



Lord Grey Academy

Lord Grey Can



ATTENDANCE SUPPORT OFFICER

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“Lord Grey Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.”





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Welcome from the Associate Principal

Thank you for your interest in working at Lord Grey Academy.

Lord Grey Academy is a diverse and vibrant learning community where students develop skills in, and beyond, the classroom to ensure they flourish.

We ensure that every student has access to an outstanding education and is given the best life opportunities. We create a positive atmosphere, an “I can achieve anything” attitude through our core values and motto, Lord Grey Can!

Lord Grey Academy focuses on knowing each of our students and their individual needs, and by developing purposeful and personal relationships, guide them to achieve their potential. It is our belief that engagement with parents and external agencies are invaluable. The success at Lord Grey stems from pastoral care. Our dedicated non-teaching pastoral team ensures all students are valued and included. Students at Lord Grey build close relationships with fellow peers and staff and enjoy being part of a close community.

The behaviour and attitudes of our students is very positive and we are proud of our students and the kind and caring attitudes to each other that they display. This ensures an environment in which learning is good and better for everyone.

We are relentless in our pursuit of excellence with a focus on academic rigour with compassion. We insist on outstanding behaviour within a harmonious and respectful culture, where students feel happy and safe. We encourage our students to become confident and ambitious young adults, balanced by compassion and respect for others.

Our motto, Lord Grey Can reminds all members of our community that there is no limit to our ambition and that imagination can become reality.

Lord Grey became an Academy in April 2018 and joined the Tove Learning Trust. We are on a rapid journey of school improvement as we seek to provide even better outcomes for our students. The support and challenge provided by the Trust is key to this. Lord Grey Academy has quickly become the school of choice in the local area and parents' trust and belief in what we do is high; we are oversubscribed in all year groups.

We think that working at Lord Grey Academy is a great choice. There are opportunities for growth and development and our CPD programme is appreciated by staff and recognised externally as being high quality. The staff team support one another well and there is a strong sense of community within the Academy. We are also very focussed on reducing unnecessary work burdens for our staff and in promoting a healthy work life balance.

We hope that by reading this application pack and browsing through our website, you will be encouraged to apply to work here at Lord Grey. We encourage pre-application visits or telephone conversations to discuss any aspect of the job or anything else about the Academy that you would like to know.

We look forward to meeting you.

Samantha Satyanadhan
Associate Principal

Jim Parker
Executive Principal





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Advertisement

ATTENDANCE SUPPORT OFFICER

Fixed term position until 31st August 2023

**Hours of Work – Monday to Thursday 8am – 2pm
Friday 8am – 3.30pm
31 hours per week**

**39 weeks per year - Term time plus training days
Tove Learning Trust Band F - £20,043 – £20,444**

Actual annual starting salary: £14,362 per annum

Lord Grey Academy is an exciting and vibrant learning community where students enjoy great success in and outside of the classroom. Lord Grey Academy is popular and is the first choice school locally. We have a strong focus on academic achievement throughout the school and develop our young people to be independent and resilient learners. Lord Grey Academy joined Tove Learning Trust in 2018.

We require a talented and committed Attendance Support Officer to join the attendance team in this vibrant and exciting school on a fixed term basis until 31st August 2023. This is a new post at Lord Grey Academy supporting a pilot project to work with our families to help students improve their attendance. Since the beginning of the pandemic, students have had disrupted school attendance due to lockdowns and partial school closures. As a result, there is an increase of students who are finding it difficult to get back to school every day. There are also students who are finding attending every day difficult due to emotionally based school absence and we want to work with those individuals to get them back to school as soon as possible with help from our Attendance Support Officers.

The successful candidate would be able to work comfortably with a number of students and their families as we seek to embed good attendance habits. The post holder will need to be able to forge excellent links with key families, including hard to reach families, and with a range of pastoral staff. A good eye for data will be important to identify trends and patterns of attendance. There will be a requirement to liaise with other service providers such as Milton Keynes Council, the Police and Social Services. The successful postholders will spend part of Fridays in the school supporting the Student Services department

The majority of the role will involve carrying out home visits, to speak to students and parents and, where appropriate, to bring the students into school.

Home visits and the ability to drive the minibus are required. You must have a clean driving licence and access to a reliable means of transport in order to carry out your daily duties. Candidates must be eligible to live and work in the UK.

A candidate information booklet and application form are available on the vacancies section of Lord Grey Academy's website:

<http://www.lordgrey.org.uk/general-information/vacancies/>





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Please note the application form is available on the right hand side of the above link.

Completed application form and covering letter should be submitted to Human Resources at Lord Grey or emailed to hr@lordgrey.org.uk by 9am on Monday 27th June 2022.

Only successfully short listed candidates will be contacted.

Join an Academy on a rapid journey of improvement as part of a highly supportive and growing MAT.

Lord Grey joined Tove Learning Trust in April 2018 and is situated in Bletchley on the outskirts of the growing city of Milton Keynes. The right candidate will join us on our exciting journey to providing a great education for our amazing students as we prepare them for adult life. There is a great team to work with who are already on the path to making changes that will shape the future of the Academy.

Tove Learning Trust

The trust is committed to ensuring that all students achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes. We aim to have academies that are excellent communities of learning where students thrive on success. There are seven secondary schools and one primary school in this growing Trust.

The school is committed to safeguarding children. The successful applicant will require an enhanced DBS check.





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JOB DESCRIPTION

Role: Attendance Support Officer
Responsible to: The Attendance Officer
Based at: Lord Grey Academy, Bletchley, Milton Keynes
Hours: 31 hours per week, 39 weeks per year
Grade: Grade F, points 6 to 7

Job Context

The purpose of the Attendance Support Officer is to work in partnership with the other members of the attendance team to improve the attendance of students who are finding it difficult to get back to school following a period of disrupted school attendance due to lockdowns and partial school closures. The role is based in the student services team with four colleagues.

Key Responsibilities

- Attendance - work comfortably with a number of students and their families to seek to embed good attendance habits.
- Family, Community, and Multi Agency Liaison – establish excellent working relationships with other service providers such as Milton Keynes Council, the Police and Social Services in order to best support the students and families as and when required.
- Record Keeping and Administration – ensure accurate record keeping and analyse data to identify trends and patterns of attendance.

Job Description

Attendance

- 1) As directed by the Attendance Officer be responsible for a caseload of students who have poor attendance habits and work with them and their families to improve attendance
- 2) Take proactive steps to improve attendance of caseload students including bringing them to school if necessary or appropriate using the school minibus.
- 3) Forge excellent links with key families, including hard to reach families, which will include carrying out home visits, speaking to students and parents and offering targeted training & support.
- 4) Keep abreast of good practice on attendance through networking with other colleagues and best practice publications

Family, Community, and Multi Agency Liaison

- 5) Be in regular contact (including through paired home visits) with a caseload of students
- 6) Liaise and develop good relationships with key pastoral staff such as Heads of Year and the Family Support Worker on attendance issues
- 7) Devise and deliver group sessions on attendance (e.g. a good parenting scheme) to groups of students or parents
- 8) Give advice to parents about how they can support good attendance
- 9) Develop and sustain collaborative links with relevant agencies, practitioners and parents in order to support students and their families.





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Record Keeping and Administration

- 10) Monitor the attendance of your caseload and reward good progress by using the school rewards system
- 11) Complete administrative tasks such as writing up confidential records on the students and families seen, sending letters to parents and building an evidence base of interventions
- 12) Examine attendance data and follow up on the patterns emerging from the data
- 13) Working with the attendance officer, prepare the paperwork required for interventions such as attendance fines and pre-court and court actions
- 14) Ensure that students are safeguarded and record and act upon any concerns

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.





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PERSON SPECIFICATION

Qualifications	Essential	Desirable	How evidenced
GCSE English or Maths at C grade or equivalent	✓		A
Relevant qualifications in attendance officer work		✓	A I
Clean driving licence	✓		A I
Minibus driver or willingness to be trained	✓		A I
Experience	Essential	Desirable	How evidenced
At least three years experience working with school aged children	✓		A
Experience in Attendance Officer type work		✓	A I
Experience with hard to reach families		✓	A I R
Experience of analysing attendance data		✓	A I
Skills	Essential	Desirable	How evidenced
Excellent time manager	✓		A I
Excellent inter personal skills and communication skills	✓		A I
Reliable and Self motivated	✓		A I
Confident public speaker	✓		A I
Excellent IT skills	✓		A I
Firm and determined	✓		A I
Tactful, resilient and calm	✓		A I
Aptitudes	Essential	Desirable	How evidenced
Work in accordance with the Trust's values and behaviours	✓		A I
A people person	✓		A I
Good at speaking to adult and students	✓		A I
Able to tackle difficult cases and take difficult decisions	✓		A I
Empathy	✓		A I
Able to form good links with colleagues and other members of the local community	✓		A I R
Able to produce literature and publicity materials on the need for good attendance	✓		A I
Flexible with time on certain occasions (e.g. to attend a Parents' Evening)	✓		A I

A – Application form I – Interview R – Reference





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Why work at Lord Grey?

At Lord Grey we have a strong sense of team. Our staff support each other well and we have good systems and processes to make working as effective and efficient as possible. We have a strong commitment to supporting staff so that they can manage the very important work that we do. We don't under estimate the responsibility and sometimes stress that comes with working in a busy Academy environment.

How we support staff at Lord Grey

- No pressure to "put on a show" in lessons. A culture of typicality is reinforced by no lesson grading.
- Visible Leadership Team who are on hand to listen and support.
- Everyone has the highest expectations of behaviour, with all staff reinforcing those expectations.
- A clear system of sanctions which is applied consistently so staff don't have battles with students.
- Excellent pastoral support offered through our year teams.
- Specialised personalised CPD for all staff.
- Time for staff to put new things into action and a very careful approach to avoid initiative overload.
- Regular Staff, Faculty and Pastoral briefings to support good communication.
- Internal Intranet where all information is one place and data dashboards to support analysis of data
- Headlines – a weekly whole staff email containing all the important information which reduces the number of emails in your inbox. No expectation to deal with emails outside of work hours.
- Comprehensive support for ECTs with dedicated mentors and regular meetings.
- Performance Management is tailored to faculty and individual needs. Data targets are not used punitively but aspirationally.
- We are constantly streamlining all systems and processes so they take less time.
- Open door Associate Principal - no concern is ever too small.
- Countless opportunities to get involved with the wider life of the Academy - Duke of Edinburgh, school performances, sports teams, music etc.
- Contributions of staff recognised through our colleague to colleague recognition awards and student thank you cards.
- There are regular staff wellbeing events organised for staff.

Lord Grey Academy is also in a great location. The Academy is situated on a large site in West Bletchley on the southern side of Milton Keynes. Bletchley itself is the home of 'Bletchley Park', where the WW2 'Enigma' code was broken – this site of historical importance and tourist attraction is just a few minutes' walk from the Academy.

Bletchley is a lively town on the outskirts of Milton Keynes, and offers plenty of accommodation, good shopping and good rail links to London and Birmingham. Milton Keynes is centrally placed with excellent transport links, by both road and rail, to the rest of England. Milton Keynes is one of the fastest growing cities in Europe and has superb shopping, many bars and restaurants and a very good theatre. With excellent cinemas, Xscape and the Snow Dome, MK Dons FC and a range of other leisure options, there is plenty to do in Bletchley and Milton Keynes. For those who prefer the countryside, there are many beautiful Buckinghamshire and Northamptonshire villages on the periphery of Bletchley.





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How to apply

Please read through the information in the pack carefully and please do not hesitate to contact the Academy if you would like to arrange a pre application visit – we strongly welcome this! If you cannot make a visit, then please feel to phone us to talk about the post.

The application form can be found on the vacancies section of Lord Grey Academy's website:
<http://www.lordgrey.org.uk/general-information/vacancies/> Please note the application form is available on the right hand side of the above link.

You should ensure that you complete all sections of the application form. There is a space on the form titled **Support of Application** and in here you should explain how your experience will help you to carry out the job that you have applied for and how you think you meet the criteria in the person specification. This section should be no more than 1 side of A4.

