

Attendance Officer

Closing date: Monday 31 January 9am

Interviews expected to take place: w/c 7 February 2022

Start date: February/March 2022



Grow together.

Excel together.

Learn together.

When schools collaborate, incredible things happen.

Together Learning Trust is a thriving group of five schools, two secondary and three primaries, inspiring over 3500 young people. We are driven by a shared commitment to providing magical learning experiences for all our children and a belief that all of them can achieve great things.

Exceptional achievement stems from developing world class teaching and learning. **Creativity** is the core of our values. Our staff are amazing, in both the relationships they forge and the incredible range of opportunities they make possible. We get great results, but we give and expect so much more. We are shaping a generation of future global citizens with the character they need to succeed; with the integrity and commitment to **excellence** that will enable them to thrive.

We cherish our staff, support their wellbeing and enable them to flourish. We never stop learning, so we invest in both our teachers' and schools' development and by reaching out to leading educational research to keep ahead of our game. Being part of Together Learning Trust feels special due to the unique nature of the schools and the opportunities it brings for staff, students and communities to collaborate. For everyone involved in our Trust our mission is simple. To **Grow, Excel, and Learn Together.**

What could we do, together?

David Lord, Chief Executive Headteacher

Work together.

Together Learning Trust schools are wonderful places to work. We value and support our team across all our schools, and recognise the ideas, experience and expertise of our staff. The Trust schools work closely together to identify and then implement the best school development strategies across schools. Our aim is to grow great people and talent.

Together Learning Trust believes in great leadership that inspires staff to achieve more for their young people. Our teacher training programmes ensure staff are always at their best in the classroom. Being part of the Trust opens up new opportunities for staff development. We place young people front and centre in all we do and we expect them all to achieve great things. They lead and shape the progress of their school community. School life is enriching and purposeful for everyone and parents engage fully in supporting their children to achieve great things.

OUR CORE PURPOSE IS GROW, LEARN, ENJOY AND EXCEL TOGETHER.

Together Learning Trust works from the ground up, not the top down. We place young people front and centre in all we do and we expect them all to achieve great things. They lead and shape the progress of their school community. School life is enriching and purposeful for everyone and parents engage fully in supporting their children to achieve great things.

OUR TEAM

Together's school development strategy is based on **collaboration, integrity** and **creativity**. Central to that is valuing the unique strengths of our schools, and creating structures that harness and share expertise throughout the trust to enable everyone to learn and excel. Together we form a supportive structure which gives us all strength to flourish.

Our team includes all the staff at all the schools in our partnership, and everyone who shares our commitment to providing magical learning experience for all our children. Together Learning Trust believe in exceptional leadership that inspires staff to achieve more for our young people. We have a great leadership team in place, who bring a wealth of expertise and wisdom gained through many years in education and business.



Attendance Support at Honley High School

Our Department

The Attendance Team at Honley consists of 3 members of staff:

- Assistant Headteacher (Behaviour)
- Teacher in Charge of Attendance and Admissions
- Attendance Officer.

In addition, there is support from members of the data and administrative team.

The Attendance team works particularly closely with pastoral staff including Heads and Deputy Heads of Year in addition to the Inclusion team and Behaviour Support team.

Discover a special place to work and study

For a really good sense of what our school and students are all about, explore our website at www.honleyhigh.co.uk, read our prospectus, and visit our busy Facebook page <https://www.facebook.com/HonleyHighSchool/>.

If you think you'd be a good fit for our ambitious, exciting and caring school, apply now. Please contact recruitment@honleyhigh.co.uk if you have any questions.

Honley High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake an enhanced DBS check.



Job Title: Attendance Officer

Salary Grade: Grade 7 (SCP 14-17) £19,396 to £20,582

Line Manager: Lead Teacher for Attendance and Admissions

Start Date: February/March 2022

Purpose of the post:

- To support academic and pastoral colleagues in by developing, managing and monitoring the school attendance data systems to identify and target students requiring further support.
 - To liaise with parents, educational social workers (and other relevant external sources) and feeder schools to facilitate and implement an agreed programme of support with regards to students who meet agreed intervention criteria.
 - To identify students who may require such support in the future.
 - To develop and maintain a display area for attendance and punctuality and implement a system of awards for related student achievements.
 - To communicate effectively with parents, students and colleagues to effectively promote and support the attendance, safeguarding and wellbeing of all.
 - To engage fully with the school's professional development, quality assurance and performance management processes in order to develop practice and provide the highest standards of education and care for our young people.
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Key responsibilities:

Attendance support

- To be responsible for the management, recording, maintenance, processing and management of attendance data
- To monitor class registers and follow-up on any outstanding marks by issuing appropriate reminders to staff. Maintain accurate records of registration for the Headteacher
- To produce weekly register reports for tutors and input any returns from tutors. Maintain accurate records of register checks for the Headteacher
- To produce statistical reports for the Leadership Team, Heads of Year and outside agencies as requested
- To report to parents on specific aspects of information required regarding systems and practices relating to attendance
- To maintain and further develop a display area for attendance and undertake the organisation of awards and student achievements in this area
- To operate systems for monitoring student attendance and punctuality
- To develop and manage an attendance and punctuality awards scheme, including design and implementation of attendance and punctuality certificates
- To liaise with the Leadership Team and appropriate staff regarding student absence and lateness.
- To meet with LA officers and consultants regarding school/students' systems and practices including attendance and punctuality
- To regularly meet with Pastoral Staff and ESW to assist in the production and implementation of individual student support programs, including action plans and targets
- To liaise with parents/guardians by phone, invitation to school or through home visits and otherwise facilitate individual support programs for the students through liaison with allocated learning mentor
- To Liaise with primary feeder schools and assist in the identification of future students who may require 'transition' support and liaise with appropriate staff to ensure that systems and

practice are in place

Home-school liaison

- To maintain regular contact with parents/carers of students in need of extra support in regards to attendance to enable good dialogue between home and school so each have a clear understanding of the level of available needs and support provided
- To work with school staff to ensure clear and constructive communication between school and home

Other activities

- To contribute toward maintaining displays that celebrate the efforts and achievements of children
- To attend and contribute towards team meetings as required
- To assist in training new and temporary members of the team, particularly on the school attendance strategy and associated policies and procedures

Other Specific Duties

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task 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.

This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check.

Person Specification

To be assessed through application, reference and interview

Criteria	Essential	Desirable
Qualifications		
Functional literacy and numeracy skills – GCSE Grade C or above in English and Mathematics (or equivalent)	✓	
NVQ Level 3 (or equivalent) or ability to work at that standard	✓	
Recent and relevant training or CPD	✓	
A full driving licence	✓	
Current First Aid Qualification		✓
Experience		
Previous experience of working directly with children (preferably within a school setting)	✓	
Experience of developing effective strategies to promote good attendance in children		✓
Experience of delivering effective student support programs to develop good attendance for students		✓
Knowledge and skills		
Understanding of and commitment to the school Equality policy and how this relates to the duties associated with the role	✓	
Knowledge and understanding of attendance software packages and the ability to use these efficiently to provide data to support the improvement of attendance in school.		✓
Knowledge and understanding of software packages such as Word and Excel and the ability to use these efficiently to provide data to support the improvement of attendance in school.	✓	
Knowledge and understanding of GDPR and the need to maintain the strictest confidentiality about matters relating to the school, staff, students and parents.	✓	
Ability to communicate clearly and articulately when dealing with children, parents, staff and the wider community	✓	
Ability to write formally and accurately when producing reports and updating school records	✓	
Awareness of Health and Safety processes and protocols		✓
Commitment to continuous professional development and coaching	✓	
Personal Qualities		
Commitment to promoting the ethos and values of the school and getting the best outcomes for all children	✓	
Passionate belief in the potential of all young people	✓	
Ability to relate to children/young people from diverse social backgrounds	✓	
Ability to work on own initiative and as part of a team	✓	
High expectation of self and others	✓	
Listen to and reflect on feedback from others	✓	
Excellent punctuality and attendance	✓	
Energy, imagination, enthusiasm and dynamism	✓	
Integrity, loyalty and personal commitment	✓	
Sense of humour and ability to maintain a sense of perspective	✓	