ol style="list-style-type: none"> <li>1. To safeguard all students, promoting their safety, health, and welfare in accordance with school policy, both on the school premises and on school activities elsewhere</li> <li>2. To follow and uphold all school policies and be an excellent ambassador for the Trust and Droylsden Academy</li> <li>3. To have a responsible and diplomatic approach to matters of a confidential nature</li> <li>4. To ensure awareness of what is happening in and around the school; checking and responding, where necessary, to school emails regularly and at least once every school day</li> <li>5. To develop yourself through engaging with CPD, including ICT training, in order to maximise effective use of all school systems</li> <li>6. To undertake any other duties that might be reasonably requested, by the Co-Headteachers, Curriculum Leader, Line Manager, or any other member of the senior leadership team. Any request will correspond with the general character of the post and are commensurate with the level of responsibility.</li> </ol>
<p><b>Health and Safety:</b></p>	<p>The post holder must, at all times, work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the School’s and LEA’s policies and procedures. The postholder is responsible for their own Health and Safety, as well as that of their colleagues.</p> <p>All Trust schools are non-smoking sites.</p>
<p><b>General:</b></p>	<p>This job description may be reviewed at the end of each academic year or earlier if necessary. In addition, it may be amended at any time in consultation with the post holder. The post holder will be expected to participate in the Academy’s appraisal programme and to participate in appropriate staff training and development activities.</p>

<b>Person Specification</b>			
	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Grade C or above in GCSE English and mathematics</li> <li>• NVQ Level 2 or equivalent</li> <li>• Valid driving licence with use of own car (with business insurance to fulfil the role)</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant further or higher education / Training</li> </ul>	<ul style="list-style-type: none"> <li>• Production of the applicant's original certificates</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Values driven</li> <li>• Working in a similar role or in an administrative / office-based role</li> <li>• Use of data management systems e.g. Bromcom, SIMS</li> </ul>	<ul style="list-style-type: none"> <li>• Working in an inner-city area of high deprivation</li> <li>• Working in a school</li> <li>• Working with families</li> <li>• Providing administrative support to senior managers</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form.</li> <li>• Interview</li> <li>• Professional references</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• IT Literate, especially Excel, Word, google docs</li> <li>• Analytical thinker</li> <li>• Efficient administrator</li> <li>• Ability to prioritise and work to deadlines</li> <li>• Strong attention to detail and the ability to maintain high levels of accuracy</li> <li>• Strong organisational skills</li> <li>• Effective communication skills</li> <li>• Ability to maintain confidentiality and discretion at all times</li> <li>• Ability to prioritise and work under pressure</li> <li>• Commitment to safeguarding and promoting the welfare of children and young people</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of current school attendance legislation and guidance</li> <li>• Knowledge of working with different agencies to improve student attendance</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>



<b>Personal competencies and qualities</b>	<ul style="list-style-type: none"><li>• Strong moral purpose and drive for improvement</li><li>• Mission-aligned</li><li>• Humble and kind</li><li>• Motivated, enthusiastic and flexible</li><li>• Passion for helping children and young people learn</li><li>• Trustworthiness and integrity</li><li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li><li>• Ability to engender confidence in young people</li><li>• A warm, friendly, and patient manner</li><li>• Ability to build positive relationships with all students that allow them to achieve to their highest potential</li><li>• Discipline and time management skills</li><li>• A belief in the value of others</li><li>• A willingness to learn new skills and approaches and to share experiences with others</li><li>• A sense of humour</li></ul>		<ul style="list-style-type: none"><li>• Contents of the application form</li><li>• Interview</li><li>• Professional references</li></ul>
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