

# Secondary Recruitment Pack

**Weavers Academy**

**Attendance Officer**

**39 weeks 30 hours per week (11 – 5 pm)**

**NJC Scale 4 point 11 (actual salary £14695.51)**

**"Striving for success, focusing  
on learning"**



**WEAVERS  
ACADEMY**  
*Creative  
Education  
Trust*



## Dear Colleague

Thank you for your interest in the role of Attendance Officer.

Working in partnership, Weavers Academy and the Trust have made much progress in recent years.

Underpinning our vision - *‘striving for success by focusing on learning’* – the school has pursued a rigorous and continuous programme of educational improvement. As a result, curriculum planning, teaching strategies and assessment techniques have advanced and driven student progress. Work that the school has done to further improve behaviour and attendance has resulted in students becoming increasingly ambitious for their futures.

The role is vital to monitor the improvement of attendance and punctuality of all students across the academy. Ensuring that attendance rises above national expectation.

Our unique Knowledge Connected approach teaches students to analyse and understand their curriculum of study through the application of six key concepts, encouraging them to identify and solve problems in practical and creative ways that give them a sense that they can have an impact on the world around them.

We were delighted to have been awarded a ‘good’ judgement from Ofsted in May 2017. However, we are not complacent and want to achieve much more for our students and to build on the school’s strengths. We seek to appoint an ambitious, creative, committed and energetic colleague to be a key contributor to the achievement of this goal.

To ensure that our staff remain at the leading edge of educational thinking and practice we offer a wide range of professional development opportunities. In addition, in joining a growing group of schools, you will have the opportunity to have an impact on how the wider network develops through school-to-school support.

You can watch a short video on what it means to be part of Creative Education Trust, illustrating our ‘Knowledge Connected’ approach to learning on our YouTube channel:

[www.youtube.com/user/creedacad](http://www.youtube.com/user/creedacad).

I look forward to receiving your application.

Yours sincerely

Vivien Swaida  
Principal

“We seek to appoint an ambitious, creative, committed and energetic colleague”

You can find out more at:

[www.creativeeducationtrust.org.uk](http://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 aims for our students are to:

- ★ Raise their attainment in exams and tests through outstanding teaching
- ★ Make them intellectually curious with a sense of confidence
- ★ Increase their participation in HE, FE and apprenticeships
- ★ Ensure they have employability skills and attitudes
- ★ Create rounded individuals through a wide choice of co-curricular activities



## We are achieving our aims through:

- ★ Educational rigour
- ★ Organisational effectiveness
- ★ Financial efficiency
- ★ Partnership & recognition of local identity
- ★ Respect for autonomous leadership
- ★ Quality not quantity
- ★ Promoting practical creativity



You can find out more at:  
[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)



# ABOUT WEAVERS ACADEMY



**We are a mixed secondary school, catering for children between the ages of 11 and 18 years and located in Wellingborough.**

Since September 2013 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 young people in our care.

## **Our on-site facilities include:**

- Sports fields
- Multi-Use Games Area marked up for netball and football;
- School hall with sound system and projector;
- Dance/Drama studio complete with sound system and mirrored wall;
- IT suites with state-of-the art technology;
- Interactive whiteboards in the majority of classrooms;
- Modern and open-plan library with wide range of reading materials



## **Summary of Weavers Academy's Progress Scores in 2018:**

- Progress 8 score: **+0.12**
- Attainment 8 score: **42.8**
- Pupils entering EBacc: **5%**
- Staying in Education or entering employment: **93%**

To see full details of the school performance data please visit:

<https://www.compare-school-performance.service.gov.uk/school/139068/Weavers-academy>

# SUPPORT FOR OUR STAFF

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

The success of Weavers Academy depends on the passion and skill of its staff. The Academy is always delighted to hear from support staff that can make a significant difference to the lives of our students.

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.

Each of our Headteachers 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.

The school is supported by an 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.

You will find an academy that:

- Provides strong and effective leadership at all levels.
- Fosters and develops a strong team ethos among all its staff.
- Is highly supportive and values and develops people.
- Is forward thinking and outwardly facing.
- Is committed to developing staff and student leadership skills.

We are an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and the successful applicant will have to undertake a criminal record check via the Disclosure & Barring Service.

Staff also have access to our Fitness suite.





# ATTENDANCE OFFICER JOB DESCRIPTION AND PERSON SPECIFICATION

## LOCATION

Weavers Academy, Wellingborough.  
39 weeks, 30 hours per week – 11 - 5pm  
NJC Scale 4 point 11 £14695.51 actual salary

## THE ROLE

The Attendance Officer will work alongside key school staff to promote excellent attendance and punctuality and reduce levels of absence and lateness as well as work directly with children and families to promote high levels of attendance and punctuality. To also ensure that attendance rises above national expectations.

## REPORTING LINES

The post will report to an Assistant Principal.

## KEY RESPONSIBILITIES AND ACCOUNTABILITIES

### **Attendance Monitoring**

- Ensure all registers are completed correctly on SIMS.
- Monitor the input of lates and absences of students onto SIMS.
- Update SIMS regularly throughout each day ensuring the attendance data is as accurate as possible.
- Identify poor attenders in liaison with SLT, Raising Standards team and form tutors and monitor their attendance to Academy and lessons.
- Generate weekly attendance reports for Raising Standards Leaders and form tutors.
- Ensure that 'first day absence calls' for all students are sent through the truancy call system.

### **Attendance Analysis**

- Produce reports for SLT and Raising Standards Leaders and the Rapid Improvement Board showing percentage attendance, lates linked to: year/ gender/ EAL/ SEND and Pupil Premium on a regular basis.
- Provide analysis for SLT and Raising Standards Leaders regarding attendance trends and patterns.
- Ensure Weavers Academy keeps abreast of the latest strategies to improve/ maintain attendance.

## **Attendance Intervention**

- Working with the SLT and Raising Standards Team promote the importance of good attendance across the academy through a range of strategies: assemblies/rewards/ letters home etc.
- Work with targeted students to improve attendance; meeting students, parents and other outside agencies like the Education Welfare Officer.
- Administer the fixed term penalty notices in order to improve attendance.
- To assist with conducting home visits as and when necessary.
- Attend meetings to discuss attendance and improvements required with targeted parents.
- Chase students' information from previous schools to ensure that any existing attendance issues are challenged in a timely manner.
- Liaise with the exams officer ensuring that any missing students are chased.

## **Punctuality**

- Work with SLT and Raising Standards Leaders to improve punctuality to the academy through a range of strategies.
- Ensure lateness is input within SIMS and the necessary disciplinary measures are in place and that parents/carers are informed.
- Promote the importance of good punctuality across the academy through a range of strategies: assemblies/rewards/letters home etc.

## **Liaison with parents**

- To work extensively with parents to help improve their child's attendance and be able to attend parent meetings between 11 -5 pm.
- To be familiar with the DFE's school attendance guidance on school attendance parental responsibility measure.

## **Liaison with outside agencies**

- Liaise with various outside agencies with regards to pupils with poor attendance putting plans for improvement into place.
- Liaise with local primary schools and work together regarding common practice and information sharing to improve attendance.

## **Other**

- To undertake break and lunch duties daily
- Attend, promote and provide pastoral support at school events as requested (e.g. open evening, parents evenings, assemblies).

You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

- Set up procedures to enable early identification of students at risk of exclusion and or under-achievement.
- Work with parents/carers to identify why their children are not achieving full attendance. Implement actions to resolve working closely with parents/carers, the student, family and school staff.
- Develop and maintain links with external agencies in order to maintain knowledge of and provide information on services that parents/students can access.
- Undertake regular team meetings ensuring actions and outcomes are documented.
- Attend relevant training as required.
- To carry out any other duties which fall within the broad spirit, scope and purpose of this job description.

### **SCHOOL ETHOS AND COMMUNITY**

- Work with parents and students to ensure that they have an understanding of the aims of the school, its policies and procedures and future direction.
- Foster a culture where students respect others and their physical surroundings through implementing a range of strategies developed with external consultants, monitoring their impact on outcomes.

### **PERSONAL QUALITIES**

- Must be adaptable and flexible.
- Excellent inter-personal skills and the ability to remain constructive under pressure.
- A 'can do' and 'will do' attitude.
- High level interpersonal and communication skills.
- Commitment to equality and diversity.
- Integrity, openness, energy and enthusiasm.

### **SUPPORTING THE WORK OF CREATIVE EDUCATION TRUST**

- Develop strong, positive relationships with Creative Education Trust colleagues; participating in trust wide work and projects as appropriate.

- Participate with internal and external partners and specialists to share best practice, contribute to the development of Trust strategies and policies and promote the school and Creative Education Trust in a national context.
- Undertake any other reasonable duties deemed appropriate to the role.

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.

# PASTORAL MANAGER

## SELECTION CRITERIA

	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good general education</li> </ul>	
<b>Knowledge and understanding/skills</b>	<ul style="list-style-type: none"> <li>• Clear understanding of legislation relating to school attendance as well as the welfare and protection of children.</li> <li>• Excellent oral and written communication skills appropriate to the need to communicate effectively with colleagues, parents/carers, students and other professionals.</li> <li>• Good standard of numeracy and literacy skills.</li> <li>• Ability to prepare and write reports and produce factual and statistical information as required.</li> <li>• Ability to proficiently use office computer software including word-processing, spreadsheet, database and internet systems.</li> <li>• Ability to build and form good relationships with students, parents/carers, colleagues and external agencies including social workers and the police.</li> <li>• Ability to work constructively as part of a team, understanding school roles and responsibilities including own.</li> <li>• Ability to maintain confidentiality at all times</li> <li>• Ability to act on own initiative and to prioritise own workload to effectively meet deadlines</li> <li>• Flexible and adaptable</li> <li>• Good organisational skills and ability to produce work accurately</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the education system</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful experience of working in a senior administrative role.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in working within statutory/voluntary agencies dealing with children and families.</li> <li>• Experience of working as an attendance officer</li> </ul>
<b>Equal Opportunities and safeguarding</b>	<ul style="list-style-type: none"> <li>• A demonstrable commitment to supporting.</li> <li>• and promoting safeguarding, student welfare, equality and diversity</li> </ul>	
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• High expectations for every student</li> <li>• Be willing to actively participate in the Academy's performance management process</li> <li>• Be willing to undertake training and development as required</li> </ul>	

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[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)