



# Recruitment Pack

## Early Help and Attendance Assistant

Cranbrook Education Campus

Closing Date: 9:00am, Monday 24th June 2024

**Ted  
Wragg** TRUST



# Cranbrook Education Campus

We are a school rooted in its community where aspirational learning and opportunities transform the lives of our pupils.

Our mission is to transform lives and strengthen our communities to make the world a better place. We do this by living our values of "the PERKS of being #Crantastic". We are Proud, Engaged, Ready, Kind and Safe.

We have the highest of expectations and we have strong, non-negotiable standards of discipline that we expect from all pupils. Learning is at the core of what we do. Our pupils value their education, take ownership of it and show pride, self-worth and self-efficacy to ensure all future doors are open to them.

## Our Values

In order for each pupils to fulfil their potential at Cranbrook Education Campus we strive to recognise every instance of success. We regularly reward pupils with house points for demonstrating one of our five perks; both in lessons and around the campus.

- We are Proud by following all lesson expectations and reasonable requests.
- We are Engaged by taking ownership of our progress; and being continually self-reflective and actively engaged in all lessons.
- We are Ready by being punctual, in the correct uniform and having the correct equipment at all times.
- We are Kind by providing the best possible support for our peers.
- We are Safe by following all health and safety rules on site and keeping ourselves safe online.



# Key Details

**Job Title:** Early Help and Attendance Assistant

**Location:** Cranbrook Education Campus, Devon

**Salary:** NJC Grade C, £16,388 - £16,942 pa (actual based on 30 hpw x 39 weeks)

**Closing Date:** 9:00am, Monday 24th June 2024

**Interviews:** TBC

**Required From:** As soon as possible

If you share our mission to transform the lives of students by providing inspirational learning and opportunities, we would love to hear from you.



## How to apply

If you would like an informal conversation about this role please email [recruitment@cranbrook.education](mailto:recruitment@cranbrook.education), providing a contact number.

Further details of the post can be located at <https://www.cranbrookeducationcampus.org.uk/>



# Job Description

## Key purpose of the role

Enable the Trust to realise its mission to 'Transform lives, strengthen communities and make the world a better place by supporting the school to increase student attendance and reduce the number of persistent absentees.

## Your responsibilities

- Record and monitor student attendance
- Implement the school absence processes with students and parents/carers
- Refer pupils to external bodies/agencies as appropriate
- Undertake home visits with another member of staff
- Support the implementation of attendance strategies
- Deliver an accurate, consistent and timely attendance service
- Assist the attendance officer in providing 1:1 support for students, enabling them to develop and implement strategies to improve and sustain their attendance
- Be the lead practitioner for pupils and their families who require Early Help
- Liaise with multi agency support to provide effective Early Help
- Effectively manage and progress a caseload to achieve positive outcomes based on a solution focused approach
- Increase parental engagement to strengthen family relationships and support children's education
- Work co-operatively with colleagues and partners to share information, ensuring a joined up approach
- Support students and families to build capacity, resilience and independence so they are able to have the best start or are able to overcome issues before they become so serious that specialist or statutory services are needed
- Build relationships with pupils, families and professionals, ensuring the social, emotional, mental and physical development of pupils

## Grading criteria

- Support colleagues to familiarise themselves with their role.
- Establish the best course of action using a range of recognised procedures
- Identify the need, assess the situation and initiate action, providing comprehensive guidance, advice and support.
- Undertake work carried out within clearly defined rules and make decisions from a range of established options
- Make decisions which have limited or short-term effects on immediate colleagues, students or members of the community.
- Work may be subject to interruption but the program of tasks will not be subject to significant change.
- Good standard of practical knowledge/practical skills embedded in the professional area.



# Person Specification

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE (or equivalent) in English and Maths</li> </ul>	Essential
<b>Experience</b>	<ul style="list-style-type: none"> <li>Administrative experience</li> <li>Administrative experience in an educational setting</li> <li>Experience of managing and improving attendance with knowledge of how to minimize barriers to attendance</li> </ul>	Essential Desirable Desirable
<b>Key skills</b>	<ul style="list-style-type: none"> <li>Effective communication skills</li> <li>Attention to detail</li> <li>Able to problem solve</li> <li>Computer literacy</li> <li>Able to fulfil all aspects of the role with confidence and fluency in English</li> </ul>	Essential Essential Essential Essential Essential
<b>Values</b>	<ul style="list-style-type: none"> <li><b>Ambitious:</b> works hard, has the highest standards and is positive for the future.</li> <li><b>Selfless:</b> is self-aware and emotionally intelligent to be able to support self and others to thrive. Works selflessly to support the Trust's mission and strategic priorities.</li> <li><b>Collaborative:</b> builds strong relationships and networks.</li> </ul>	Essential Essential Essential
<b>Job Evaluation</b>	JE Job Number: AD3 JE Score: 330 Grade: C	

The Ted Wragg Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.





# 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.

# Ted Wragg Trust



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



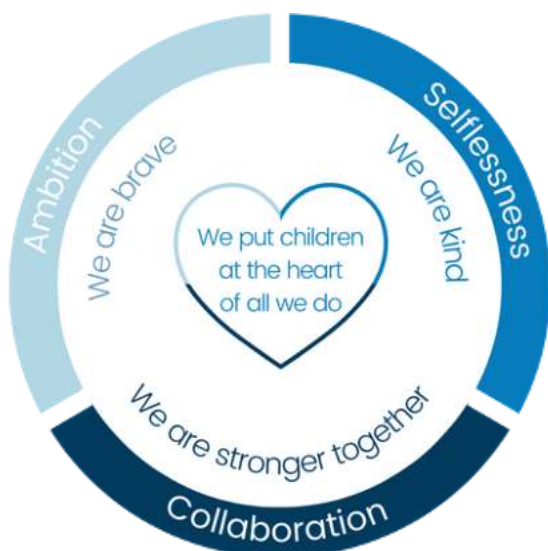
**Welcome from the Ted Wragg Trust  
CEO, Moira Marder**



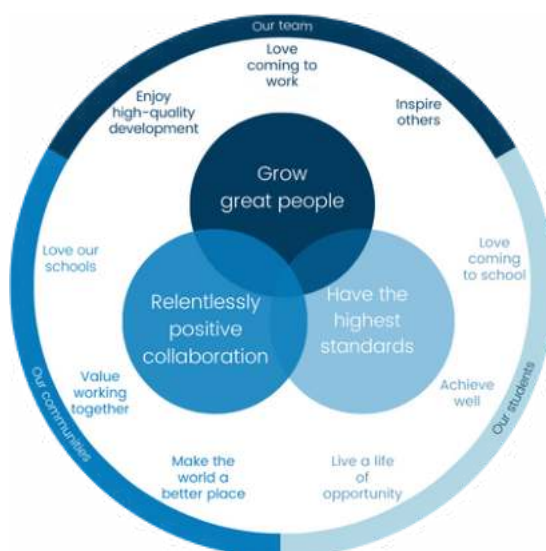
On behalf of the Ted Wragg Trust, I would like to thank you for your interest in working with us. The Ted Wragg Trust (TWT) is an **ambitious** and **inclusive** Trust of schools **strengthening our communities** through **excellent education**. Our values driven, rapidly growing 2-18 Trust has the highest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



# 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.



Colyton Grammar







# Recruitment Pack

Thank you for your interest!

**Ted**  
**Wragg** TRUST