



# ATTENDANCE OFFICER

TARLETON ACADEMY



Dear Applicant,

Thank you for your interest in the position of Attendance Officer position at Tarleton Academy.

The Endeavour Learning Trust board and I are delighted to provide the enclosed information about the role and our School. I hope you find it helpful and on behalf of the whole school community, I would like to take this opportunity to extend a very warm welcome.

Endeavour Learning Trust is a growing Trust in the North West, currently spanning South Ribble, West Lancashire and North Sefton. In our family of schools at this point in our growth, we have four secondary schools and two primary schools formally within the Trust.

Our mission and values provide a clear framework for us to work to. We are absolutely committed to serving our communities to ensure that every child achieves their potential by providing the highest quality educational experience in a truly inclusive way.

As a Trust, we don't believe in a one-size-fits-all approach for our schools or our students. We respect and celebrate individuality, working with a clear determination to support our children, colleagues and communities both collectively, and individually, to flourish and thrive through a rich and transformational provision.

We believe in the value of collaboration, and everybody working with the Trust shares a collective responsibility for the success of all of our children. We also recognise that we will never be successful in delivering our vision for our young people unless our colleagues are supported, nurtured and developed to achieve their full potential with us. That's why we are equally committed to ensuring every colleague benefits from the best possible employment experience where high-quality CPD and a sincere approach to supporting wellbeing enable our colleagues to achieve their own aspirations for their career.

We hope the enclosed information will give you good insight into our School & Trust.

We look forward to viewing your application.

Yours faithfully,

A handwritten signature in dark ink, appearing to read 'DCL', is positioned above the printed name and title.

David Clayton  
Chief Executive

# Endeavour Learning Trust's Mission and Values

## **We will serve our communities to ensure that every child realises their potential**

We pledge that our schools will be transformational places of academic excellence that offer a true richness of experience, providing all children with the same opportunities to flourish and develop their unique skills, qualities and talents.

We will work collaboratively with our colleagues, parents and carers and our partners to remove any barriers that place limitations on our children, creating schools that are happy and harmonious places at the centre of their community.

## **Our Values**

### **Individuality**

We are firmly committed to recognising, celebrating and investing in the individuality of all of our children and young people, each of our colleagues and the distinct ethos and identity of each of our schools, whilst remaining united by our core values. We don't believe in a "one size fits all" approach, and will adapt our provision to meet individual needs.

### **People centred**

Our work is driven by our responsibility to every individual within our Trust community. Every person deserves to be treated with respect, dignity and kindness. We demonstrate empathy and humility in our approach, ensuring that our Trust provides an environment where every individual feels confident to be their true authentic self.

### **Belonging**

Equity of opportunity is central to our practice and we will be relentless in our endeavour to identify and remove barriers that prevent full inclusion. Our culture extends beyond tolerance to one where difference is embraced and every individual is valued and celebrated for their unique contribution to our community. Every individual is a full member in our community.

### **Transformation**

We believe in the promise of each individual across the Trust and will ensure we inspire, support and challenge in proportionate measure, so that we all thrive and are able to achieve our own individual successes. We are bold in our approach, stretching perceived boundaries, to go further for our children, colleagues and communities. We continually develop our approach to respond to changes in the communities we operate within to support every child, colleague and partners to realise their potential.

### **Togetherness**

We are a proud family of schools bonded by our Trust vision, priorities and values. We work as one team in school, across our Trust and with our wider partners for the benefit of the communities we serve. Our collaborative approach inspires us to be bold and brings us together in ways that help us to make a difference. We are better together.

# ENDEAVOUR LEARNING TRUST

## OUR SCHOOLS





## About Tarleton

Dear Applicant,

Tarleton Academy is a thriving rural secondary school, part of the Endeavour Learning Trust family of schools and located at the heart of the village of Tarleton. We continually strive to be a 'Great school at the heart of the Tarleton community' and have ambition to be the number one secondary school choice for all students in the locality.

At our school you will find a caring, supportive and inclusive community; one that is dedicated to celebrating the potential and uniqueness of everyone. To support this commitment, there is a strong curriculum, inspirational and challenging teaching and learning and dedicated pastoral care. In July 2023, this was recognised by Ofsted and we maintained our rating as a 'Good' school.

We pride ourselves on the strength of our relationships with our students, staff and wider community. Our overriding priority is to get to know each of our students as individuals in order for them to excel in all aspects of school life. We have a distinct 'family' feel, with the wellbeing of our staff and students at the forefront of our decision making - our commitment to reducing workload is non-negotiable. We seek to thrive; individually, together, in our classrooms, staffrooms, schools and right across the Trust.

We have recently moved into a brand-new state-of-the-art carbon neutral school building which offers staff and students an unrivalled school experience with modern design and state of the art technology in all classrooms. This development will continue with the landscaping of our outdoor spaces, the completion of a new MUGA and the proposed 3G AstroTurf pitch. We would highly recommend you come and visit us prior to application in order to appreciate our fantastic new facility.

We hope the enclosed information will give you good insight into the role and will encourage you to apply.

Yours faithfully,

S. Parker  
Headteacher



## **Attendance Manager**

**Full time, Permanent, Term time only (plus 2 weeks)**

**Grade 6 SCP 11-19**

**£25,979 - £29,777 pro rata**

**£23,122.67 - £26,503.09 per annum**

We are now looking to appoint a highly organised and motivated individual to support and improve the attendance of our students at Tarleton Academy. As our new Attendance Officer, you will play a key part in liaising with the parents and carers, promoting positive attitudes towards the link of great attendance and successful education.

The main purpose of the role is to maintain student attendance records, promoting and encouraging high levels of attendance and maintain a positive relationship with families and students.

Why you?

- You have experience working within a school environment
- You are a positive, flexible and motivated individual
- You have a calm, organised nature with the ability to work to strict deadlines
- You are able to communicate confidently and effectively with all members of the school community

The School can offer you:

- Brand new school build completed in 2023 with State-of-the-Art facilities
- A caring and supportive school environment with delightful students who are keen to learn
- A fantastic Local Government Pension Scheme
- On-site parking
- 24/7 access to employee wellbeing package
- Encouragement of further and continued professional development
- Term time only employment which supports long holidays

We welcome staff who share our commitment to help children experience better days and better lives. Through ongoing development and training, we ensure our staff are well prepared for their jobs and given every opportunity to extend their skills.

This position is full time, permanent and term time plus two weeks (inclusive of 5 inset days) 37 hours per week. Working Monday to Thursday 7:30am to 3:30pm & Friday 7:30am to 3:00pm

### **HOW TO APPLY**

To apply, please complete an application form in full and send to [vacancies@endeavourlearning.org](mailto:vacancies@endeavourlearning.org) along with a personal statement to support your application and outline the relevant experience you can bring to Endeavour Learning Trust.

Applications should be submitted by 9am Friday 23<sup>rd</sup> August 2024

Interviews are to be held week commencing 26<sup>th</sup> August 2024

Prospective candidates are welcome to contact the school for a telephone conversation prior to the final application please contact A Vose, Operations Manager at [a.vose@tarletonacademy.org](mailto:a.vose@tarletonacademy.org) to organise a convenient time.

### **SAFEGUARDING**

Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

Please note that in line with Keeping Children Safe in Education, an online search will be carried out as part of our due diligence on shortlisted candidates

## JOB DESCRIPTION



## ATTENDANCE OFFICER TARLETON ACADEMY

### Job Purpose

- To manage and oversee all issues relating to attendance
- To promote positive attitudes towards excellent school attendance on the part of students and their parents/carers
- To ensure that the Academy adheres to the Education Authority obligations under all relevant legislation
- To support students and their families attending the Academy to overcome barriers to success and increase engagement in education by promoting a whole school ethos of excellent attendance
- To liaise with Designated Safeguarding Lead to address concerns relating to attendance
- To maintain daily records in school and provide positive working relationships to improve attendance

### Main Activities

- To uphold the vision and ethos of the school
- To be the first contact for all attendance calls and concerns
- To become an integral and proactive member of our student services team
- To help develop systems and strategies to improve attendance rates
- To build positive working relationships in order to promote excellent attendance
- To further raise aspirations within our school community with a particular focus on our pupil premium students
- To be responsible for ensuring that all registers are completed and saved in accordance with DfE guidance
- To address phone messages/ClassCharts Attendance messages for absence each day and code accordingly
- To ensure all unexplained absences are accounted for
- To monitor attendance and highlight patterns or issues (including lesson by lesson)
- To monitor punctuality and liaise with parents/carers to address any concerns
- To run weekly reports broken down by year group and cohort, showing areas for concern
- To attend weekly meetings to proactively address poor attendees, set targets and agree strategies/actions for improvement
- To organise and contribute to meetings with parents, students and outside agencies to address poor attendance
- To be responsible for the collection and distribution of registers for fire drills
- To be responsible for organising a daily check of pupils at risk of truanting/persistent absenteeism
- Work closely with senior leader link and key personnel, to target attendance improvement and put strategies in place that impact on improving attendance
- Ensure all registers are marked in line with the DfE guidelines, to provide accurate attendance figures

- Provide a point of contact for students /staff/parents to discuss issues/procedures and legal regulations relating to attendance in school
- Provide regular attendance data for House Progress Leader assemblies and display boards
- Take responsibility for students who move to another or alternative education setting, including checking that they have been enrolled at their new education provider and complete the off-rolling process. Referring to Children Missing in Education team, Elective Home Education team and Lancashire County Council as appropriate.
- Analyse attendance data to create intervention /priority lists
- Attendance casework
- Coordinate the preparation of reports on attendance for SLT and Governors/Local Academy Councillors; ensure maintenance of accurate and factual records which could be used in legal interventions
- To be willing to work in a flexible way to carry out home visits to families /students and other visits including off site meetings
- Follow up and activate court proceedings for unauthorised leave of absence for students taking Holidays within term time
- Prepare paperwork evidence and information for legal intervention as per LA policy and guidelines
- Preparation and submissions of statements and evidence for court proceedings as and when required
- Monitor attendance of students following prosecution for non-attendance in line with LA guidance
- To be responsible for overseeing the administration of attendance systems

#### **Support for the School**

- To undertake supervision and detention duties as required
- To attend staff training as appropriate
- To take reasonable care for the health and safety of both yourself and others with whom you come into contact and who could be affected by your work.
- To comply with the school's health and safety rules, reporting any health and safety concerns to the Trust's Executive Estate Manager.
- To work within the Trust's policies and procedures
- To contribute to the provision of an effective environment for learning
- To support and encourage the Trust's ethos and its objectives, policies and procedures
- To uphold the Trust's policy in respect of child protection and safeguarding matters
- Undertake any other duties reasonably requested by the Headteacher



## PERSON SPECIFICATION

	KEY CRITERIA	Essential (E)/ Desirable (D)
<b>QUALIFICATIONS</b>	NVQ Level 2 or 5 GCSE's (or equivalent) A*-C including English and Mathematics / Grade 9 to 5	E
<b>EXPERIENCE AND KNOWLEDGE</b>	Experience of working with children of secondary school age	D
	Experience of working within an administrative or pastoral role within a school setting	D
	Experience of using SIMs or similar data management system	D
	Experience of using Microsoft Excel to create reports	D
	Experience of working with external agencies relating to the welfare of children	D
	The ability to lead a small group or team	D
<b>SKILLS AND ATTRIBUTES</b>	Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard	E
	Ability to relate well to young people	E
	Ability to form effective and appropriate working relationships/boundaries with young people	E
	Capable of working effectively as a member of a team	E
	Excellent oral and written communication skills	E
	Time management skills	E
	Ability to prioritise conflicting demands and manage own workload effectively	E
	Ability to work accurately under pressure and to tight deadlines	E
	Efficient, meticulous and well organised	E
	Knowledge of concept of confidentiality	E
	Standard office practices and procedures	E
	Accuracy and attention to detail incorporating good numeracy and literacy and IT skills	E
	Adaptable with a flexible approach to work	E
	Operate a computer and other standard office equipment	E
	Maintain effective working relationships with school, staff and students and those encountered in the course of work	E
	Communicate with the public in a courteous and professional manner in writing, by telephone and in person	E
	Respond rapidly and accurately to situations	E
	Able to use own initiative and work independently with general supervision	E
	Understand and carry out written and oral instructions	E
	Be honest and trustworthy	E

<b>PROFESSIONAL AND PERSONAL ATTRIBUTES</b>	Be respectful and polite	E
	Possess cultural awareness and sensitivity	E
	Ability to deal with confidential matters in a professional manner and to maintain confidentiality	E
	Show initiative	E
	Good communication skills	E
	Demonstrate sound work ethics	E
	A commitment to contributing to the wider school, Trust and its community	E
	Ability and willingness to travel between sites, as required	E
<b>OTHER</b>	Clearance through the Disclosure and Barring Service	E
	Compliance and adherence to the documents 'Keeping Children Safe in Education' 'Guidance for Safer Working Practice' & 'Guidance for Conduct'	E