

Attendance Improvement Coordinator

Ellis Guilford School

To start as soon as possible



**ELLIS
GUILFORD
SCHOOL**
*Creative
Education
Trust*

Dear Candidate



Thank you for your interest in the vacancy for Cover Supervisor at Ellis Guilford School.

The Ellis Guilford School is a larger than average secondary school for children aged 11-16, recently achieving 'Good' Ofsted status in June 2023. We continue to grow and thrive and have a very clear mission, 'to ensure that children attending our school have a better chance of success than if they went to any other school'.

The Ellis Guilford School joined the Creative Education Trust in 2019. Our network consists of 17 schools across the primary and secondary phases in the Midlands and Norfolk. The school benefits from a central trust team who provide support, ambition, and expertise.

The Ellis Guilford School is at an extremely exciting point in its journey. We believe that every child should receive an exceptional education with opportunities to succeed beyond their potential. To do this, we deliver a broad and balanced curriculum and a range of extra-curricular opportunities that support our children to become confident, independent and balanced individuals, with our school values of equality and integrity at their core.

Here at the Ellis Guilford School, we continually support our staff to develop through a high quality CPD programme including deliberate practice and live coaching. We have a range of in-school development opportunities to enhance your career including Teach Meets, Career Conversations, and our well-regarded Teacher Development Programmes.

We are looking for a team member who is committed to providing the very best for our children, whilst developing their skills to deliver on our clear vision.

You will be able to find a wealth of additional information about our school on our website www.ellisguilfordschool.org.uk, however if you'd like to discuss the role further, our HR team will be delighted to discuss this role with you. Please contact the HR team on hr@ellisguilfordschool.org.uk.

I look forward to receiving your application,

Yours sincerely,

Gemma Johnson
Principal

“ This is a school where everyone is given the chance to belong and succeed. ”
Ofsted 2023

You can find out more at:
www.creativeeducationtrust.org.uk

ABOUT CREATIVE EDUCATION TRUST



Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.

Our Mission

To give every child in our schools the best possible start in life through excellent education and wide-ranging co-curricular opportunities



Our Vision

To send out into the world educated, creative, confident and responsible young people, who can succeed in their ambitions and make their communities better places

Our Values

Ambition

We are ambitious in everything because only the best will do

Excellence

We do not stop at 'good enough'

Creativity

We connect our knowledge in innovative ways

Resilience

When the going gets hard, we up our game and reach our goal

Inclusion

Every child and every colleague matters – we will work for and with them all

Respect

We value the ideas of others and make sure all voices are heard

You can find out more at:

www.creativeeducationtrust.org.uk

ABOUT ELLIS GUILFORD SCHOOL

We are a mixed secondary school, catering for children between the ages of 11 and 16 years, located in Old Basford Nottingham.

Since November 2018 we have been part of the Creative Education Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

The school boasts many facilities and we strive to provide an inclusive and expansive education for all of the children in our care.

Our on-site facilities include:

Sports fields including 5-a-side football pitches;

Multi-Use Games Area marked up for netball and football;

Astro Turf perfect for football;

Dance studio complete with sound system and mirrored wall;

Hall complete with a stage;

Interactive whiteboards in classrooms;

Modern and open-plan library with wide range of reading materials



Knowledge Connected

Curricular innovation through our 'Knowledge Connected' programmes promotes creative, integrated and pro-active thinking so that our students are equipped for the challenges of the 21st century

SUPPORT FOR OUR STAFF

We are committed to providing our academy leaders with the highest quality support and challenge to ensure that their schools excel and give our students the education they deserve.

Our Principals and Headteachers have a good deal of autonomy as school leaders within a framework developed collaboratively with our Director of Education and our Director of Standards and Primary Education.

Each of the Creative Education Trust's schools benefits from a comprehensive programme of support and challenge, including working with former HMIs.

Creative Education Trust places a strong emphasis on CPD for teachers and for senior and middle leaders. We run a regular programme of training events to improve teaching performance and also provide focused management development and one-to-one coaching opportunities. We have an active cross-trust group on the Teaching Leaders programme and use Future Leaders and Teach First extensively.

We believe it is very important that each of our academies plans in such a way that financial and human resources are deployed to support their educational strategies fully. This is supported by our experienced Head Office team, who are available to advise on financial planning, audit, HR, legal and property matters either directly or by referral to our professional advisors.

Each of our Headteacher is a member of the Headteachers' Forum that meets regularly to help Creative Education Trust develop its ethos and strategy, and to share their professional expertise. As the network of Creative Education Trust schools grows, this forum has increasing value as a means of professional development and problem solving.

There are also a number of cross-group, phase leader and year-specific forums.



You can find out more at:

www.creativeeducationtrust.org.uk

ATTENDANCE IMPROVEMENT COORDINATOR

JOB DESCRIPTION

LOCATION

Ellis Guilford School, Nottingham

SALARY

Grade C, NJC 4-6. £19,878 - £20,458 (actual salary)

£23,114- £23,893 FTE

15 hours per week, 3 hours per day, Monday-Friday,
9am-12 noon or 9:30am – 12:30pm.

Term-time only (39 weeks)

THE ROLE:

To be responsible for providing effective administration support to the Attendance Improvement Team and wider school staff to increase levels of pupil attendance.

KEY RESPONSIBILITIES

- Support to drive the whole school attendance strategy and culture of attendance through effective and timely administration processes.
- Ensure attendance concerns at all levels are addressed in a supportive and timely manner.
- Support the roles and responsibilities of the Attendance team
- Ensure that families are contacted on the first day of a pupil's absence in accordance with the school's Attendance Policy, using an SMS text messaging system and telephone calls.
- Contribute to the effective QA of absences and entry of data.
- Responding swiftly and decisively to attendance information provided
- Ensuring an up-to-date log of attendance interventions and their effectiveness is developed and maintained.
- Ensure unauthorised absence letters, and concern letters are sent in a timely manner
- Represent the Academy as required during any external reviews.

- Support with the preparation and advertisement of Attendance Rewards and initiatives to praise students for good attendance and to encourage others to attend.

- Support the co-ordination of the home visits approach as part of the attendance improvement strategy.

- Ensure all attendance processes are robust, clear and effective and are applied consistently.

- Ensure the correct completion of attendance registers and accurate recording of all attendance codes.

- Communicate procedures to be used by parents and carers when notifying the school of sickness including requests for holidays in term-time.

ADMINISTRATIVE SUPPORT

- To be a point of contact for both telephone and face to face enquiries and take messages where appropriate.
- Be responsible for signing in late students and passing on the information to the student receptionist.
- Answer incoming calls to school, dealing with any queries professionally, relaying messages to relevant staff members as required.
- Prepare various other reports, as and when required, using Arbor.
- Ensure discussions and agreed actions are recorded on student Child Files.
- Ensure effective communication of attendance support strategies with all members of staff, students and parents / carers.
- Accurately monitor and record attendance for pupils on alternative provision or at other schools.
- Support with the preparation of data and media for parents and carers to be given out at events such as parents evenings to promote good attendance.
- Support the production of reporting data as required.

REWARDS

- Support with the development of a system of rewards for good attendance
- Design and distribute rewards for attendance celebration events.
- Support with developing reward presentations for assemblies.

You can find out more at:

www.ellisguilfordschool.org.uk

Support with analysing the way in which staff use the rewards system.

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MONITORING

- Provide data support for the analysis of attendance monitoring.
- Support with developing effective interventions to drive improvements in attendance patterns where required.
- Support with weekly data updates to SLT and the Trust's Academy Improvement Board.

PUNCTUALITY

- Promote the importance of punctuality.
- Support with monitoring lateness for early intervention where there are concerns with individual pupils.
- Support with monitoring intervention programmes to reduce lateness to school.

PARENTS

- Support parents and carers by providing advice, engaging other agencies, engaging parents and carers in their child's learning, and using parenting contracts positively.
- Attend and provide administrative support to attendance panels and initiate strategies with other stakeholders to support individual students and families.
- Administer the use of legal instruments: school attendance orders, education supervision orders, parenting orders and prosecution.

OTHER

- Attend Parents Evenings as required.
- Play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- Actively promote the academy's policies

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	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> Maths and English GCSE to Grade C or above (or equivalent) 	
EXPERIENCE	<ul style="list-style-type: none"> Successful experience of working in an administrative role 	<ul style="list-style-type: none"> Experience in working within agencies dealing with children and families. Experience of working in attendance
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> Clear understanding of legislation relating to school attendance Awareness of relevant legislation relating to child protection 	<ul style="list-style-type: none"> Knowledge of the education system
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> Excellent oral and written communications skills appropriate to the need to communicate effectively with colleagues, parents/carers, students and other professionals. Good standard of numeracy and literacy skills. Ability to prepare and write reports and produce factual and statistical information as required. Ability to proficiently use office computer software including word processing, spreadsheet, database, and internet systems. Ability to build and form good relationships with students, parents/carers, colleagues, and external agencies including social workers and the police Ability to work constructively as part of a team, understanding school roles and responsibilities including own. Ability to maintain confidentiality at all times Ability to act on own initiative and to prioritise own workload to effectively meet deadlines Flexible and adaptable Good organisational skills and ability to produce work accurately others 	
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity 	
SAFEGUARDING	<ul style="list-style-type: none"> A thorough understanding of up-to-date safeguarding requirements and best practice 	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.

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