

**ATTENDANCE OFFICER
RECRUITMENT PACK**



WELCOME FROM THE CEO

I am delighted that you have chosen to apply for the post of Attendance Officer at Wise Owl Trust.

Based in the heart of East Manchester, we are an innovative and ground-breaking Multi Academy Trust like no other. Just like the city we are proud to call home, we do things differently and we are looking for innovators and change-makers to join us on our mission as we look to grow and expand in the near future.

I like to say that at Wise Owl Trust we prepare our children for the tests of life, not just a life of tests. We pride ourselves on our innovative approaches and being at the forefront of change, which is why we created our own bespoke RESPECT curriculum (now rolled out to over 1000 schools nationwide). And that is just the beginning. Now we are looking for somebody to help us really drive that mission forward, across our communities, our families, and eventually across more schools.

Our focus is on continuous school improvement and offering our pupils the very best education. Our results speak for themselves, as our academies are now in the top 3% for progress in the country, all judged to be Good by Ofsted in 2019, with results above average in reading, writing and maths.

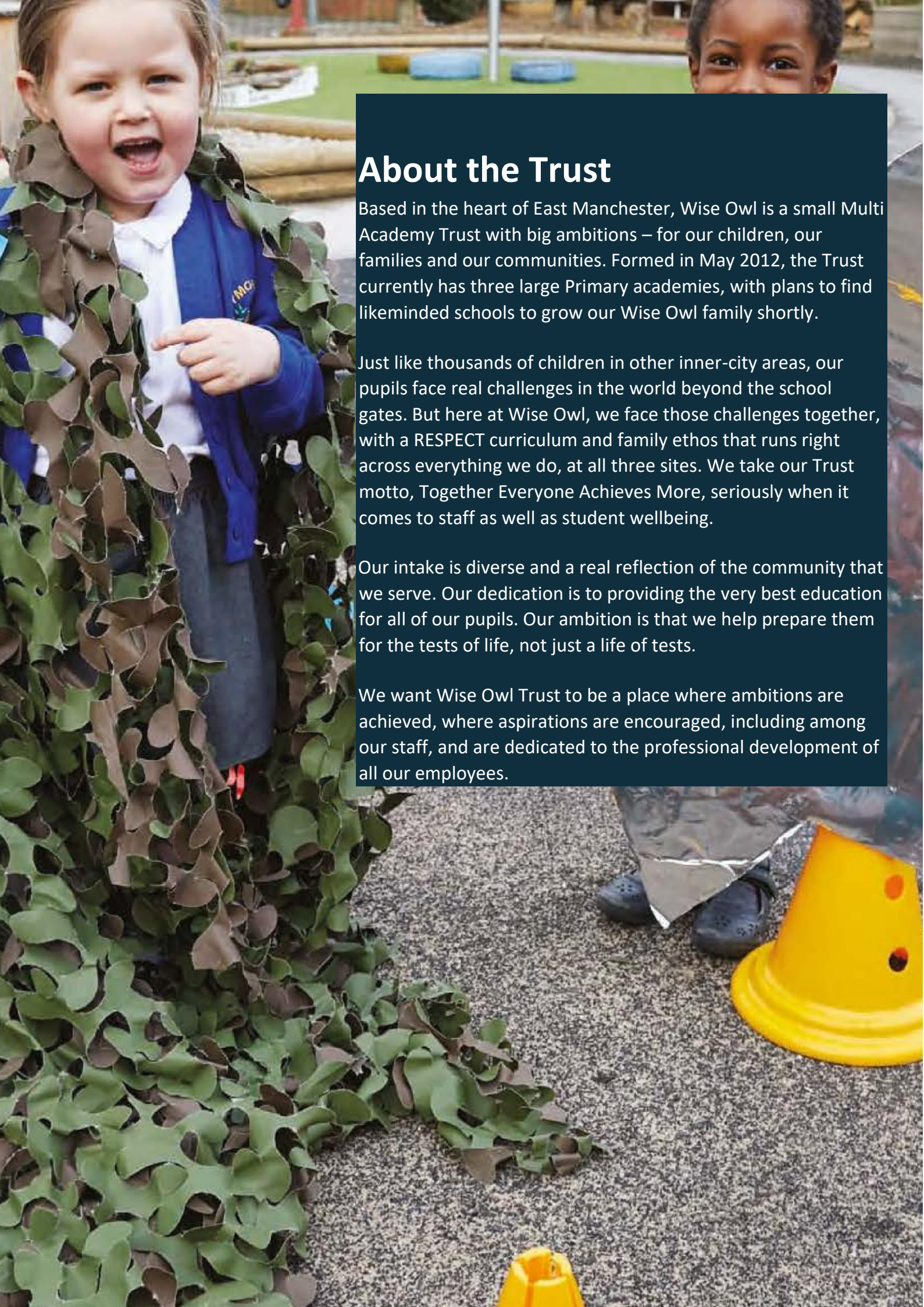
But we don't just measure our success in terms of grades and SATs results, the wellbeing of all is at the heart of everything we do, which is why we have developed our Wise Owl Wellbeing (WOW) strategy. Focussing on looking after the mind, body and soul of our staff, as well as our pupils. Part of this is a real dedication to staff development opportunities across the Trust which we would encourage you to grab with both hands.

As you can see, this is an exciting time to join our Trust as we start to expand our vision for the future on a local and national level. As CEO, I am proud of what we have achieved so far and look forward to meeting applicants who want to join us on the next exciting stage of our journey.

Making the choice to work for Wise Owl Trust means making the choice to be part of an evolving, ambitious and supportive Trust where you are valued, encouraged and can develop your talents whatever they may be. We look forward to receiving your application.

Sophie Murfin

Chief Executive Officer



About the Trust

Based in the heart of East Manchester, Wise Owl is a small Multi Academy Trust with big ambitions – for our children, our families and our communities. Formed in May 2012, the Trust currently has three large Primary academies, with plans to find likeminded schools to grow our Wise Owl family shortly.

Just like thousands of children in other inner-city areas, our pupils face real challenges in the world beyond the school gates. But here at Wise Owl, we face those challenges together, with a RESPECT curriculum and family ethos that runs right across everything we do, at all three sites. We take our Trust motto, Together Everyone Achieves More, seriously when it comes to staff as well as student wellbeing.

Our intake is diverse and a real reflection of the community that we serve. Our dedication is to providing the very best education for all of our pupils. Our ambition is that we help prepare them for the tests of life, not just a life of tests.

We want Wise Owl Trust to be a place where ambitions are achieved, where aspirations are encouraged, including among our staff, and are dedicated to the professional development of all our employees.



About the Role

We have a fantastic opportunity to recruit an Attendance Officer.

We are looking for someone who is a good communicator, can build and sustain relationships with parents and has experience in a similar role. As school life is exceptionally busy, it is important that you are enthusiastic, flexible, patient and are able to work effectively as part of a team. The successful candidate will be looking at improving and sustaining overall pupil attendance, working to Academy policies and procedures in order to achieve this.

How to apply...

If you are interested in joining our happy and thriving Trust please download and complete an application form, and return it to k.walton@wiseowltrust.com

Applications are now open. Applicants who are not notified of an interview should assume that they have not been short-listed.

The Trust is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to share this commitment. As such, the post is subject to enhanced DBS checks and suitable references will be sought before appointment.

Please note that the Childcare Disqualifications Regulations 2009 apply to this position and therefore you may be required to complete the "Childcare Disqualification" declaration form. Should you be successful in your application for this post, your appointment can not be progressed without this.

Attendance Officer – Job Description

The post holder reports to the Principal and Trust Inclusion Lead. The main contacts of the job are Principal, School staff, School Governors, Teachers, Other outside Agencies, Parents/Carers and Pupils.

Main purpose of the job:

To provide a comprehensive and high quality support service to the schools to improve overall school attendance.

To work collaboratively across the Trust on all sites as required.

Main duties and responsibilities:

- Effectively manage a caseload and ensure casework and documentation is prepared and collated to support legal sanctions, and to present in court.
- In liaison with the appropriate SLT member and key stakeholders support the effective organisation and participation in attendance, initiatives, campaigns, truancy sweeps and school blitzes to improve attendance in school.
- Organise and deliver a regular cycle of training for school and key stakeholders e.g. new teachers and support staff, Governors, etc. on regulations, legislation, best practice guidelines, and LA processes.
- To collate, analyse and produce pupil attendance data, attendance patterns, trends and reports to inform future service delivery and strategic direction to improve attendance in school.
- To co-ordinate, plan and carry out home visits, including cold calling, lone visits and joint visits with other appropriate services e.g. Police, Health, Social Care and Caseworker.
- Assist SLT in monitoring and enforcing attendance parenting orders and undertake casework in line with post-prosecution guidelines.
- Assist SLT to make decisions on a case by case basis as to the most appropriate course of action to be taken in any particular case.

Safeguarding Children

WOT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Conditions of Service

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Trust.

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the Trust Equalities policies.

Name: _____

Signed: _____

Date: _____

Attendance Officer – Personal Specification

For this job we are looking for:

- Knowledge and experience of working with children, young people and families and dealing with barriers to education.
- Knowledge, experience and understanding of safeguarding procedures, child protection issues and law and regulations governing the employment of children.
- Knowledge and experience of statutory legislation, guidelines and policies on attendance.
- Ability to plan and prioritise own workload, and meet deadlines within fixed, sometimes conflicting, timescales.
- Willing to work towards presenting prosecution cases in court.
- Experience of working with children and young people, parents/carers to overcome attendance difficulties.
- Excellent IT skills, including spreadsheets, databases, word processing, and internet/intranet /email.
- High level written, oral and listening communication skills for effective interaction with internal and external contacts including members of the public, elected members and staff at all levels.
- Ability to adapt to challenging situations and people and respond appropriately using negotiation and influencing skills to achieve objectives.
- Ability to work as part of a team and openly and collaboratively with multi-agency colleagues, while applying the principles of confidentiality.
- Effective analytical skills and problem solving.
- Willing to work towards applying the principle of project management.
- Experience of training desirable.

Personal Style and Behaviour

- Drive, tenacity, and an ability to maintain focus, objectivity and sound judgment under complex conditions to achieve desired outcomes.
- Tact and diplomacy in all interpersonal relationships with external contacts and colleagues at work to establish and maintain positive relationships which generate confidence and respect. Personal commitment to excellence in service delivery.
- Flexibility to adapt to changing workload demands and new organisational challenges.
- Desire to pursue own personal development and take full advantage of training provided.
- Self-motivation and personal drive to complete tasks to required timescales and quality standards. Ongoing commitment to inclusive education practices and equality of opportunity.
- Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of service users.
- Flexibility in approaches to work including service location arrangements and working outside core hours.
- Willingness to consent to and apply for an enhanced disclosure check.



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