



Recruitment Pack

Attendance Officer

QE School, Crediton

Ted
Wragg TRUST

Ted Wragg Trust



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



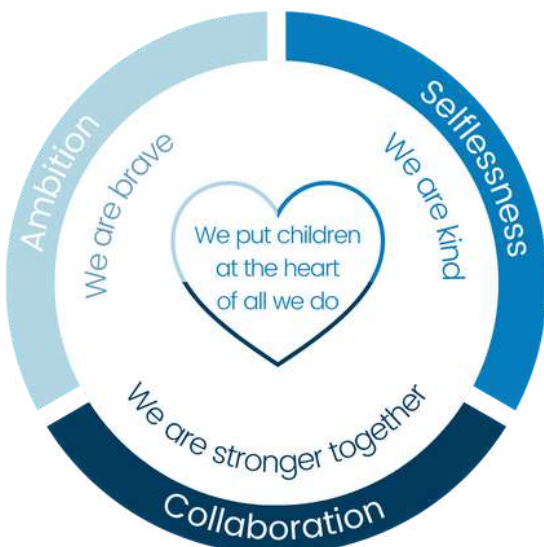
**Welcome from the Ted Wragg Trust
CEO, Moira Marder**



On behalf of the Ted Wragg Trust, I would like to thank you for your interest in working with us. The Ted Wragg Trust (TWT) is an **ambitious** and **inclusive** Trust of schools **strengthening our communities** through **excellent education**. Our values driven, rapidly growing 2-18 Trust has the highest expectations for every child, every day, with social justice at our core.

This is a hugely exciting time for us as a growing Trust who work closely with other local schools and Trusts across Devon.

We demonstrate our love through our values



How we will succeed



Queen Elizabeth's School

Letter from the Headteacher

Welcome to Queen Elizabeth's School or QE, as it is often affectionately known. Thank you for taking the time to find out more about this role at QE. I hope the information in this pack is helpful and I look forward to receiving your application.

QE is a place where all people are empowered. Our curriculum challenges students, inspiring their curiosity and creativity. We believe in the power of a broad and balanced curriculum and ensure a range of subjects are available. Through excellent teaching we aim to develop knowledge and understanding of the world and instil the values of respect, reflection and resilience in our learners. Our vision is to be a place where all people in our community progress and are engaged and fulfilled. You will need to embody our ethos, vision and values in everything you do. We are an inclusive school that is absolutely committed to providing the best possible educational experience and delivering exceptional outcomes for all our young people.

We believe in an approach to learning that equips students with a 'growth mind-set', intrinsic motivation and the skills of how to learn and be successful. Our students are well behaved, friendly and respond exceptionally well to good teaching. The overwhelming feeling in our school is one of friendliness. Our staff are fantastic and determined to deliver our core purpose - Educating to Empower.

I look forward to hearing from you; please visit our website for more information about the school and contact us if you have any questions. Please do get in touch via Mrs Anna Field, Personnel Assistant anna.field@qe.devon.sch.uk

Yours sincerely

Paula Smith - Headteacher



Key Details

Job Title: Attendance Officer

Location: Queen Elizabeth's, Crediton

Salary: Grade D 8-14, starting salary £22,107

Closing Date: 9am Monday 30 September

Interviews: TBC

Required From: ASAP

If you share our mission to have the best outcomes in the country by 2027, we would love to hear from you.



How to apply

If you would like an informal conversation about this role please contact Anna Field, anna.field@qe.devon.sch.uk

Please use the application form available on the Trust website and email it to: anna.field@qe.devon.sch.uk



Queen Elizabeth's School

Role Purpose

To co-ordinate and administer the school's student attendance policies and procedures. The post-holder plays a key role in supporting the achievement of the school's attendance targets. The role involves working collaboratively with a broad range of colleagues, parents and external agencies. Queen Elizabeth's is a large School based across two campuses; the post holder will work flexibly across both sites.

Job Description

To monitor and administer the registration and absence reporting process, including:

- Record Parent/Carer absence messages on Bromcom and ensure that reason for absence and any other additional information is fully documented.
- Follow up on any unexplained absences as a matter of urgency to ascertain reasons for absence, recording appropriate information and investigating queries through to their conclusion.
- Record and file medical letters and provide updates as needed.
- Administer Bromcom to ensure the register is competed and exclusions recorded accurately.
- Contact parents/carers regarding unauthorised absences or where concerning patterns of absence emerge.
- Process the registration of late students, following up as required.
- Manage processing and communication of holiday absence request letters
- Co-ordinate and manage the escalation processes for persistent absences, maintaining accurate records and communicating with all the parties involved.
- Quality assure the accuracy of registers, identifying errors and missing registers. Email staff who have not completed their registers and refer any repeated non-completion to their Line Manager and Assistant Principal.
- Track and monitor attendance data, providing reports and KPI analysis regularly highlighting attendance trends and patterns and significant group data.
- Liaise with the Data manager regarding students coming on or off roll as appropriate.
- Identify students requiring support or intervention and communicate through absence letters to parents and carers.
- Update tracker regularly.
- Attend Parent/Open Evenings as required.
- Attend and participate in regular meetings and act as minute taker.
- Make unsupervised contact with families in response to allocated referrals i.e. home visits and/or meetings in school.
- Assist in the development, implementation and monitoring of systems relating to attendance and integration.
- To ensure that students and parents are supported sensitively and challenged appropriately to maximise attendance.
- To ensure that the attendance of vulnerable students is prioritised.
- To ensure appropriate and timely communication with colleagues, parents/carers and external agencies regarding attendance issues.
- To liaise with outside agencies including the school's Educational Welfare Officer (EWO) as required.
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- To co-ordinate attendance processes with Year Team Leaders, Tutors, the Student Support Team and the senior leader responsible for attendance.
- To give advice and support to staff relating to attendance procedures and policy.
- To be an important point of contact for parents, assisting them directly or referring them to the most appropriate source of support.
- To ensure that actions resulting from meetings and reviews are successfully carried out and progress monitored effectively.
 - o To coordinate the writing of plans and interventions and associated paperwork for individual students.
- To represent the school, when required, at formal attendance meetings with parents, students and the EWO.
- To administer 'Rights for Children' as part of the 'Early Help' process.
- To maintain accurate, confidential, secure and up-to-date documentation on all attendance matters.
- To liaise with colleagues on safeguarding and child protection matters effectively, passing any relevant information to a Designated Officer.
- To ensure all relevant information relating to safeguarding and child protection issues is accurately recorded using the school's CPOMs system.
- To undertake general clerical/administrative work to support colleagues.
- To promote the inclusion and acceptance of all students.

Development

- To undertake training as required.

Typical working pattern

- Typically, 8am – 4pm Monday to Friday during term time. Attendance at meetings after the end of the school day will be required occasionally and will be managed within the annual hours of the contract.
- This working pattern is subject to change and you will be required to work flexibly with colleagues to ensure the operational needs of the school are met.

Other Duties

- To maintain a First Aid qualification and to provide First Aid.
- To support the achievement of the school's objectives by working proactively with colleagues on activities outside direct area of responsibility as required.
- To report any potential Health and Safety issues promptly.
- To follow the school's ICT policy for safe use of ICT.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policies
- To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person.
- To work in compliance with the Codes of Conduct, Regulations and policies of the school and its commitment to equal opportunities.
- To comply with the school's Health & Safety policy, procedures and statutory requirements.



Person Specification

| Role Requirements: | Essential/ Desirable |
|--|-------------------------|
| Qualifications: | |
| 5 GCSEs at C or above including a minimum of GCSE grade C in English and Maths. | E |
| Educated to A level/level 3 or above. | D |
| Current First Aid qualification (or the commitment to obtain and maintain one) | E |
| Experience: | |
| Working in a learning or social services/welfare environment with young people. | D |
| Analysing information systematically and producing high-quality written communications with attention to detail. | E |
| Working within a busy environment, meeting tight and demanding deadlines. | E |
| Working with limited supervision and effectively determining when it is appropriate to change workload priorities. | D |
| General administration and familiarity with BROMCOM | D |
| Using a range of ICT packages and databases | E |
| Personal and Professional Skills and Attributes: | |
| Passionate belief in the potential of all young people | E |
| Ability to work without close supervision using initiative and judgement to solve day-to-day issues and potentially complex problems with flexibility, timeliness and sensitivity | E |
| Good interpersonal skills including; <ul style="list-style-type: none"> a professional and approachable style the confidence to deal with complex situations appropriately the ability to build rapport quickly and influence effectively the ability to be assertive when required | E |
| Excellent planning and organisation skills. Able to prioritise and organise own day-to-day work in accordance with deadlines and agreed objectives. | E |
| Strong communication skills, able to; <ul style="list-style-type: none"> quickly understand complex information and convey it confidently, appropriately and effectively to a variety of stakeholders. deal with internal and external contacts to high professional standards. build positive professional relationships with young people, parents, external agencies and colleagues. write accurate and detailed reports | E |
| Numeracy, literacy and ICT skills at a level appropriate to the role. Highly competent Microsoft office (Outlook, Word & Excel) user. | E |
| Able to manage confidential information appropriately and with discretion including dealing with sensitive and personal issues in complete confidence. | E |
| Resilient, able to respond well under pressure, remaining calm and seeking constructive solutions. | E |
| Positive, confident and constructive in approach with high levels of enthusiasm and energy. | E |
| Flexible and adaptable in approach | E |
| Willingness to participate in ongoing training & development | E |
| Able to work effectively as a member of a team | E |
| Respect for all members of our community and able to model this respect | E |
| Understanding of safeguarding issues and able to promote the welfare of children and young people. | E |
| Suitability to work with children | E |



Growing great people

Our aim is to be the greatest place to work in the South West. We know that to succeed in our mission we must invest in and grow great people. Our comprehensive suite of development opportunities are available for everyone whether you are just starting in your career or an experienced leader, there will be a development pathway to suit you.

Tim Rutherford – Deputy CEO

We know to be the greatest place to work we must welcome great people, retain great people and develop great people.

Click on the areas below to find out about our comprehensive benefits and development opportunities.



In our Trust, we are committed to nurturing a workplace where our employees feel that they belong. We believe that the culture of our trust thrives when individual differences are embraced so that everyone feels comfortable and confident in being who they are. This is supported through ensuring inclusivity in culture and equity in opportunities. We are committed to high quality and reflective employment practice so that we attract, retain and grow employees from diverse backgrounds and communities.

Our Journey



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



Our Partnerships:

Our ongoing partnerships with the following organisations creates opportunities for a Headteacher joining our Trust to access leadership development, study tours and wider networks with some of the best schools, trusts and leaders across the country.





Recruitment Pack

Thank you for your interest!

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