

# SENIOR ATTENDANCE OFFICER

Application Deadline: 20<sup>th</sup> January 2025



Dear Colleague

Thank you for your interest in Edgar Wood Academy, a new school serving the local community in Middleton and Heywood. Opening in temporary accommodation in September 2021, the school moved to its permanent location in September 2022, a state-of-the-art building, with stunning views of the local countryside. Helping our students realise their potential lies at the heart of everything we do. By promoting our values of Resilience, Empathy and Responsibility and a culture of mutual respect and compassionate rigour, we aim to inspire and engage all pupils, regardless of prior attainment or social background.

By joining our school, you will be part of an exciting journey, building the school from its early foundations and helping to create and embed its ethos, values and culture. We believe in creating a purposeful and calm environment which allows our teachers to teach and our students to learn. As a result, we will improve student achievement through high-quality teaching in a safe and caring environment. We value each individual child in our school and recognise that each has different talents and gifts, which will be nurtured over the course of their time with us. We also support every student to develop personally and academically, so that they have the knowledge and skills to progress to an aspirational career, a fulfilling life and make a positive contribution to their local community.

Hopefully it is already clear from reading this letter that our aims are simple: to help students realise their potential through a culture of mutual respect, positive behaviour, and high standards. Our aim is to have students do the right thing because they should, rather than because they must. We aim to inspire and engage all students, regardless of prior attainment or social background.

To work at Edgar Wood Academy, you must aspire to be an outstanding colleague. You must be willing to share and learn. We wish to appoint someone who will help us to make a positive difference to the lives of young people in the borough. In return, we promise a supportive and enjoyable working environment and the resources needed to carry out the role to the highest standards, including a bespoke professional development programme to support you with your future career aspirations.

It is important to note that Edgar Wood Academy benefits from being a part of the Altus Educational Partnership. The Trust currently comprises of four academies - Rochdale Sixth Form College, Edgar Wood Academy, Kingsway Park High School and Bamford Academy.

The Trust's mission and vision are to:

- Advance education in the borough of Rochdale so that young people go on to live happy and fulfilling lives and make positive differences to their communities and society.
- Create an inclusive and cohesive system of education in the area that improves the lives of everyone in the borough.

I look forward to your application and if you have any questions, or wish to visit the school prior to interview, please do not hesitate to contact my PA, Debbie Barlow on 0161 676 9620.

Yours sincerely



**Paul Jones**  
**Headteacher**

## Making Your Application

I hope that when you read this Application Pack you are inspired to apply for the post. If you are, then this is what you need to do:

### Application

1. Complete the Altus Education Partnership application form.
2. Provide a supporting statement of no more than two sides of A4 which should address the criteria in the person specification.
3. Send your application by email to [recruitment@altusep.com](mailto:recruitment@altusep.com).

### Deadline

The deadline for the post is **Monday 20<sup>th</sup> January 2025** to arrive no later than 12.00 midday.

Interviews are due to take place **w/c 27<sup>th</sup> January 2025**.

### Shortlisting

We will unfortunately be unable to notify candidates who are not on the shortlist; therefore, if you have not heard from us your application has been unsuccessful on this occasion.

### Salary

The post will be paid on support staff salary scale point 25 to 29, currently £35,235 to £38,626 per annum.

Actual for term-time only and 37 hours per week is £30,443 - £33,373 per annum.

### Start Date

As soon as possible

For an Application Form, contact: [recruitment@altusep.com](mailto:recruitment@altusep.com)

*Altus EDUCATION Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974.*

*In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates.*

## Background Information

### Edgar Wood Academy

Edgar Wood Academy is an 11-16 year old state-funded secondary school. Working closely with Rochdale Borough Council to meet the estimated shortfall of secondary school places, we opened our doors to welcome Year 7 children from the areas of Middleton and Heywood in September 2021. Our intake this year is 195 places, with a total of 485 places being offered since in September 2021 within Years 7-9.

In our first year we were based in a temporary site in the grounds of Hopwood Hall College, Middleton Campus, whilst the new school was completed. From September 2022, Years 7, 8 and 9 students at Edgar Wood Academy have been able to experience our new school building on Heywood Old Road, Heywood, with its modern state-of-the-art facilities, designed to allow them to flourish academically, culturally and artistically.

### Altus Education Partnership

Edgar Wood Academy is currently one of four institutions in the Altus Education Partnership (a Multi-Academy Trust) alongside Kingsway Park High School, Bamford Academy and Rochdale Sixth Form College (*“TES 6th Form College of the Year 2021”* and *“Ofsted Officially Outstanding 2022”*). Edgar Wood Academy and the Trust have a very strong educational reputation in the local community and are in a financially robust position. The Trust works as a partnership of equals, where all Academies are distinctive institutions working together for the benefit of all students, within which, Headteachers and local Governing Bodies have delegated authority and associated autonomy. The Trust expects to expand further in the next few years, working with Academies in the Primary and Secondary phases to improve the quality of education across the borough.

Altus Education Partnership are committed to supporting all children in their Academies to progress to a successful career, life and employment path of their choice.

All our Academies will share a collective identity as providers of the highest quality teaching with high expectations of learners, coupled with effective assessment and intervention. Young people in our Academies will engage with opportunities to develop their own skills and aptitudes to support their progression, while making valuable contributions to their communities. Leaders and Teachers will take a collaborative approach, sharing best practice at a local, regional and national level, to continuously improve the performance and outcomes of all Academies in the Trust.

### Altus Education Partnership Values

The values of the Altus Education Partnership will be embedded and visible throughout all the academies. Each will have its own unique identity built around the core Trust values. These are:

- Unrelenting commitment to improve the quality of our provision and enhance the lives of our students.
- Openness in the way we build trust and bring purpose to our work as a Multi Academy Trust.
- Accountability through the rigorous, transparent and forensic analysis of all aspects of our performance.
- Commitment to the principles of inclusion and equality.
- Dedication to the borough of Rochdale and its surrounds.
- Collective responsibility for one another and the results of all our students – ‘if one fails, we all fail’.

### **The Ambition is that by the time students leave they will:**

- Have achieved their personal academic potential giving them a greater choice in life.
- Have the highest aspirations and developed the self-esteem, confidence, and emotional resilience to exploit their potential.
- Be contributing members of the community and have compassion for others.
- Be able to celebrate their success and that of others.
- Have developed the confidence to overcome barriers to success.
- Be articulate, creative, and prepared for future growth and learning.
- Be happy!

### **Shared Objective for all Staff**

"To maximise students' achievements"

- At Altus Education Partnership we do this through engaging our students in their subjects and inspiring them to enjoy their studies in a totally positive atmosphere.
- Our students are challenged to achieve through a culture of high expectations and a belief in their ability.

Above all, staff at Altus Education Partnership like their students and demonstrate this through their daily conduct and interaction.

We promise a supportive and enjoyable working environment and the resources needed to carry out the role to the highest standards, including a bespoke professional development programme to support you with your future career aspirations.

## Role Description

<b>Job Title:</b>	<b>Senior Attendance Officer</b>
<b>Reports to:</b>	Deputy Headteacher
<b>Remuneration:</b>	The post will be paid on support staff salary scale point 25 to 29, currently £35,235 to £38,626 per annum.  Actual for term-time only and 37 hours per week is £30,443 - £33,373 per annum.
<b>Contract:</b>	Permanent – 37 hrs per week – Term Time Only.
<b>Start Date:</b>	As soon as possible

### Overall Purpose of the Post

To lead and strategically manage all aspects of school attendance and punctuality, promoting a culture of high expectations and accountability. To monitor and analyse attendance data, implement whole-school strategies to improve attendance, and work collaboratively with key stakeholders to ensure students benefit from full access to education.

### Attendance Responsibilities

- **Strategic Leadership:** Take the lead on developing and implementing a whole-school attendance strategy, embedding a positive attendance culture among staff, students, and families.
- **Data Analysis and Reporting:** Oversee the accurate recording, monitoring, and analysis of attendance data. Produce detailed reports for senior leaders, governors, and external agencies, identifying trends and making data-driven recommendations.
- **Case Management:** Lead on identifying and addressing persistent absenteeism (PA), particularly among disadvantaged groups. Devise targeted intervention plans to address attendance barriers.
- **Parental Engagement:** Communicate and collaborate with parents and carers to reduce levels of absence and poor punctuality. Conduct meetings to set and review attendance improvement plans.
- **External Collaboration:** Represent the school at external panels, core groups, and multi-agency meetings, implementing recommendations to address attendance issues.
- **Compliance and Safeguarding:** Ensure compliance with statutory attendance regulations, including Fixed Penalty Notices and referrals to the Local Authority Education Welfare Service. Safeguard vulnerable students by conducting and recording home visits promptly.
- **Early Intervention:** Proactively identify early attendance trends, implementing strategies to prevent escalation to PA status. Work collaboratively with the pastoral team to ensure timely interventions.
- **Promotional Activities:** Lead attendance campaigns, celebrating improvements and highlighting the importance of excellent attendance and punctuality.
- **System Oversight:** Monitor and rectify gaps in attendance records, ensuring registers are accurate and up-to-date. Respond promptly to internal truancy and unexplained absences.

### Leadership and Team Responsibilities

- Act as the attendance lead, modelling exemplary professional standards and fostering a culture of accountability within the attendance team and wider school community.
- Lead on the coordination and training of the attendance team, providing guidance to ensure consistency and impact.

- Collaborate with senior leaders, pastoral staff, and external agencies to align attendance strategies with wider school objectives.
- Liaise with the DSL/HoYs on cases requiring intervention.
- Supervise and quality assure work completed by the attendance team, including routine data input, home visits, and parent/carer communications.

### **General Duties and Responsibilities**

- Create a positive and ambitious ethos within the pastoral team and beyond.
- Actively promote and safeguard the welfare of all students.
- Serve as an ambassador for the school, modelling professionalism and embodying the school's core values: *Responsibility, Empathy, Resilience, Respect*.
- Facilitate the in-year transfer and waiting list processes, ensuring statutory deadlines are met.
- Support the Children Missing Education process and maintain records for students transitioning to Elective Home Education.
- Participate in duty rotas demonstrating leadership in all aspects of school life.

### **Whole-School Organisation, Strategy, and Development**

- Lead attendance-related policies and contribute to their development, implementation, and evaluation to support the school's vision and values.
- Take a proactive role in whole-school events, newsletters, and staff briefings, promoting a unified approach to attendance improvement.
- Support the school's positive discipline strategy by intervening with students displaying challenging behaviour as required.

### **Professional Development**

- Take responsibility for personal professional development, seeking opportunities to enhance skills, qualifications, and knowledge relevant to the role.
- Participate in appraisal processes and training sessions, contributing to the school's overall development plan.
- Stay updated on statutory and best-practice attendance strategies, sharing insights to improve team effectiveness.

### **Other**

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. An enhanced DBS check will be carried out on the successful candidate. Altus Education Partnership is committed to equal opportunities for all.

The successful candidate will be required to complete a satisfactory medical screening assessment and provide two satisfactory references, identity check and right to work.

Your terms and conditions are specified within your contract of employment.

No.	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview
<b>QUALIFICATIONS AND EXPERIENCE</b>				
1	5 A*- C GCSEs or equivalent including English and maths	E	√	√
<b>SKILLS AND KNOWLEDGE</b>				
2	<b>Experience of managing attendance in a school setting</b>	E	√	√
3	Experience of <b>developing</b> attendance protocols and policies	E	√	√
4	Experience of working with children/families with Behaviour / Social Emotional / Mental Health issues	E	√	√
5	Ability to engage with students, inspiring learning & promoting success	E	√	√
6	Very good practitioner of providing mentoring and emotional support for students	E	√	√
7	Ability to rigorously use the school attendance tracking platforms to spot trends and identify individual students or cohorts needing <b>intervention</b>	E	√	√
8	<b>Ability to forensically interpret data to inform action and produce reports for a range of audiences.</b>	E	√	√
9	Knowledge of a variety of support mechanisms available for students in the local area	E	√	√
10	Experience of working with children on safeguarding plans, working with social workers, attending support meetings and completing the relevant procedural paperwork/referrals	E	√	√
11	Competence in the use of ICT	E	√	√
12	<b>Excellent organisational, time management and record keeping skills</b>	E	√	√
13	Ability to positively <b>lead</b> your work area and to share ideas and work collaboratively with team members.	E	√	√
14	Ability to be adaptable & flexible	E	√	√
15	Effective inter-personal & communication skills with the ability to motivate and encourage.	E	√	√
16	Commitment to valuing the individual and boosting their self-belief and worth – an unconditional positive regard for young people	E	√	√
17	Commitment to high standards & expectations – no accepting of second best in students and staff	E	√	√
18	Commitment to professional learning & institutional improvement	E	√	√
19	Determination to promote equality of opportunity	E	√	√



20	Commitment to enjoying work	E	√	√
<b>DESIREABLE CRITERIA</b>				
21	Experience of working with school safe- guarding, data and (Arbor and CPOMS) and the Rochdale CME, CMooE, systems.	D	√	√
<b>PERSONAL CHARACTERISTICS</b>				
22	An unwavering commitment to the Altus Education Partnership's vision, mission and values	E	√	√
23	Willing to be accountable and to take personal responsibility for own actions	E	√	√
24	Resilience and the ability to grow professionally and flexibly within a start- up and developing organisation	E	√	√

# EDGAR WOOD

academy



Edgar Wood Academy  
Heywood Old Road  
Heywood  
OL10 2QN

Tel: 0161 676 9620  
Email: [info@edgarwood.org](mailto:info@edgarwood.org)  
[www.edgarwood.org](http://www.edgarwood.org)

Altus Education Partnership  
Suite F4  
No. 2 The Esplanade  
Rochdale  
OL16 1AE

Tel: 01706 769999  
Email: [info@altusep.com](mailto:info@altusep.com)  
[www.altusep.com](http://www.altusep.com)

