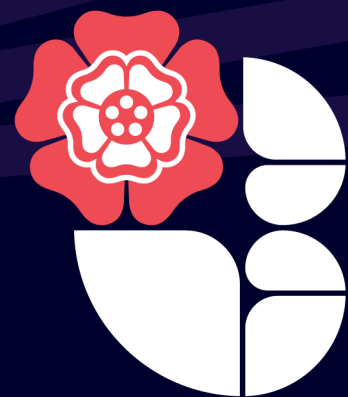


Secondary Recruitment Pack

Wrenn School

Attendance Officer



**WRENN
SCHOOL**
*Creative
Education
Trust*

Dear Colleague



Thank you for your interest in the role of **Attendance Officer** at Wrenn School.

I am delighted that you have shown an interest in applying for this key post at our Ofsted rated GOOD school and SCHOOL OF THE YEAR 2020/2021 (Northampton Education Awards). We believe that our students should receive an excellent education with opportunities to succeed

beyond their potential, encouraging them to become confident, independent young adults, balanced by compassion and respect for others.

“We are looking for an ambitious, experienced, committed and energetic colleague”

Wrenn School joined Creative Education Trust in November 2018. Our network consists of eleven secondary and six primary academies in the Midlands and Norfolk plus a central team. Wrenn School has the ambition, the expertise and the determination to ensure that our outcomes will continue to

improve alongside developing the character education of our students. To do this, it is vital that we attract the right calibre of professional to work alongside our dedicated team of staff.

Every member of staff receives an Individual Professional Development Programme. We empower staff to take ownership of their career progression and we invest significantly in training, outreach work, nationally recognised leadership qualifications and research projects linked to the needs of our students and the school. Your wellbeing and professional development in order to enhance your career is a priority for us. We offer a mentoring programme, career stage interviews, flexible benefits, staff rewards and support for family events. We continually monitor and pursue opportunities to manage workload effectively and promote a working environment that is supportive, enjoyable and positive for all.

We are looking for a colleague who shares the clear vision that the child is at the heart of everything we do. One who can enjoy positive, professional relationships with young people and who demonstrates high levels of resilience and emotional intelligence.

Every child is entitled to an outstanding education where they have excellent opportunities to achieve beyond their potential. Our ethos of Ambition, Excellence and Care for all is underpinned by our Proud to be Wrenn values. We strive to develop the aspirations and values of every student and member of staff.

You will be able to find a wealth of information about Wrenn School on our website www.wrennschool.org.uk which will help with your decision.

Yours faithfully

Laura Parker

Acting Principal

You can find out more at:
www.creativeeducationtrust.org.uk

ABOUT CREATIVE EDUCATION TRUST



Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.



Our Mission

To give every child in our schools the best possible start in life through excellent education and wide-ranging co-curricular opportunities

Our Vision

To send out into the world educated, creative, confident and responsible young people, who can succeed in their ambitions and make their communities better places

Our Values

Ambition

We are ambitious in everything because only the best will do

Excellence

We do not stop at 'good enough'

Creativity

We connect our knowledge in innovative ways

Resilience

When the going gets hard, we up our game and reach our goal

Inclusion

Every child and every colleague matters – we will work for and with them all

Respect

We value the ideas of others and make sure all voices are heard

You can find out more at:

www.creativeeducationtrust.org.uk

ABOUT WRENN SCHOOL



We are a mixed secondary school, catering for children between the ages of 11 and 18 years and located in Wellingborough, Northamptonshire.

Since November 2018 we have been part of the Creative Education Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

The school boasts many facilities and we strive to provide an inclusive and expansive education for all of the children in our care.

Our on-site facilities include:

- Sports fields including 5-a-side football pitches;
- Multi-Use Games Area marked up for netball and football;
- Multi-use Floodlit Astro Turf
- Performance hall with sound system and projector;
- Lecture Hall complete with tiered seating;
- Wrenn Double Decker Science Bus
- Dedicated Sixth Form Hub
- Use of visualizers in selected classrooms
- Bespoke music centre
- Specialised creative subject learning building
- Learning Resource Centre for text-based resources



Knowledge Connected

Curricular innovation through our 'Knowledge Connected' programmes promotes creative, integrated and pro-active thinking so that our students are equipped for the challenges of the 21st century

SUPPORT FOR OUR STAFF

We are committed to providing our staff with the highest quality support and challenge to ensure that they have the opportunities to excel and give our students the education they deserve.

As members of staff in an ambitious school that aims to enrich the experiences of our young people, enable them to make extraordinary progress and be able to access the best opportunities for their future lives, we must be role models for continuous learning and development.

We provide:

- Training and development for all staff across the wide range of roles that we have in school – both in and outside the school.
- Clarity around career structure and expectations that can be met to demonstrate successful progress, according to career stage.
- A supportive Professional Development system that sets realistic objectives and encourages individual growth, team success and the promotion of the Wrenn ethos through a coaching approach.
- Quality Assurance that focusses on formative, developmental feedback, rather than summative judgements.
- Opportunity to reflect on career aims and feedback into further school improvement through career stage interviews.
- The opportunity to work with colleagues on improvement projects through action research, development projects, enhancing subject knowledge, co-observation and utilising external support – colleagues engaged in collaborative development so that improvement is continuous.

We have an open-door policy for senior leadership and encourage feedback from all our staff in significant areas of school improvement.

We also provide an Insights programme that allows staff at any stage in their career to gain an insight into what the next step in their career progression might look like and the training around this.



ATTENDANCE OFFICER

JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION

Wrenn School, Wellingborough, Northamptonshire

SALARY

NJC Scale 5, Point 12 (Points 12- 17)
(£26,421 to £28,770 per annum FTE)
37 hours per week
39 weeks per year (term time plus one week)
Actual salary £22,725 per annum

THE ROLE

To be responsible for supporting the Attendance Manager and wider school staff to increase levels of pupil attendance and develop a positive culture of attendance at the academy.

REPORTING LINES

The post will report to the Attendance Manager.

MAIN RESPONSIBILITIES OF THE POST

- Support to drive the whole school attendance strategy and culture of attendance.
- Ensure attendance concerns at all levels are addressed in a supportive and timely manner.
- Direct the roles and responsibilities of the Attendance Leaders and Attendance Co-ordinator.
- Support with developing a 'Vulnerable Learner' register of at-risk students.
- Ensure that families are contacted on the first day of a pupil's absence in accordance with the school's Attendance Policy, using an SMS text messaging system and telephone calls.
- Contribute to the effective QA of absences and entry of data.
- Responding swiftly and decisively to attendance information provided.

- Work with the Attendance Improvement Manager in developing and implementing the school's Attendance Interventions and ensuring that accurate tracking of interventions occurs.

- Ensure unauthorised absence letters, and concern letters are sent in a timely manner.

- Support with the preparation and advertisement of Attendance Rewards and initiatives to praise students for good attendance and to encourage others to attend.

- Represent the Academy as required during any external reviews.

- Carry out regular home visits as part of the attendance improvement strategy.

- Ensure all attendance processes are robust, clear and effective and are applied consistently. To provide training to colleagues where appropriate.

- Ensure the correct completion of attendance registers and accurate recording of all attendance codes.

- Communicate procedures to be used by parents and carers when notifying the school of sickness including requests for holidays in term-time.

DATA

- Fully operate the school's Information Management System (Arbor) for the development and production of reports and analysis of information of attendance statistics.

- Attend regular Attendance meetings with the senior leader in charge of Attendance to consider patterns of absences and lateness and to suggest strategies for improvement.

- Prepare regular attendance statistics required by the school, the Academy Trust, Local Authority and DFE, using a range of applications.

- Prepare various other reports, as and when required, using Arbor.

- Ensure discussions and agreed actions are recorded on student Child Files.

- Ensure effective communication of attendance support strategies with all members of staff, students and parents / carers.

You can find out more at:

www.creativeeducationtrust.org.uk

- Review attendance support strategies and re-shape provision for students as required.

- Prepare data and media for parents and carers to be given out at events such as

parents evenings to promote good attendance.

- Support the production of reporting data as required.

REWARDS

- Support with the development of a system of rewards for good attendance.

- Incorporate rewards for attendance into awards ceremonies or celebration evenings.

- Support with developing reward presentations for assemblies..

- Support with the publication of attendance information in newsletters and/or the school's website.

- Analyse the way in which staff use the rewards system.

MONITORING

- Monitor attendance patterns for all pupils, pupils at risk, including PA, disadvantaged and SEND.

- Support with developing effective interventions to drive improvements in attendance patterns where required.

- Support with weekly data updates to SLT and the Trust's Academy Improvement Board.

PUNCTUALITY

- Promote the importance of punctuality.

- Monitor lateness for early intervention where there are concerns with individual pupils.

- Monitor and review intervention programmes to reduce lateness to school.

PARENTS

- Support parents and carers by providing advice, engaging other agencies, engaging parents and carers in their child's learning and using parenting contracts positively.

- Contribute to attendance panels and initiate strategies with other stakeholders to support individual students and families.

- Challenge parents and carers through the use of legal instruments, school attendance orders, education supervision orders, parenting orders and prosecution.

SCHOOL CULTURE

- Attend Parents Evenings as required.

- Support the academy's values and ethos by actively promoting and contributing to the development and implementation of policies, practices and procedures.

- Help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships.

- To be active in issues of student welfare and support.

- Support and work in collaboration with colleagues and other professionals in and beyond the school.

OTHER PROFESSIONAL RESPONSIBILITIES

- Establish effective working relationships, ensure professional conduct and be an effective role model to students at all times.

- Undertake other various responsibilities as directed by the Head of Department or Senior Team.

- To actively participate in own development and professional learning and (depending on experience and career stage) to contribute to the development of others.

SCHOOL ETHOS AND COMMUNITY

- Reinforce and instil clear standards for and throughout the school.

- Promote the school's unique identity and celebrate its achievements.

- Recognise, praise and celebrate the commitment and achievements of colleagues, students and other stakeholders.

- To be a positive role model of the values and behaviours that underpin the school vision.

- Collaborate with colleagues to ensure the sharing of resources to the benefit of the school, department and individual students.

- Contribute to wider life of the school through your participation in meetings, extra-curricular events and information/open evenings.

You can find out more at:

www.creativeeducationtrust.org.uk

SUPPORTING THE WORK OF CREATIVE EDUCATION TRUST

- Develop strong, positive relationships with Creative Education Trust colleagues; contribute to collaborative work across Creative Education Trust schools and support other staff in participating in trust-wide work and projects.
- Participate in Creative Education Trust and sector-wide activities in order to share best practice, contribute to the development of Trust strategies and policies and promote the school and Creative Education Trust in a national context.
- Undertake any other reasonable duties deemed appropriate to the role.

PERSONAL QUALITIES

- Must be adaptable, flexible and change agile.
- A clear understanding and commitment to the school, Creative Education Trust and its vision.
- An ability to enthuse and engender a desire for learning and passionate commitment to excellence at all levels.
- High level interpersonal and communication skills.
- Commitment to inclusive education providing opportunity for achievement for all.
- Integrity, openness, energy and enthusiasm.

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.

You can find out more at:

www.creativeeducationtrust.org.uk

ATTENDANCE OFFICER PERSON SPECIFICATION

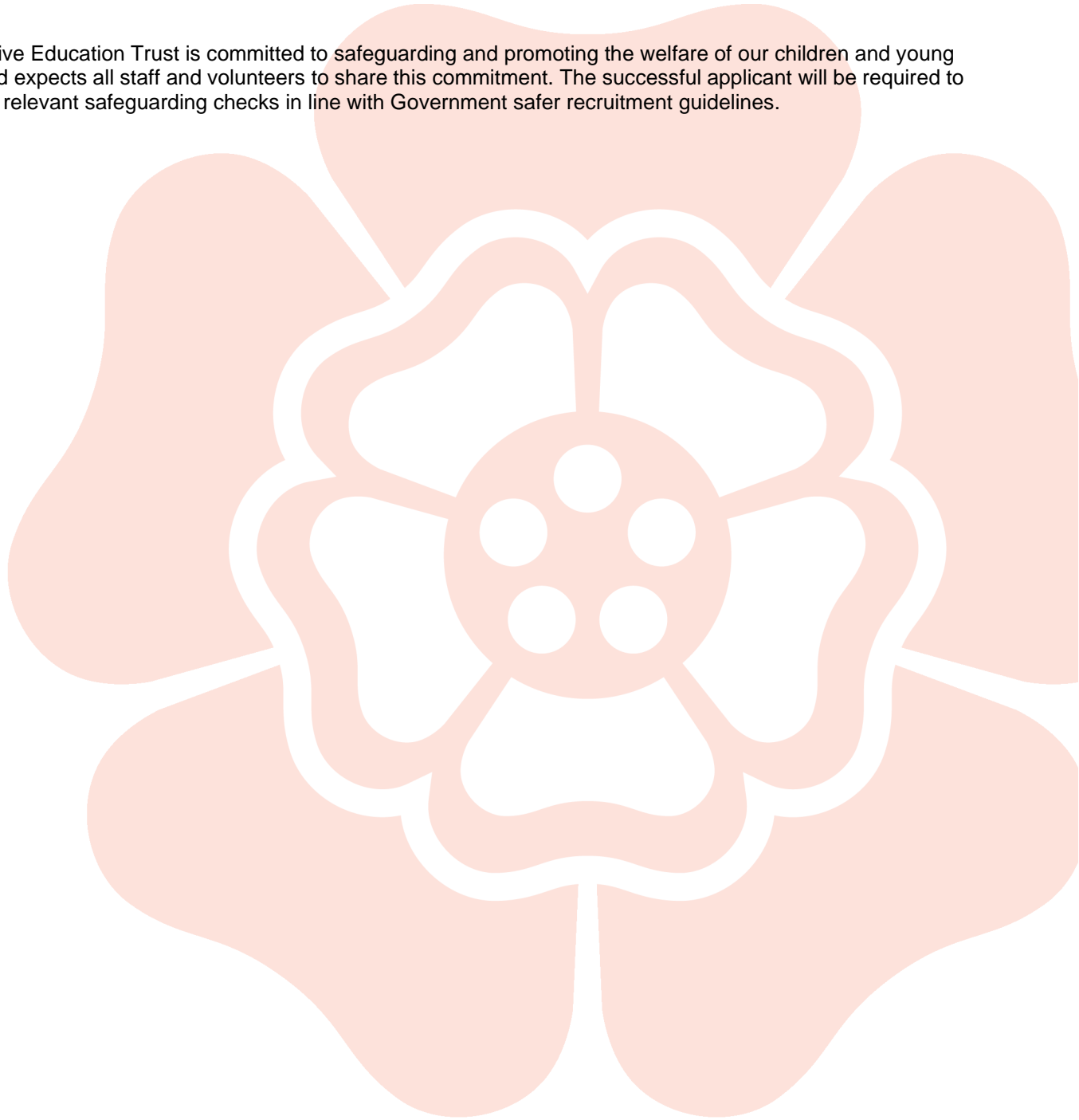
	Essential	Desirable
Qualifications	<p>Demonstrable levels of numeracy and literacy equivalent to GCSE (A*-C) or above in English and Maths.</p> <p>Driving licence and access to a vehicle.</p>	<p>Further relevant qualification equivalent to A-level or above.</p>
Experience	<p>At least one year's related experience of work within an educational attendance related setting.</p> <p>Working with children, young people, parents and families within an educational context.</p> <p>Experience of analysing attendance data and identifying key areas for improvement.</p> <p>Working with professionals from other agencies and in multi-agency context.</p>	<p>Experience of conducting reports from Arbor.</p>
Knowledge and Understanding	<p>School systems and an in depth understanding of the issues affecting truancy and non-school attendance.</p> <p>Demonstrate an understanding of issues linked to confidentiality.</p> <p>Demonstrate an understanding of issues that may affect a student's ability to attend school.</p>	<p>Demonstrate knowledge of attendance regulations.</p>
Skills	<p>Ability to communicate effectively both orally and in writing especially with students, parents, school staff EWS, social workers and other professionals.</p> <p>Ability to use IT systems effectively to produce reports, record information and monitor outcomes for individuals and groups.</p> <p>Ability to persuade and negotiate as well as good interpersonal skills.</p> <p>Able to use own initiative and work alone when necessary.</p> <p>Ability to overcome communication barriers with children and students.</p> <p>Demonstrate an ability to cope with stressful situations.</p>	

You can find out more at:

www.creativeeducationtrust.org.uk

	Demonstrate experience in conflict resolution.	
Equal Opportunities	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity.	
Safeguarding	A thorough understanding of up-to-date safeguarding requirements and best practice.	

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