

## Cluster Attendance Officer

Salary / grade range	SCP 12-17 £21,928 - £24,031 (actual salary) - term time only plus 15 days
Locations	Co-op Academy Brownhill, Co-op Academy Leeds, Co-op Academy Nightingale, Co-op Academy Oakwood and Co-op Academy Woodlands
Reports to	Headteacher

**Purpose of role:** We're looking for a Cluster Attendance Officer to join our brand new Cluster Team working with families attending the Co-op Academies in Leeds. Someone who will support and challenge our attendance teams in schools and be able to work with both our young people and their families to improve their attendance at school. A confident and effective communicator, you'll be relentless in your drive to improve attendance at school for our students, thinking outside of the box to support families to overcome barriers to attendance, working in partnership with other colleagues and stakeholders across other departments where appropriate. There will also be a role in ensuring that any legal work is able to be completed with families where this is needed.

### Key accountabilities (and specific duties / responsibilities):

- Advising parents/carers and students on attendance matters as required and encouraging good home/school relationships which may involve counselling, building self-esteem and mediation.
- To be responsible for monitoring and improving the attendance of a targeted cohort of students
- To undertake home visits for targeted students
- To ensure that accurate records are maintained in relation to all matters relating to the attendance of the targeted cohort
- Collect evidence and keep accurate records for court reports and prepare case notes for prosecution
- To produce reports and updates as required to key staff
- To liaise with Academy Leadership Teams and relevant pastoral colleagues
- To attend team meetings
- To carry out focus work with cohorts of referred students from academies
- To hold attendance panels and organise necessary meetings
- To maintain links with outside agencies
- To communicate with parents/carers and other agencies as is necessary
- To lead EHAs
- To undertake supportive work for transition from year 6-7 across academies



## General

- To contribute to the smooth operation of the Coop Cluster Team through clear communication and effective record keeping

## Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

## Continuing Professional Development

- Undertake any necessary professional development as identified in the Academy Development Plan taking full advantage of any relevant training and development available
- Undergo appropriate training in order to develop skills for the post

## Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• GCSE or equivalent in Maths and English at Grade 4 or equivalent</li> <li>• A full and clean driving license</li> </ul>		I, A
<b>Experience</b> <ul style="list-style-type: none"> <li>• Working with young people</li> <li>• Working with families</li> <li>• Record keeping</li> <li>• Experience of working in a school attendance team or another relevant area</li> <li>• Experience of school management information systems</li> <li>• Liaison with external agencies</li> </ul>	Desirable  Desirable  Desirable	I, A
<b>Skills, Ability, Knowledge</b> <ul style="list-style-type: none"> <li>• Safeguarding issues</li> <li>• Attendance legislation</li> </ul>	Desirable	I, A



<ul style="list-style-type: none"><li>• Secondary &amp; Primary education knowledge</li><li>• Excellent organisational and administrative skills</li><li>• Excellent oral and written communication skills</li><li>• Excellent ICT skills</li><li>• Ability to forge relationships</li><li>• Ability to prioritise workload and organise own time</li><li>• Accuracy and attention to detail</li></ul>		
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"><li>• Excellent attendance record</li><li>• Flexible and adaptable</li><li>• Able to use initiative</li><li>• Good team leader and team member</li><li>• Excellent role model</li><li>• Willingness to participate in the wider life of the Academy</li><li>• A commitment to personal professional development</li><li>• A method of transport to be able to move across sites and to conduct home visits</li></ul>	desirable	I/A

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.