



ATTENDANCE OFFICER

WELLFIELD ACADEMY



Dear Applicant,

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

The Endeavour Learning Trust board and I are delighted to provide the enclosed information about 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 in the Trust.

Our Trust is a mix of good schools and schools which have been in challenging circumstances. Where there has been work to be done, the impact has been rapid and significant. We are committed to growing our Trust further and we are strengthening our central team to ensure we have the capacity to continue to support where we are needed most. All of our schools and our staff provide us with rich opportunities to learn from and with each other.

We strive to ensure that our family ethos is tangible; that we work as a team; that we want the best for everyone. We are also staunch in our commitment to working in a way which protects the wellbeing of our staff; our commitment to reducing workload is non-negotiable. We seek to thrive; individually, collectively, in our classrooms, staffrooms, schools, our central team and across the Trust.

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 black ink, appearing to read 'DLC', written in a cursive style.

David Clayton
Chief Executive

ENDEAVOUR LEARNING TRUST

OUR SCHOOLS



Dear Applicant,

Thank you for your interest in the Attendance Officer position at Wellfield Academy, a school within Endeavour Learning Trust.

You will be joining a well-established and enthusiastic team at Wellfield Academy, where you will not only have the support of your immediate team members, but the expertise of the Endeavour Learning Trust central team.

Wellfield Academy is an ambitious, growing and thriving school. At our school, students experience inspirational and challenging teaching, excellent pastoral care and a genuine belief that every child can succeed. The successful candidate will join us at an incredibly exciting time for the school. We are one of just a small number of schools nationally to be chosen for the Department for Education's Schools Rebuilding Project, which will see us move into a brand-new state of the art school in the coming years. In addition, our fantastic reputation in the local community has secured a significant growth in the number of students attending Wellfield. The number of families choosing Wellfield as their first-choice secondary school has more than trebled in the past three years and we are excited to welcome more staff into the Wellfield family as a result.

As a school situated in the heart of Leyland, one of our many strengths is our community spirit and family feel. Each student is known as an individual and supported by key staff, as well as being challenged to be the best they can be. At Wellfield, we believe that every child should be treated as we would want our own children to be. As a result, our students feel safe and valued in an environment where we find the right balance between support and challenge. Our mantra is 'Nothing but the Best' and this permeates everything that we do for every student and every member of staff. Our family ethos is tangible: we work as a team, and we want the best for everyone.

We are dedicated to developing students who are aspirational, inclusive of one another and rooted in their community. We are extremely passionate about ensuring the successful development of each individual child within an ambitious learning environment. Our students behave well, and they thrive in our warm and inclusive environment. We are proud of our significant improvement over recent years, and we will continue to provide the very best for each and every one of our students. However, we are also staunch in our commitment to doing this in a way which protects the wellbeing of our staff and our students. 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 hope the enclosed information about the role will encourage you to apply.

Yours faithfully,

Mr J Lewis
Headteacher

Attendance Officer

Permanent, Full time, Term time only plus two weeks

Grade 5 SCP 6-11

Salary: £23,893 - £25,979

Pro Rata: £21,266 - £23,122

Are you looking for a role where each day is different, filled with experiences that are both challenging, enjoyable and fulfilling? A role where you go home with a sense of reward and achievement?

An opportunity has arisen at Wellfield Academy to join our school as an Attendance Officer, to support our Attendance Manager in enhancing the attendance of our students across school. We are looking for a dedicated, proactive individual with a passion for working with children, who has a commitment to ensure that all children make the best possible progress in their academic, social and independent skills.

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

Why you?

- You are creative, flexible and kind in your approach to supporting children to achieve their best
- You demonstrate good communication skills and show commitment to working in a caring, supportive team
- You have a clear understanding of the importance of safeguarding

Why us?

- Join a positive, supportive and encouraging team
- A fantastic Local Government Pension Scheme
- Free on-site parking
- A modern, well-resourced school environment with brand new school build planned for 2025
- 24/7 access to employee wellbeing services
- 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.

ROLE DETAILS

This role is full time (37 hrs), permanent and term time only plus two weeks. Hours are 8:15am-4:14pm Monday to Thursday and Fridays 8:15-3:45pm.

HOW TO APPLY

Please complete our application form in full and return to [return 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 on Wednesday 3rd July 2024

Interviews are to be held on Monday 8th July 2024

If you require any further information please contact our Recruitment Manager, Mollie at m.fairhurst@endeavourlearning.org or on 01772 817904

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



- To support the Attendance Manager to oversee all aspects relating to our school attendance
 - To promote positive attitudes towards excellent school attendance by directly supporting students and parents to overcome any barriers to successful school attendance.
 - To support the Attendance Manager to ensure that Wellfield Academy adheres to the Education Authority obligations under all relevant legislation
 - To monitor attendance, be pro-active by implementing early intervention strategies to reduce the school Persistent Absence rate and increase whole school attendance percentage
 - Follow up lack of response to first day contact and other contacts by home visiting or meeting parent/carers in school
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- To oversee and contribute to the first day absence system by ensuring communications with parents are implemented and recorded in a timely and effective manner
 - To help develop systems and strategies to improve attendance rates
 - Review information and maintain records of student attendance
 - Monitor attendance by analysing data, trends and highlighting patterns or issues (including lesson by lesson)
 - Support the Attendance Manager to identify the needs and assess those students requiring extra support, develop and implement action plans to support intervention.
 - To further raise aspirations within our school community whilst being aware of the vulnerable cohorts with a particular focus on Pupil Premium students
 - To be responsible for ensuring that all registers are completed and saved in accordance with relevant guidance
 - To monitor and follow up with outcomes for all unexplained absences
 - To review weekly reports by year group and cohort, highlighting areas for concern
 - Work closely with students and parents to identify and resolve attendance barriers prior to the student becoming a Persistent Absentee
 - To support the Attendance Manager to plan and hold meetings with parents, students and outside agencies to address poor attendance, set targets and agree strategies
 - To be responsible for organising a daily check of students at risk of truanting/persistent absenteeism
 - Ensure all attendance procedures including registers are followed 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
 - Update weekly and monthly attendance data for assemblies and display boards

- Working with Children Missing in Education team, Elective Home Education team and Lancashire County Council as appropriate, completing all relevant paperwork as appropriate
- Attendance casework – Keeping accurate records following meeting and various methods of communication
- Support the Attendance Manager in the preparation of reports on attendance for Senior Leadership Team: 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

Individuals in this role may also:

- Participate in home visits to support students and discuss issues and progress;
- Provide support and guidance to other support staff
- Support the transition of students between phases
- Supervise students excluded from class or those following alternative timetables
- Contribute to the development of activities to encourage family involvement in the school
- Implement support packages for students to reintegrate them into school following periods of exclusion / absence
- Provide advice and support to parents / carers of excluded students
- Undertake any other duties reasonably requested by the Headteacher

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.

PERSON SPECIFICATION

	KEY CRITERIA	Essential (E) or Desirable (D)
QUALIFICATIONS	NVQ Level 2 or 5 GCSE's (or equivalent) A*-C including English and Mathematics / Grade 9 to 5	E
	Full, clean UK Driving License	E
EXPERIENCE AND KNOWLEDGE	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	E
	Experience of working with external agencies relating to the welfare of children	D
	The ability to lead a small group or team	E
SKILLS AND ATTRIBUTES	Ability to form effective and appropriate working relationships/boundaries with young people, parents and the wider school community	E
	Knowledge and awareness of relevant legislation relating to school attendance	E
	Knowledge of the guidance set out in The Education (Student Registration) (England) Regulations 2006	E
	Ability to communicate effectively both written and verbal	E
	Ability to deal with difficult situations and remain professional during challenging situations	E
	Ability to prioritise conflicting demands and manage own workload effectively	E
	Efficient, meticulous and well organised	E
	Knowledge of concept of confidentiality, standard office practices and procedures	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
PROFESSIONAL AND PERSONAL ATTRIBUTES	Be honest and trustworthy	E
	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
OTHER	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