

INTAKE ACADEMY



Astrea Academy Trust
INSPIRING BEYOND MEASURE

Attendance Officer



CANDIDATE PACK



Open Letter from our Principal

Dear Applicant,

Thank you for your interest in the post at our Academy.

We have the highest aspirations for all our children here at Intake, celebrating their achievements and recognising their successes. We strive to create a positive, stimulating environment, where there is a real sense of belonging, where everyone is supported, empowered and challenged to achieve their potential. We embrace diversity and work hard to ensure we are at the heart of the community, working together for the good of all.

We place high quality teaching and learning at the heart of all that we do and offer exciting and innovative learning opportunities for all; delivering a rich knowledge curriculum and encouraging a love of learning. This is a supportive and rewarding place to work. Our staff are experienced and hard-working, and our children are motivated. Our core values of Tenacity, Scholarship, Curiosity, Empathy, Resilience and Aspiration run through the school and create a calm, happy and hardworking ethos with a strong commitment to the success of all pupils.

Intake Primary Academy has improved year after year due to the emphasis we have placed on high aspiration and consistently excellent teaching. Our children behave well and work extremely hard. All staff are committed to providing the very best for all children. Teamwork is a strong part of our ethos, with a supportive staff and a culture of continual improvement in all that we do, we seek to continue on our journey to be the best that we can be; inspiring beyond measure. We have a strong team that drive school improvement and strive for the best outcomes for all learners.

The Academy is seeking to attract a talented, knowledgeable, and committed attendance officer who can demonstrate focused, resilient aspirations for all our children. The successful candidate will have the opportunity to work in a vibrant, professional learning community that seeks excellence and be a key part of our next chapter of innovation.

Astrea Academies Trust is an inspirational academies network that aims to give children and young people from all backgrounds an education that will transform their lives. Membership of the Astrea Academies Trust provides enhanced CPD opportunities for staff.

We are seeking to recruit those who share our moral purpose and are seeking to continually develop their skills to ensure excellence. I look forward to showing you around our Academy and answering any questions you may have.

Look forward to meeting you.

Helen Broad

Principal at Intake Primary Academy



Job Description

JOB TITLE:

Attendance Officer

REPORTING TO:

Principal

SALARY RANGE:

FTE: Grade 4 - 6 £23,114 - £25,119 per annum

ACTUAL SALARY IF PRO RATA:

£14,890 - £16,181

CONTRACT TYPE:

Permanent

WORKING PATTERN:

27.5 hours per week, 39 weeks per year



We can offer you:

Enthusiastic and caring children who are keen to learn.

An opportunity to be part of an inspiring team that plays a central role in the broad and diverse community it serves.

An opportunity to make a difference to the lives of the young people and families in Doncaster.

Commitment to your continuing professional learning and career development.

A hardworking team who are committed to promoting high achievement across the curriculum and school .

A good humoured, industrious, highly skilled and enthusiastic staff team.

Supportive and effective leadership.

Access to the local Government Pension Scheme and our Employee Assistant Programme.

Astrea Academy Trust is fully committed to being diverse and inclusive workforce where together we can embrace each other's unique individuality, background and heritage. We believe that by reflecting and representing the communities and people we serve, we will better and further the life chances of our pupils.

Role Description

Purpose

- To be a key player in driving improvement of attendance and punctuality at Intake Primary Academy to be in line or above national expectations, by working within a team to implement successful strategies.
- To implement and embed systems to support the Academy in raising attendance, investigating persistent absences and improving punctuality.
- To fulfil administrative functions associated with the role.
- To work with staff, children and their families to promote high levels of attendance and challenge any non-attendance.

Main Duties and Responsibilities

- Be a key player in driving improvement of attendance and punctuality throughout the academy to be in line with or above national expectations.

Carry out attendance related duties including but not limited to:

- Challenging those who are persistently absent;
- Daily Management and operation of the first day calling system -receive and make telephone calls to parents/carers relating to children's absence
- Identify with the DSL children who need home visits each day. Conduct or accompany on required home visits.
- To contact families in response to allocated referrals i.e. home visits and/or meetings in the school. Including safe and well checks as required.
- Ensuring attendance records are accurate and correctly coded according to DfE guidance
- Fulfil administrative functions associated with attendance.
- To establish the reason for non-attendance, make assessments and agree a plan for facilitating a return to the school using appropriate strategies within specified timescales. Meet with school staff, students, parent/carers to identify individual problems and possible solution.

- Monitoring of attendance registers daily - Ensure all missing marks/absences are accounted for and entered our MIS system – Bromcom. Monitor the attendance and punctuality of all groups
- Record actions for children leaving academy early for illness, appointments etc ensuring all children have been signed in and out appropriately on entry sign..
- Ensure all registers are completed fully and accurately and to remind staff where necessary to complete registers.
- Create and maintain positive and productive relationships between home and academy in order to establish the reasons for non-attendance and to provide information to the DSL and SLT
- Arrange and keep clear and concise records of all meetings/consultations/phone calls and complete reports as required by the academy. Manage records, information and data producing analysis and reports.
- Communicate and liaise with all stakeholders as appropriate. Providing attendance statistics and detailed reports to the Senior Leadership Team and LGC as required
- Manage own workload and support others to manage an appropriate work life balance
- Be familiar and comply with all relevant Health and Safety, Operational, Personnel, Safeguarding, Data Protection and Financial Regulations, policies and procedures
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Liaising with the EWO to help raise School Attendance. To initiate appropriate legal action with Education Welfare Service (EWS) to ensure the academy is carrying out its statutory responsibility in respect of students. Administration of holidays and leave of absence requests; this will include preparing statements, attending and presenting evidence or request the issuing of penalty notice fines or other legal sanctions and completion of Early Help Assessment referrals.
- To advise the school on strategies to promote regular and punctual attendance of all children and assist with the implementation of agreed strategies.

Role Description Continued

Specific Responsibilities:

- Monitoring of Persistent Absence students and distribution of reports to Principal
- Follow and implement CME procedures – including reporting and recording
- To use ICT systems to produce reports, often to tight timescales, using word processing and recording information, including statistical data, providing reports to senior managers and other professionals, as required.
- To undertake photocopying, filing and general administration office duties as required for the role
- To produce and maintain displays on Attendance around the Academy
- To conduct late gates and truancy visits
- To be responsible for the improvement of attendance throughout the school and to meet or exceed the school attendance annual targets, including developing attendance initiatives throughout the school year. To work on initiatives which raise the awareness of school staff, parents and the community on the importance of school attendance.
- To support Pastoral and SLT in advising the academy on all matters relating to attendance and where necessary take the lead role in developing work processes to improve academy attendance.
- Work as part of the Inclusion Team To develop and maintain records of involvement in line with academy practice
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Designated Child Safeguarding Person over any safeguarding issues or concerns
- To establish constructive working relationships with pupils, setting high expectations and acting as a positive role model and foster enjoyment, enthusiasm and independence in learning.
- Develop effective professional relationships with all key stakeholders including colleagues/parents/partners/external bodies and the wider community.
- Demonstrate consistent high standards of personal and professional conduct, acting within the statutory frameworks which set out their professional duties and responsibilities and make a positive contribution to the wider life and ethos of the academy.

Person Specification

Experience

It would be desirable to have recent experience of working in a school environment.

Qualifications

- GCSE Maths and English Grade C/4 or above education or equivalent
- A good standard of literacy and numeracy

Skills and Knowledge

- Ability to communicate well with staff and pupils
- Excellent organisation skills
- Good IT capabilities & ability to learn new programmes
- Excellent written and oral communication skills
- Be aware of statutory requirements relating to attendance
- Ability to work on multiple tasks of varying difficulty through the day
- Demonstrate a willingness and enthusiasm for training and progression

- Able to communicate and relate well with colleagues, students and members of the community in a polite, professional and friendly manner at all times
- • Able to work on own and with a team with little day to day supervision
- • Be friendly and have a flexible approach to work
- • Be enthusiastic
- • Have a calm and confident manner
- • Demonstrate personal and professional integrity, including modelling Astrea values and vision
- • Commitment to promote and support the aims and values of Intake Primary Academy
- • Effective time management
- • Commitment to young children, their families and the community.

This is not exhaustive.

Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to each vacancy

About Astrea

Astrea is an ambitious, dynamic and young trust with a mission to tackle historic educational disadvantage and raise quality standards across all of our schools. Our academies are based across South Yorkshire and Cambridgeshire, often in areas or at schools which have experienced generationally poor educational opportunities. Our role is to change that. We have grown rapidly over the last four years and now educate around 14,000 students in 27 academies and settings. Whilst our educational outcomes have improved over the last 4 years, they are not yet as strong as we would like them to be, nor as strong as our students and communities deserve. With this in mind, we are entering a new period in our development. We are increasingly clear and specific about our vision for behaviour, curriculum and teaching quality.

Key Characteristics of our academies:

- High aspirations, with a firm emphasis on academic attainment
- A knowledge-rich curriculum that develops a general knowledge of the world not simply for progression for the workplace, but for the love of the acquisition of knowledge
- A calm and purposeful learning environment built on mutual respect and centralised behaviour systems
- Outstanding pastoral care with the provision of specific trust delivered SEMH services where appropriate to the pupil
- Standardised reading and arithmetic catch-up programmes for pupils where this is relevant that are taught by specialists
- Active parental and community involvement
- A broad range of extra-curricular activities including sports, music, performing arts and academic clubs

Objectives for pupils:

- Encourage all children to be confident, hard-working and ambitious, regardless of background
- Transmit a core body of knowledge to all pupils and the ability to think for themselves in order to be aware of the world around them
- To be active and thoughtful participants in their local community
- To be successful in achieving their qualifications at both GCSE and A Level

A knowledge-rich education:

- By a knowledge-rich education we mean a rigorous and extensive, knowledge-based education that draws its material and methods from the best and most important work in both the humanities and the sciences.
- The aim of a core-knowledge education is not primarily to prepare pupils for a job or career, it is more to transform their minds so that they are able to make reasonable and astute judgments and engage fruitfully in conversation and debate – not just about contemporary issues, but also about the universal questions that have been troubling mankind throughout history.
- We want children to leave our schools with the confidence that comes from possessing an essential general knowledge. A knowledge-rich education should not confine itself to the Western canon, but should embrace other cultures and traditions. What that canon includes will be subject to review, but will always be closely connected to the history and the present nature of the society in which we live, including our international connections.

View the [Astrea 2025 Strategy here](#)

Astrea Academy Trust are delighted to be part of such an important movement, which will ensure we have the guidance to challenge attitudes towards disability, tap into wider talent pools and help all individuals across the Trust fulfil their potential and realise their aspirations. As a Disability confident employer we have pledged to promote a culture that ensures there are no barriers to the development and progression of disabled staff.



Here at Astrea Academy Trust we know that diversity fosters creativity and innovation. We are committed to developing and retaining a workforce that is representative of the diverse communities that we serve. We are committed to equality of opportunity, to being fair and inclusive and building our culture of belonging. We therefore particularly encourage applications from candidates who are likely to be underrepresented in Astrea's workforce. These include people from Black, Asian and minority ethnic backgrounds, disabled people, LGBTQI+ people, and men.

Astrea Talent Programme

We believe that everyone has talent. At Astrea, we want your career to flourish, nurturing potential through the Astrea Talent Programme. This provides a defined career pathway, with associated personal and professional development way points and opportunities, funded by the Trust, wherever you start on the pathway. From apprentice to senior leader, we are devoted to growth and fulfilment. We want you to realise your ambition plus competence towards a brilliant education for all our pupils, giving them the opportunities they truly deserve.

