

# Isca Academy Attendance Officer



At Isca we place our students at the heart of everything that we do, and are relentless in the pursuit of excellence for every individual.

We INSPIRE our students, celebrate their SUCCESS, care about our COMMUNITY and have AMBITION for every single child.



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# Key Details

## Salary

Grade D - Actual salary  
£23,071.62 - 25,407.68

## Location

Isca Academy  
Earl Richards Road South,  
Exeter EX2 6AP

## Hours

Mon-Thur 8.00am - 4.00pm  
Friday 8.00am - 3.30pm

## Interviews

w/c 15th June 2026

## Closing date

14th June 2026

## Required from

July 2026

Isca Academy is an aged 11-16 secondary school based in the heart of Exeter. We firmly believe in the value of a rounded education which promotes creativity, resilience, self-belief and confidence; and we pride ourselves on our exceptional extra-curricular, creative and outdoor education programmes.

## How to apply

For an informal conversation about the position please contact James Bass at [recruitment@iscaexeter.co.uk](mailto:recruitment@iscaexeter.co.uk)

An application pack can be found at <https://www.tedwraggtrust.co.uk/vacancy> or click on the apply now button



# About Isca Academy



Vicki Joyce  
**Our Headteacher**

**Isca** has an experienced and skilled staff who have a track record of going above and beyond to provide exceptional opportunities for our students.

We recognise that delivering great qualifications is important however, in parallel, building students' character and self-esteem, nurturing their ambition and inspiring a new generation to achieve beyond their wildest imagination is the **Isca** difference.



- **Ambitious:** works hard, has the highest standards and is positive for the future
- **Selfless:** self-aware and emotionally intelligent to support self and others to thrive
- **Collaborative:** builds strong relationships and networks

# A Warm Welcome from our CEO



An ambitious and inclusive Trust of schools strengthening our communities through excellent education.



**Moira Marder, OBE**

On behalf of the Ted Wragg Trust, I would like to thank you for your interest in working for our Trust. This is an excellent opportunity to join our Trust and work in one of our 17 schools.

In our **ambitious** and **inclusive** Trust of schools we know that every individual is critical to help us to achieve our collective mission to **transform lives, strengthen communities** and **make the world a better place**.

Our values driven, growing 2-18 Trust, has the highest expectations for every child, every day, with social justice at our core. In this pack you will find out more about how we **support, develop** and **grow great people**. This is a hugely exciting time for our Trust as we continue to grow, embed, improve and innovate to **improve the life chances of all children** in the South West.



We demonstrate our love through our values

How we will succeed



# Job Description

## Key Purpose

To work as part of the Student Support Team to manage and promote excellent student attendance within the Academy.

## Key Duties & Responsibilities

### **Attendance Monitoring and Administration**

- Maintain accurate daily attendance records using the school's Management Information System (MIS).
- Monitor student attendance and punctuality on a daily basis and identify patterns of concern, with actions to improve.
- Follow up unexplained absences promptly through phone calls, emails, and text messaging systems. The parents/carers of all absent students are contacted.
- Produce attendance reports for senior leaders, pastoral teams, governors, and external agencies as required.
- Support the implementation of whole-school attendance strategies and initiatives, through the support of our Deputy Headteacher for Inclusion.
- Ensure attendance registers comply with statutory and Department for Education (DfE) requirements.
- Process late arrivals and maintain records of student punctuality, with a focus on excellent attendance and timeliness.
- Rigorously follow our staged attendance process to ensure timely action and impact.
- Meet regularly with Heads of Year and Inclusion Team to review student attendance, support actions and next steps to promote excellent attendance.

### **Family and Student Support**

- Build positive relationships with students and families to promote excellent attendance.
- Meet with parents/carers where attendance concerns arise and contribute to attendance improvement plans.
- Liaise with pastoral staff, safeguarding leads, and external agencies regarding persistent absence and vulnerable students.
- Conduct home visits where appropriate and in line with school procedures.
- Support reintegration meetings for students returning from long-term absence.
- Work with, including regular meetings, with the Attendance Engagement Officer to support key students of concern.

### **Compliance and Safeguarding**

- Ensure attendance procedures align with safeguarding and child protection policies.
- Escalate attendance concerns promptly in accordance with school policy and statutory guidance.
- Assist with referrals to the Local Authority regarding persistent absence or penalty notices where necessary.
- Maintain confidentiality and handle sensitive information in accordance with GDPR requirements.

# Person Specification

## Essential / Desirable

### Qualifications & Training

- GCSE (or equivalent) in English and Maths.
- Full UK Driving Licence
- First Aid Trained

- Essential
- Essential
- Essential

### Experience

- Experience working in a school, education, healthcare, or administrative environment.
- Experience of managing sensitive information confidentially.
- Strong organisational and administrative skills.

- Essential
- Essential

### Key Skills

- Excellent communication and interpersonal skills.
- Ability to work calmly under pressure and manage competing priorities.
- Competent IT skills, including use of Microsoft Office and school MIS systems.
- Current First Aid qualification (or willingness to undertake training).
- Understanding of safeguarding and child protection responsibilities.

- Essential
- Essential
- Essential
- Essential
- Essential



# #lifeattedwragg

We know that our people are our **greatest asset** and research tells us that happiness at work is directly linked to student happiness and consequently **student outcomes**.

We are working hard to make sure that all our employees **love coming to work**.



Our Trust is dedicated to fostering an environment where employees can reach their full potential, with dignity, respect, and equal opportunities for all.

We value the unique contributions of each individual, recognising that diversity strengthens our community and makes our Trust a positive place to work and grow.

We are committed to excellent employment practices that attract and retain talent from a variety of backgrounds and communities.

The aim of our people strategy is to be the **greatest place to work in the South West**.

We know that to realise our ambitious aim we must **welcome, retain and develop our great people** who work day in day out to transform the lives of the children in our Trust.



#lifeattedwragg is focussed on ensuring all our employees:

- **Love coming to work** and have a strong sense of belonging
- **Experience high quality development** through our dedicated development curriculums delivered by the Ted Wragg Institute
- **Inspire others** with their open and collaborative approach

To find out more about what it is like to work at the Ted Wragg Trust, explore our development curriculums and hear from our employees please visit our website at [www.tedwraggtrust.co.uk/workwith us](http://www.tedwraggtrust.co.uk/workwithus)



# The Ted Wragg Institute



We want to ensure that our people feel **invested** and **fulfilled in their role** by providing personalised, relevant and engaging professional development. Our brand-new **Ted Wragg Institute (TWI)** delivers our **high-quality development** offer for all, across our family of schools.

Our incredible offer includes Trust CDP, Leadership Development, Networks, Cohort-specific training and NPQs. Take a look at our offer this year here.

## Early Career Teachers

If you are an Early Career Teacher you will benefit from our tailored Early Career Framework combining weekly instructional coaching, asynchronous independent learning, online 'clinics' and in-person conferences. With a dedicated mentor or coach and access to supportive networks the ECTs in our Trust are supported and developed to reach their full potential.

## Our professional development delivery model

Our professional development delivery is underpinned by our Education key concept (see page 8). We believe that professional development should build knowledge, motivate, develop techniques and embed practice.

At the Ted Wragg Trust, we are research informed and believe that it is important that everyone involved in sharing ideas understands the underlying rationale and evidence base. We ensure that professional development is:



### Sustained

Frequency is critical,  
not time span



### Practice-Based Domain-Specific

Create new habits      Create new habits



### External Expertise

Challenge the familiar  
& refresh ideas

### Professional Buy-In

Purpose & benefits  
eclipse volunteering

We believe this slightly adapted model from 'Teaching Walkthrus 2', Tom Sherrington and Oliver Caviglioli is applicable to all professional development and will underpin the delivery of all our professional development networks, seminars and webinars.



# Our Ted Wragg Standard



Our Ted Wragg Standard provides a **minimum set of high standards** across all our schools to establish clear structures, implement effective processes and hold each other to account **to enable excellence**. It is based on our three key concepts: Leadership, Education and Every Child Succeeds.

## Key Concept: Leadership



We believe that great leadership:



Fiercely educates



Thrives in a complex system



Is locally enabled

## Key Concept: Education

We have a clearly defined and articulated learning model that is understood by all teaching staff. This model of the learning process uses the concepts of Working Memory and Long-Term Memory. It draws on ideas from Cognitive Load Theory and the work of Daniel Willingham.



## Key Concept: Every Child Succeeds



We believe individual development is well explained using Maslow; that an individual grows in an ecosystem and can be interpreted using Bronfenbrenner's work, and that we are interdependent.

We believe that to enable our children to live a life of opportunity, we need to understand what true inclusion means. To us, our model is based on Maslow's hierarchy of needs and the Bronfenbrenner's ecology of inclusive education.

### Microsystem

#### Child

- sleep well
- eat breakfast
- Follow school rules and routines
- attend school regularly

#### Family

- healthy sleep patterns
- nutritional diet including breakfast
- Online safety parental controls
- adequate housing
- clean clothing
- Support school policies
- Protect from dangers
- attend medical appointments
- ensure attendance is good

#### School

- Behaviour, Health and Safety, Accessibility, Safeguarding, Supporting Pupils with Medical Conditions and Anti-Bullying Policy
- Online Safety lessons and workshops for parents/carers
- Early Help support
- First Aid trained staff
- Attendance Engagement Officer and Attendance Policy
- Nutritional lunches and free breakfast
- Foodbank support
- Wrap around care

### Mesosystem

- We endeavour to provide a safe and welcoming environment for pupils and their families.
- We listen to our pupils and families and take seriously what they tell us.
- We work in partnership with other agencies such as CAMHS and Early Help

### Macrosystem

- Keeping Children Safe in Education
- Teacher Standards
- Devon and Plymouth Children's Social Services
- 0-25 SEND Team
- Virtual School

# Our Benefits

A critical part of our People Strategy is to ensure that we welcome and retain our great employees and ensure that they are supported both at home and at work. When you join our Ted Wragg family we are here for you every step of the way. Here are some of the benefits we offer:




Exceptional development and networking opportunities



Cost of blue light cards can be claimed through expenses



Free annual flu jab, eye test and allowance for glasses



Exclusive discounts, cashback and vouchers



Free, confidential employee helpline. Available 24-7 through Health Assured



Access to Wisdom app to support your mental health



Up to 10% off all Pure Gyms



up to the value of £2,000.  
cyclescheme.co.uk



Up to 2 days paid emergency time off for dependants



Generous public sector pension schemes for all staff



Timetabled instructional coaching for all teachers



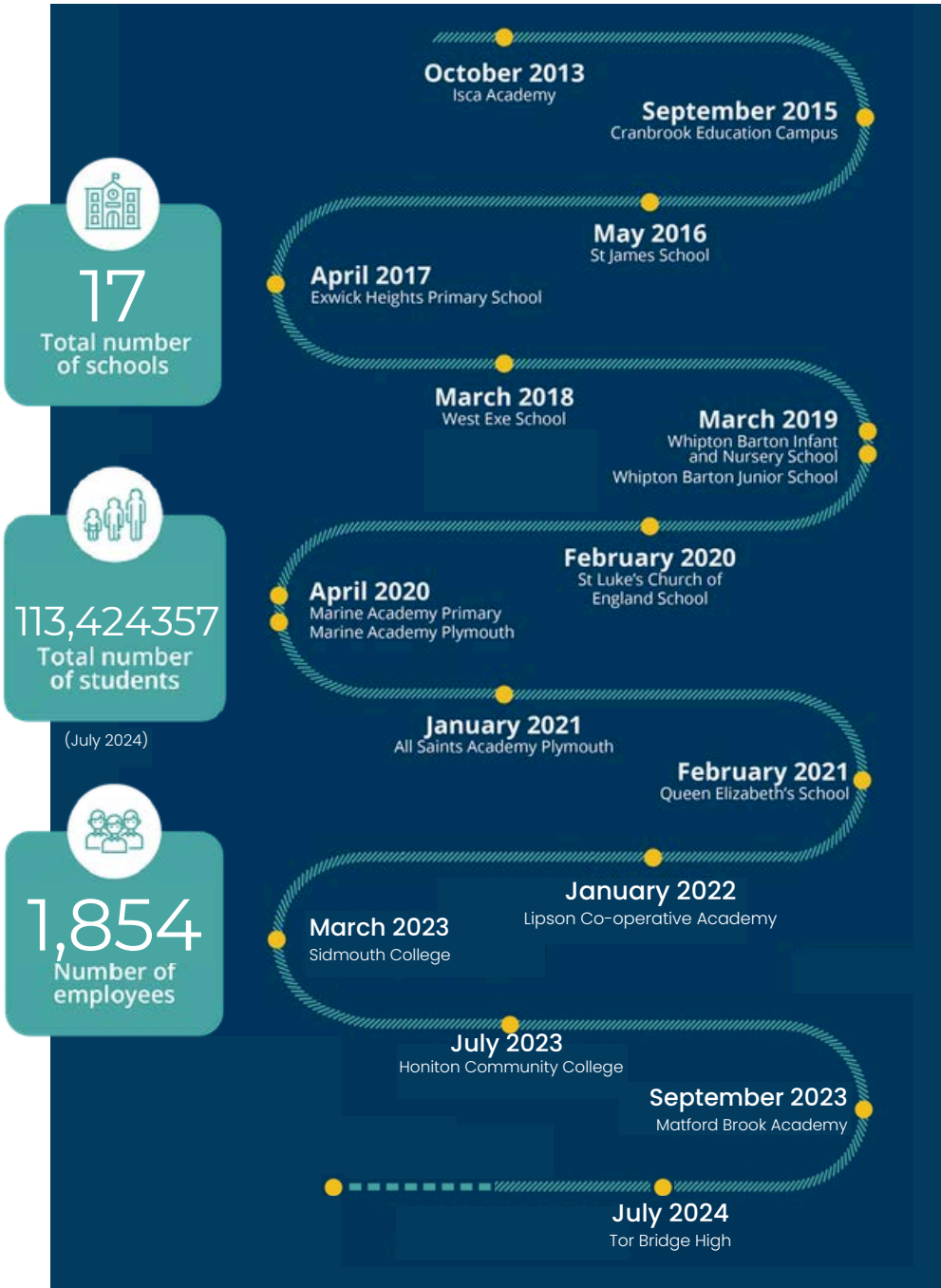
Family friendly policies and flexible working opportunities



# Our Trust Journey



Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about how education can transform young people's futures.



Thank you for  
your interest in  
working with us!

