



RECRUITMENT PACK

Attendance & Engagement Officer

Educational Diversity
01253 476660/476663
www.eddiversity.com



Dear Applicant



Thank you for your interest in the position of Attendance & Engagement Officer at Educational Diversity. We hope the information within this pack provides you with sufficient detail to determine whether you possess the right qualities, skills, and experience to apply for this role.

At Synergy Education Trust, teamwork lies at the heart of everything we do. Collaboration has strengthened our schools and enriched both the central team and individual schools within the Trust.

We are looking for an Attendance & Engagement Officer to join our incredible team at Educational Diversity. This is an exciting opportunity to play a key role in supporting teaching and learning across our school.

The ideal candidate will:

- ✓ Have excellent communication and organisational skills
- ✓ Be efficient and detail-oriented
- ✓ Be a proactive and people-focused team player
- ✓ Be committed to improving services that ultimately enhance outcomes for children in our schools

If you are looking for a rewarding role where you can make a real impact, we would love to hear from you!

Established in April 2024 with three founding schools, Synergy Education Trust has since grown, welcoming two additional schools in September 2024. We are now entering an exciting period of further expansion and development, with Educational Diversity joining the Trust in December 2025.

This is a transformative time for Synergy Education Trust as we continue to lay the foundations for sustainable growth, development, innovation, and improvement. Strong collaboration among school leaders across our Trust has been key to overcoming challenges in education and achieving coordinated and effective solutions.

At Synergy, it is a privilege to work alongside a talented and dedicated team of professionals who tirelessly provide the best opportunities for young people within our community. If you share our vision, drive, and commitment to supporting our schools, staff, and pupils, we would be delighted to hear from you. Together, we can make a lasting impact on the lives of children and young people across the Trust.



Victoria O'Farrell

V O'Farrell
Head Teacher,
Educational Diversity

ABOUT OUR SCHOOL



Educational Diversity is proud to be an Alternative Provision Academy, our students come to us through various different routes as they cannot access mainstream education. We believe in creating an enjoyable and safe learning environment where every student feels valued and wanted. At Educational Diversity, our mission is to provide an adaptive and nurturing space that ensures each child feels included and cherished, allowing them to flourish.

We prioritise inclusivity, trauma-informed practices and unconditional positive regard, offering a welcoming school with abundant positive enrichment opportunities. Our aim is to be a place that students, parents and staff can be proud of, cultivating a creative curriculum that prepares students for future success.

We focus on building resilience and encouraging collaborative work to achieve positive outcomes, supporting each child in integrating successfully into society. Our goal is to ensure that every student feels included and capable of reaching their full potential.

Our friendly and professional staff are dedicated to making our school a happy place, with a child-centred environment tailored to the unique needs of young people. We provide a fresh start for students, helping them transition back into mainstream education with confidence.



Empowering Every Child to Thrive and Flourish

VISION AND VALUES

Educational Diversity is an intervention and not a destination we ensure every child receives the support they need to thrive, flourish, and succeed.

We Believe Statements:

Quality of Education

We believe that every student deserves a high-quality education in a nurturing environment where they feel valued and cherished. At Educational Diversity, we strive to provide an adaptive and inclusive curriculum that prepares students for future success, ensuring each child can flourish and reach their full potential.

Personal Development

We believe in nurturing the personal development of every student, ensuring they feel included and capable of thriving. Our dedicated staff provide a child-centred environment with abundant positive enrichment opportunities, supporting students in developing confidence and preparing for successful integration into society.

Relationships and Behaviour

We believe that positive relationships and a safe, supportive environment are foundational to effective learning. By actively listening to students and ensuring they feel valued, we cultivate a sense of belonging and responsibility that encourages regular attendance. Our commitment to inclusivity, trauma-informed practices, and collaboration fosters respectful and constructive interactions, helping students build resilience, work together successfully, and thrive in their academic and personal journey.

Leadership and Management

We believe that strong leadership and effective management are crucial to creating a happy and successful school. At Educational Diversity, we value our dedicated and professional staff, recognising their essential role in building a supportive community and ensuring that every child receives the support they need to succeed.

Empowering Every Child to Thrive and Flourish

ABOUT THE TRUST

Synergy Education Trust, formed on April 1st, 2024, is an innovative and collaborative 6-school trust based in Blackpool and the Fylde Coast. All of our current schools are within a 6 mile radius.



Boundary Primary School



Educational Diversity



Highfurlong School



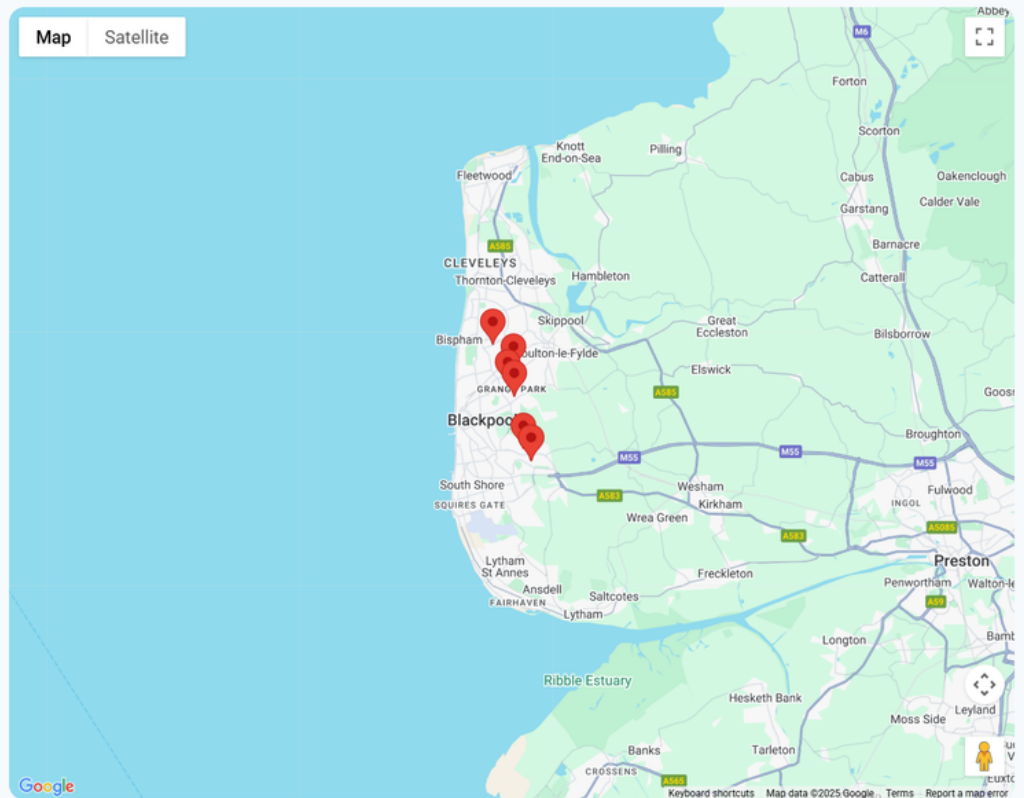
Moor Park Primary School



Stanley Primary School



The Maple School





WHY WORK AT SYNERGY EDUCATION TRUST?

The Trust is based in the North West on the Fylde coast. Currently all six schools in the Trust are closely located to one another which lends itself to many opportunities to work closely and collaboratively. Our central office is based at Stanley Primary School, Blackpool which has close links to the M55 motorway network.

At Synergy we are committed to providing world class education for all young people within our community and as such we recognise the pivotal role that our staff play in this respect.

We pride ourselves on being an employer that continually invests in our employees as we know that it is our staff who will ensure that we meet our vision.

The Trust is strongly committed to fostering a positive and healthy working environment with wellbeing and workload management at the forefront of all decision making.



“

I absolutely love working at Moor Park and think joining Synergy is a wonderful step for our children and school. I feel extremely supported and feel that if I ever had any concerns, I could voice them with the Synergy team and be listened to.

”

R Simpkin
Moor Park Primary School

“

The support provided by the central team and fellow leaders fosters a sense of community and reassurance. This collaborative network is invaluable for sharing experiences, guidance and collective problem solving.

”

H Moyes
Boundary Primary School



EMPLOYEE BENEFITS



Competitive Salaries

We offer competitive salaries for both teaching and non-teaching staff based on the type and level of role you do. We are a Living Wage Foundation employer. This ensures we are treating people fairly across the Trust as well as remaining competitive.

Terms and Conditions

The Trust is committed to offering national terms and conditions in line with the School Teacher's Pay and Conditions document ("STPCD"), the Burgundy Book (for Teachers) or the NJC Green Book (for Support Staff). This commitment is reflected in an agreement between Synergy Education Trust and the national Trade Unions and Professional Associations.

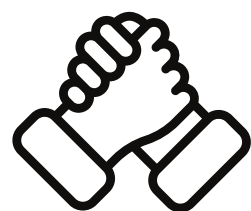


Enhanced CPD

The Trust values the contribution of its skilled staff team and is supportive of Continual Professional Development opportunities. Funded opportunities are available upon application and subject to business need.

Flexible and Family Friendly Policies

The Trust understands that employment policies need to be flexible and responsive in order to promote diversity and equality, and to attract and retain the highest quality workforce. Our Flexible Working Policy provides an opportunity for employees to request an arrangement such as a job share, a part-time role or flexibility with home working.



Support and Guidance

Our Employee Assistance Programme offers free and confidential advice available 24hrs, 7 days a week, 365 days a year. You will also have access to structured counselling of up to six sessions available either face-to-face or over the phone. There is also access to an online health and wellbeing resource.

Annual Leave

The Trust recognises the importance of a good work-life balance and provide generous holiday entitlements for support staff (for those staff who are on a full year contract). This entitlement is in addition to any Bank or Public holidays. If you work part-time, your holiday entitlement will be pro-rated.



Pensions

All contracted members of staff will be automatically enrolled into the appropriate pension scheme (the Teachers' Pension Scheme or the Local Government Pension Scheme). Employees do not pay tax or national insurance on their contributions and the Trust adds a generous employer contribution.

Advanced Voluntary Contributions

LGPS support staff can make additional contributions into a scheme to top-up their pension. This is a "shared cost" scheme, which means that your contributions reduce the amount of tax and employee national insurance contributions that you pay.



ATTENDANCE & ENGAGEMENT OFFICER

Contract type: Permanent

Contract Term: Term Time + 1 week for staff training days

Hours: 37 per week

Grade: NJC Grade E (SCP 12-17)

Salary: £28,598– £31,022 pro rata / per annum

Annual leave entitlement: N/A

Would you like to make a real difference to the lives of young people?

Educational Diversity is seeking to appoint an enthusiastic and self-motivated Attendance & Engagement Officer to work alongside key staff in school to promote excellent attendance and punctuality, by working with children and families to promote high levels of attendance and provide pastoral support to a wide range of students within the school.

We are a multi-site provision catering for pupils aged 6 to 16 with emotional, behavioural, social and/or medical needs. Our team is dedicated to providing high-quality, personalised education for young people who are unable to attend mainstream school. The successful candidate will join a committed and forward-thinking staff team who strive to create a safe, supportive and engaging learning environment for every learner.

This role involves working with some of the most vulnerable and challenging young people in Blackpool—those who currently cannot access mainstream education and who require consistent, skilled and compassionate support to re-engage with learning.

The ideal candidate would be able to:

- Promote and support high levels of attendance, to support students in achieving their full potential.
- Promote a positive attendance and punctuality culture.
- Be supportive of students and their families when attendance is an issue
- Approach work in the Blackpool Families Rock way
- Work at wonderful school as part of a fantastic team

Closing date: Wednesday 18th March 2026 at 12 noon.

Interviews to be held: Thursday 26th March 2026

Please return all completed application forms to be returned to registry@eddiversity.blackpool.sch.uk

ATTENDANCE & ENGAGEMENT OFFICER



Job Description summary – Please find full Job description and person specification attached

Main purpose of the role:

- To work in conjunction with our attendance policy
- To work with identified individuals and groups of students, using regular attendance checks and contact with parents/carers and students to improve levels of attendance.
- To collate information with regard to the attendance of students who may be experiencing attendance difficulties in order to inform school, Education Welfare Officer and parents/carers.
- To monitor attendance across all Key Stages, collaborating with external agencies as required.
- To take lead role in work with parents, carers and colleagues to improve student attendance
- To work with parents, carers and colleagues to improve punctuality and reduce the number of late marks in the school.
- To proactively work with families, contributing to Early help support/meetings etc.

Key responsibilities:

This is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Administration

- To ensure all registers are completed accurately using the correct codes.
- To ensure all unexplained absences are accounted for and/or followed up.
- To provide attendance data for SLT/centre use
- To produce monthly attendance reports for SLT and contribute to Local Governing Board reports

Students

- To produce and interpret information in relation to attendance patterns
- To work closely with the Pastoral Team regarding identifying potential safeguarding issues
- To monitor attendance of vulnerable groups liaising with relevant staff e.g. Centre Lead/SENCO
- To support the identification of students to receive support regarding attendance

Student Welfare

- To undertake home visits regarding absence/attendance
- To work alongside relevant staff and agencies to determine the appropriate level of support to improve individual attendance
- To work with identified students and their families to improve attendance
- To liaise with designated colleagues regarding child protection and safeguarding and act as the first point of contact for following up attendance of students who are part of a safeguarding plan
- To identify patterns of non attendance and liaise with families/relevant staff regarding this
- To support SLT in the preparation of programmes to engage our families
- To attend pastoral/attendance meetings and any CP/Safeguarding meetings as required
- To assist with exam pick ups and support students to attend public exams

ATTENDANCE & ENGAGEMENT OFFICER



Person Specification Summary

Qualifications

- ✓ Educated to NVQ Level 3 or 4 or equivalent
- ✓ May have, or be working towards a relevant degree;
- ✓ Evidence of relevant professional development
- ✓ Driver's license and access to a vehicle

Experience

- ✓ Working with children and young people and families within an educational context
- ✓ Working and contributing as part of a team as well as using own initiative
- ✓ Working with professionals from other agencies and in a multi-agency context
- ✓ using IT systems to compile reports as well as analysing statistical data for monitoring

Knowledge and skills

- ✓ Knowledge of school systems and issues impacting on school attendance and attendance regulations/guidance.
- ✓ Understanding of the need for confidentiality
- ✓ Ability to communicate effectively both orally and in writing with students, parents/carers, school staff and other agencies. Ability to listen effectively.
- ✓ Ability to overcome communication barriers with students and families.
- ✓ Ability to use IT systems effectively to produce reports, record information and monitor outcomes for individuals and groups of students.
- ✓ Ability to maintain up to date records
- ✓ Ability to meet tight deadlines, plan and manage own time effectively
- ✓ Knowledge and compliance with policies and procedures relevant to child protection and health and safety
- ✓ Demonstrate the ability to cope with stressful/conflict situations

SAFEGUARDING INFORMATION



Introduction

Synergy Education Trust is committed to safeguarding and promoting the welfare of children and young people in its schools. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children, including 'Keeping Children Safe in Education' guidance. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

Safer Recruitment

Job descriptions and person specifications make reference to safeguarding and child protection. All posts are subject to satisfactory completion of enhanced Disclosure and Barring Service certificate (DBS) checks. All advertisements include a safeguarding statement and commitment.

Application Stage

All applicants are scrutinised to verify identity and academic qualifications, Professional references are requested using our standard pro forma for short listed candidates. As a minimum, references should be from the two most recent employers. References are checked against previous employment history and gaps in employment. Professional references must be obtained from work email addresses. Our standard reference proforma makes reference to suitability to work with children and young people. The application form require applicants to complete a disclosure of any criminal convictions.

Short listing

Only those candidates meeting the criteria outlined in the person specification will be short listed. All short listed candidates will be subject to an online search as part of our safer recruitment due diligence.

Interview

Shortlisted candidates will take part in an interview and selection process. Candidates will be asked to address any discrepancies or gaps in their employment history. Candidates will be reminded of their responsibility to disclose any criminal convictions if they have not already done so. Proof of identity, qualifications and right to work in the UK must also be provided at interview.

Appointment

An enhanced Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts. Other pre employment compliance checks will be carried out. This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, online searches, medical check, evidence of qualifications plus verification of the right to work in the UK. For teaching positions, barred list checks and prohibition from teaching checks will also be carried out. For leadership positions, section 128 checks will be performed. All staff will receive a comprehensive induction programme covering all aspects of safeguarding and health and safety.

Probation

All new staff will be subject to the trust probation procedures for a period of 6 months. The probation period is to enable the assessment of an employee's suitability for the job and which includes a review of the performance of new staff in relation to duties, skills, qualifications and experience outlined in the job description and person specification.

This will also include an employee's suitability to work with children and young people and their commitment to safeguarding and child protection.

Equal opportunities

The Trust recognises the value of, and seeks to achieve a diverse workforce. We takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and respect, irrespective of their differences. The Trust is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.



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registry@eddiversity.blackpool.sch.uk



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c/o Athena, Whitegate Drive, Blackpool