



## **Job Application Pack Trust Attendance Lead**

**Permanent, Full time, Term Time Only + 2 weeks**

**Salary: Grade 10, Points 28 to 32, £36,648 to £40,220 (per annum)  
Actual Salary: £33,420 to £36,677 (pro rata)**

## Welcome from the CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of Trust's.

*S. Hampton*

## About the Trust

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy.

The Trust comprises of Bluecoat Aspley Academy, Bluecoat Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy, Bluecoat Primary Academy, Bluecoat Bentinck Primary Academy, The Nottingham Emmanuel School and Sixth Form, The Long Eaton School, Lees Brook Academy, Alvaston Moor Academy, Bluecoat Trent Academy and the Bluecoat SCITT Alliance (School Centred Initial Teacher Training).

Our aim as a Trust is to shine a spotlight nationally and internationally on our inclusive ethos so that more schools and academies can be encouraged to take up our approach to inclusive, enriching, knowledge based teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.

We are proud of our diverse student population and passionate to create a staff team reflective of this diversity. We actively welcome applications from all backgrounds and you can be assured of a warm welcome at Archway.

## Our Schools

### Bluecoat Aspley Academy

Bluecoat Academy Aspley is the largest school in the Trust and was the founder of Archway Learning Trust (previously known as Bluecoat Academies Trust). The Academy is both distinctively Christian and inclusive with all students being part of a large, diverse and multi-ethnic family that we are very proud to be a part of. Bluecoat Aspley Academy is a School of Sanctuary, welcoming students and families from all backgrounds.



**Bluecoat Aspley**  
believe in yourself, in others, in God

### Bluecoat Wollaton Academy

Bluecoat Wollaton Academy has 800 learners and is both distinctively Christian and inclusive, with a relentless ambition to enable every member of our Academy 'family' to be the best they can be. Bluecoat Wollaton was graded as 'Outstanding' in all categories in its Ofsted inspection in 2018. The school's outcomes place it consistently in the top 10% in the country and it was also awarded the highly coveted World Class Schools Quality Mark, which is awarded to the top schools in the country.



**Bluecoat Wollaton**  
believe in yourself, in others, in God

### Bluecoat Beechdale Academy

Bluecoat Beechdale Academy is a growing school, with over 800 students on roll. The numbers have increased each year since our sponsorship began and we are delighted with the growing confidence that local families are expressing by making Beechdale their first choice school in increasing numbers. Bluecoat Beechdale Academy is not formally designated as a Church of England Academy, but shares the ethos and many of the Archway values.



**Bluecoat Beechdale**  
Academy  
Believe, Belong, Achieve

### Bluecoat Primary Academy

Bluecoat Primary Academy opened in January 2015. The primary school is located near our Bluecoat Beechdale Academy in a brand new state of the art building on Harvey Road and is home to 420 primary aged children, 26 Nursery pupils and a small focus provision for children with ASD. Like Bluecoat Aspley and Bluecoat Wollaton Academy is both distinctively Christian and inclusive.



**Bluecoat Primary**  
believe in yourself, in others, in God

### The Nottingham Emmanuel School

The Nottingham Emmanuel School is a Church of England secondary and Sixth Form, with 1,000 students, including over 140 in the Sixth Form. The £25 million site is located near the banks of the River Trent in West Bridgford. The School is a diverse community, serving families and students from every academic, social, faith and ethnic background. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school.



### Bluecoat SCITT

Based at Bluecoat Aspley Academy, the Bluecoat SCITT offers school based Teacher training in a range of schools and subjects. As an accredited provider of school based teacher training, we are committed to training outstanding teachers to work within the East Midlands region. Our comprehensive one year School Direct Training Programme is offered for both Primary and Secondary trainees, as well as a salaried option in certain subjects.



**Bluecoat SCITT Alliance**  
Nottingham

### Bluecoat Trent Academy

The Bluecoat Trent Academy opened its doors in September 2021 with the founding cohort of Year 7 pupils. BTA is an 11-16, non-faith school. The new build for the academy will be built on the former site of Clarendon College, on the edge of Forest Fields, close to Mapperley Park. Whilst the new academy is being constructed BTA will, for the first two years, be based in its own building on the site of Bluecoat Aspley Academy on Aspley Lane. The school will be underpinned by the ethos of all the Archway academies whilst establishing its own unique vision and values.



## Bluecoat Bentinck Primary Academy

Bluecoat Bentick Primary Academy officially joined of Archway Learning Trust in September 2023, becoming our second primary academy. The school has a proud and rich history of serving the children and community of Nottingham since 1880; we are delighted to be part of its next chapter! Bluecoat Bentinck is a popular, diverse and multi-cultural Academy in the heart of Nottingham City. The Academy's vision of 'Together We Make a Difference' underpins our commitment to work together to achieve our common purpose of transforming lives of the children we serve. Staff at Bentinck are committed to supporting and teaching the diverse cohort of learners, creating the conditions to enable all children to thrive in their education. Bentinck is a happy, calm and welcoming place to be where children are kind, respectful and are proud to represent Bluecoat Bentinck.



Bluecoat Bentinck Primary Academy

## Lees Brook Academy

Lees Brook Academy based in Derby has 1,120 students and is a school that puts its students at the heart of everything it does. The school's motto 'Lead, Believe, Create, Succeed' was chosen by its students and is at the core of everything that the school does. Lees Brook is passionate about its extra-curricular provision in particular the thriving Duke of Edinburgh scheme. Lees Brook is a school that cares for the people within it.



Lees Brook Academy

## Alvaston Moor Academy

Our Academy vision is at the heart of everything we do, 'Ambition, Manners and Achievement'. We also recognise the importance of positive relationships, equality and respect. Situated in the heart of the City of Derby, it serves a diverse local community and serves families from many different backgrounds. The curriculum offered is broad and specifically designed to engage and challenge its students.



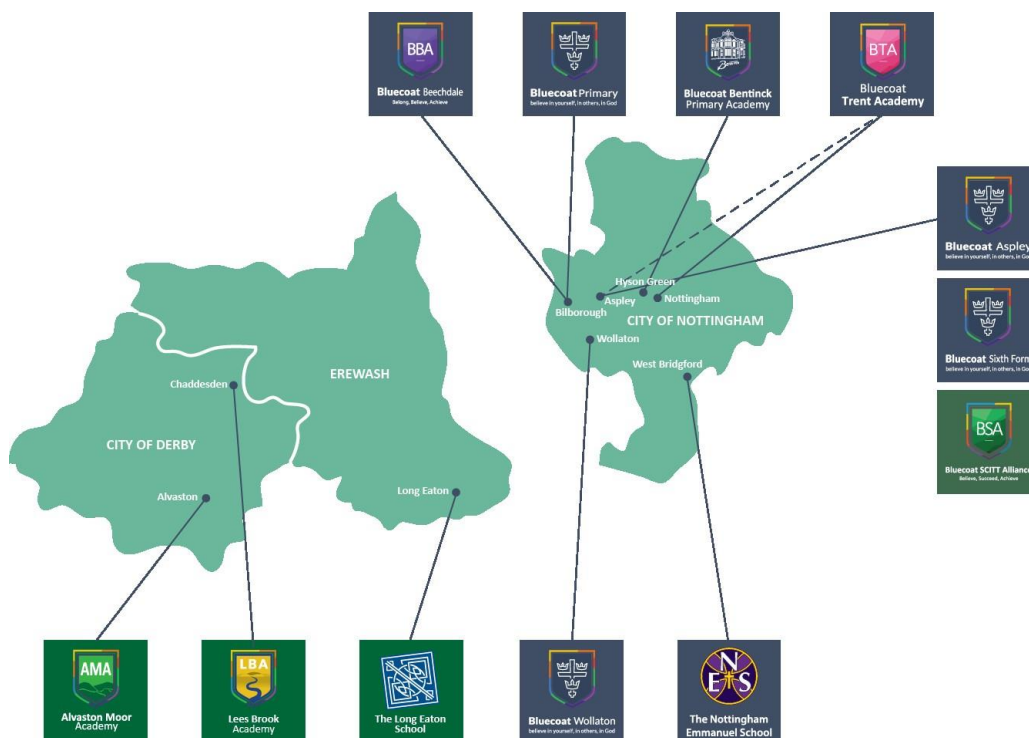
Alvaston Moor Academy

## The Long Eaton School

The Long Eaton School with 1,078 students is built on a long tradition of academic success, dating back to 1910. The school has gained an excellent reputation for the quality of its educational provision and its developments in Literacy and Numeracy have earned the school the prestigious Quality Mark and our approaches have been shared nationally as a model of good practice.



## School Locations



## Welcome from the MAT Team

### Stuart Anderson – Deputy CEO (DCEO)



Stuart joined Archway in 2015 and has worked in a number of senior roles for the Trust including Principal, Executive Headteacher and Regional Director prior to becoming DCEO. He has direct responsibility for a number of schools in the Trust but also in the strategic leadership of standards, quality enhancement and delivering the Trust's strategic vision. As Principal, Stuart led Bluecoat Wollaton to attain exceptionally highly. The school secured an 'Outstanding' Ofsted grade in 2018 in its first inspection, officially became a 'World Class' School in 2020 and was recognised as 'Excellent' in its SIAMS Church Inspection in 2021.

### Michelle Walshe – Chief Corporate Services Officer (CCSO)

Michelle is our Chief Corporate Services Officer with responsibility for all aspects of our Governance and corporate compliance. She also oversees marketing and communications, academy services and is the Trust's DPO. Michelle has over 20 years' experience in the education sector and has previously led and managed the admissions and appeals activity across the Trust as well as deliver process improvement and effective people management of large teams.

### Nathan Jeremiah – Chief Operations Officer (COO)

Nathan has over thirteen years' experience in the education sector, having worked in a variety of management and leadership roles and brings significant sector experience to the Trust drawn from his work with the Department for Education and consultancy support with trusts nationally. Nathan's leadership of operational matters at Archway focusses on efficient and effective IT, Estates, Health & Safety, Cleaning, Catering PFI, Capital Development and Major Projects services across our family of academies.

### Stuart Bird – Chief Finance Officer (CFO)

Stuart joined our Trust in October 2022 and has spent the last ten years in senior finance director positions across the NHS where he says the challenges are "remarkably similar" to education. Stuart has also worked in finance and operational directorship roles for a number of successful businesses in the private sector, including financial services, nursing and residential care. He is a Chartered Accountant and is well versed in building and delivering a strong finance team that provides an excellent service to the organisation it supports.

### Dave Taylor – Director of Education

As Director of Education, Dave is responsible for the Quality of Education, Continuous Professional Learning (CPL) and the Quality Assurance of Teaching and Learning. Dave leads the Central Education Team and the Implementation Group, which comprises local VPs and APs for Teaching and Learning. Dave's main educational passion is to ensure children improve their reading and he is the main architect of the Trust's driving improvement priority 'Every child in an Archway school will become a fluent reader'.

### Chief People Officer - Sarah Goodwin

Sitting on our Executive Leadership Team, Sarah is heading up our HR team to provide an effective service across the entire organisation. Sarah brings a wealth of knowledge and experience with her, with her most recent position being Deputy Chief People Officer and Associate Director of Organisation Development for the Government of Jersey.

### Ben Dobbs - Director of Technology and Insights

Ben has a passion for the use of the technology and data to drive change both in the classroom and in the wider organisation. Having started as a maths teacher at Emmanuel, he moved through senior leadership before leading our trust wide data function and most recently combining that with technology. Ben's extensive experience in both education and technology uniquely positions him to bridge the gap between pedagogical practices and technological advancements. His vision and expertise drive the implementation of cutting-edge solutions that enhance educational outcomes and operational efficiency.

## The Vacancy

The post holder will be responsible for the overall improvement of attendance across Archway Learning Trust. Working closely with Attendance Teams in schools across the trust as well as the Senior Leadership Teams at the academy, the Trust Attendance Lead will work to drive strategies to facilitate improved attendance and punctuality so that we can provide the best possible opportunities for access to education for our students.

The post holder will also be responsible for promoting positive attitudes towards regular academy attendance and punctuality amongst students and their parents/carers to support students in reaching their full potential.

The Trust Attendance Lead will also be responsible for implementing an attendance and punctuality programme and will be required to plan, develop and monitor strategies for improvements in overall student attendance and punctuality.

Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

The role will be based at Alvaston Moor Academy but the post holder may at any time be required to support or work at any of the sites within Archway Learning Trust.

## Applications

For more information about Archway Learning Trust and the vacancy, please visit [www.archwaytrust.co.uk/vacancies](http://www.archwaytrust.co.uk/vacancies). To apply for the role click apply which will take you to the application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.

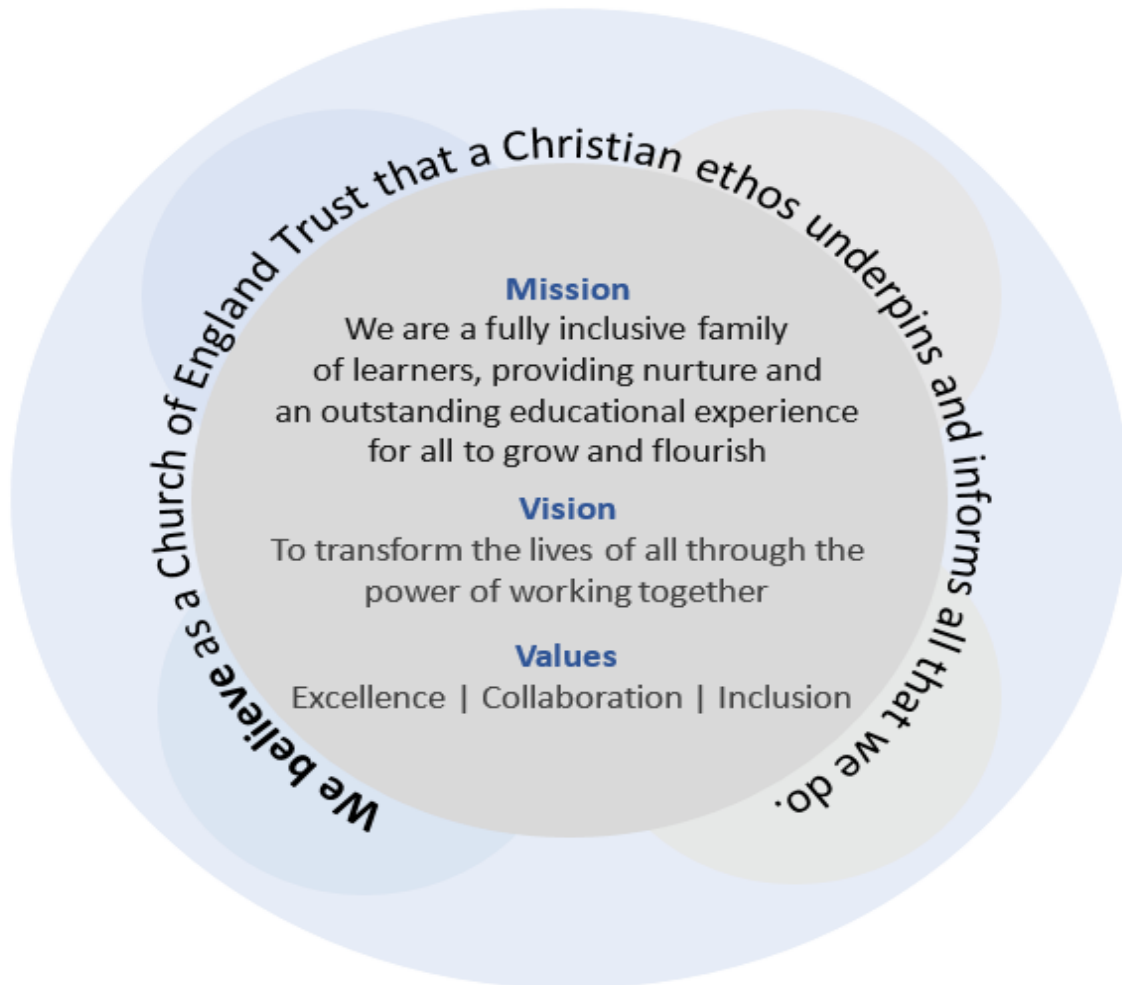
**Closing Date:** 9am, Monday 2<sup>nd</sup> September 2024

**Interview Date:** To Be Considered

Due to the number of applications we receive, it is with regret that we cannot respond to every application, if you do not hear from us within two weeks of the closing date, please assume that on this occasion your application has unfortunately not been successful.

## Trust Ethos, Mission, Vision and Values

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.



## *Working Together, Transforming Lives*

### Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)
- Online Searches

## Job Description

**POST TITLE:** TRUST ATTENDANCE LEAD

**GRADE:** GRADE 10, POINTS 28-32

**RESPONSIBLE TO:** TRUST INCLUSION LEAD

### JOB PURPOSE

Under the guidance of Senior Leaders across Archway Learning Trust, the post holder will be responsible for:

- Meeting the Academy Attendance targets in line with the Academy Improvement Plans
- Promoting positive attitudes towards regular academy attendance and punctuality amongst students and their parents/carers and to encourage them to derive maximum benefit and opportunity from their education;
- Implementing an attendance and punctuality programme with measurable and effective improvement strategies;
- Planning, development and monitoring of student attendance and punctuality.
- Ensuring the root cause of absence is identified and addressed

### GENERAL RESPONSIBILITIES

- Support the overall Christian ethos of the Trust.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, copyright etc. reporting all concerns to line manager.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall aims of the Trust.
- To develop and implement own skills
- To be professional, friendly, fair and firm with students, demonstrating the sort of politeness and respectfulness that we wish them to emulate.
- To show an excellent record of attendance and punctuality.
- Work cooperatively as part of the attendance, pastoral and staff team
- Possesses or must be willing to train for the First Aid at Work or Emergency First Aid at Work qualification approved by the HSE as requested.
- Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

### SPECIFIC RESPONSIBILITIES

- Take responsibility for and implement strategies and intervention for attendance and punctuality in order that academy targets are met in line with the Academy Improvement plans.
- Oversee the recording of all student attendance and punctuality matters.
- Be responsible for the implementation and organisation of monitoring and developing strategies to support attendance and punctuality of students.
- Undertake home visits, making assessments, devising actions plans and feeding back to the DSL, appropriate agencies and stakeholders where appropriate.
- Plan and Lead intervention for those students whose attendance falls below 98% which includes early parental involvement, creating and implementing action plans that outline clear improvement targets for each student.
- Produce and analyse data in relation to attendance and punctuality to create and inform intervention strategies.



- Analyse data to identify patterns in absence and punctuality issues to create overall action plans for the academy.
- Provide accurate data to the Executive Leadership Team and other stakeholders within the Trust so that effective strategic decisions can be made in order to challenge targets set.
- Take part in, and where appropriate, instigate the Early Help process for selected students in partnership with the senior member of staff responsible for safeguarding.
- Build good relationships with students and their families through regular contact and the provision of effective advice and support. This includes providing a mediation service between home and the academy where this is deemed to be appropriate.
- Assist in the preparation of Pastoral Support Programmes in the event of a student being identified as being at risk of exclusion and lead on Attendance Improvement Programmes with selected students and parents as appropriate.
- Take a pro-active approach in developing strategies to improve home and academy links to encourage parents to take a full part in their children's education.
- Create and maintain appropriate working notes and records of home visits and other contacts/interventions with students and their families.
- Create and maintain records as a basis for written reports about actions taken to investigate and resolve a student's pattern of absence.
- Be responsible for the response system for poor attendance and punctuality including the development, maintenance and improvement of first day contact procedures for absent students.
- Develop innovative and new ways of encouraging families to make attendance and punctuality at the academy a top priority;
- Be responsible for challenging condoned absence with parents which includes maximising potential opportunities when undertaking home visits to investigate and challenge non-attendance.
- Contribute to the effective primary/secondary transition by working with appropriate primary school staff to identify potential students who may have attendance issues when they enter Year 7 and intervene pro-actively with the families to avoid any future attendance issues.
- Manage the interface and referral systems for Education Welfare Service and formal non-attendance procedures.
- Prepare cases for prosecution, including preparation of relevant documentation, provision of evidence and attendance at court where necessary.
- Work with appropriate staff to develop individual action plans to improve attendance with individual students where their attendance gives cause for concern.
- Work to raise the profile of improved attendance throughout the academy through attendance assemblies, visiting classes in tutor time, deliver small parenting group workshops and support meetings.
- Responsible for the timely submission of relevant information to the pastoral teams, SLT, Governing Body and other outside agencies.
- Responsible for the line management of the Attendance Team which includes the full range of day to day line management activities and monitoring of workload.
- Carry out any other duties associated with the post, as requested by the Assistant Principal/Senior Leadership Team.
- Support the Alternative Provision teams with attendance and punctuality matters.

## STAFF CONDUCT

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our

community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.

- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

## DRESS CODE

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.

Person Specification	Essential	Desirable
<b>Qualifications and Training</b>		
Further or Higher Education		*
Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training.	*	
<b>Experience and Professional Skills</b>		
Previous experience of working within an inclusion educational setting	*	
Knowledge and ability to work effectively and network with a wide range of supporting services in both the public and private sectors		*
Experience of teaching, counselling, youth work, careers, social service or other relevant work	*	
Knowledge of SEN, EAL, PP	*	
Ability to work flexibly in a team situation whilst being able to prioritise, show initiative and work independently, ensuring key routine tasks are achieved within deadlines	*	
Excellent organisational and communication skills with a willingness to respond positively to changing circumstances	*	
Working with others, the ability to assess and review young people and family circumstances and plan appropriate responses	*	
The ability to engage constructively with, and relate to, a wide range of young people and families/carers with different ethnic and social backgrounds	*	
The ability to work effectively with, and command the confidence of, teaching staff and senior leadership within the school	*	
The ability to understand a child's educational and pastoral needs	*	
Ability to identify potential barriers to learning and jointly engage in strategies to overcome these barriers	*	
Ability to develop a coaching role as a long-term activity designed to achieve the goals in the learning action plan	*	
Ability to engage in joint goal setting with the individual child	*	
<b>Personal Qualities</b>		
Confident, enthusiastic, motivated and committed	*	
Willingness to keep self-up to date with pertinent information and local initiatives, respond to feedback and pass on knowledge and good practice on to others.	*	
Ability to work as part of a team understanding Trust roles and responsibilities and your own position within these.	*	

Commitment to Equal Opportunities	*	
Willingness to work within the Christian ethos of the Trust	*	
Builds and maintains effective relationships with colleagues and stakeholders in a fair and equitable manner	*	
Work on own initiative with the ability to seek support and assistance where appropriate.	*	
Assertive, enthusiastic, motivated and committed	*	
Resilience and a proactive attitude	*	
Good time management skills	*	
Commitment to safeguarding and a satisfactory Enhanced DBS Check	*	