



SMITH'S WOOD ACADEMY

ATTENDANCE OFFICER

Candidate Information Pack

Closing Date Noon, Friday 25th January 2019

Interviews w/c 4th February 2019

PART OF THE FAIRFAX MULTI-ACADEMY TRUST





10 WAYS FAIRFAX MULTI-ACADEMY TRUST PROMOTE A GOOD WORK-LIFE BALANCE

The wellbeing of our staff is paramount to the success of Fairfax Multi-Academy Trust, and we very much strive to achieve a healthy work-life balance amongst our colleagues. Community spirit is at the heart of the Trust and school-to-school support is key to the wellbeing of all employees, regardless of post or career stage.

- ☐ No pressure to 'put on a show' in lessons. A culture of coaching and development is reinforced through no lesson grades.
- ☐ Comprehensive support package for NQTs, and a development package for NQTs + 1.
- ☐ No requirement to work late and emailing after 7pm is strongly discouraged.
- ☐ Centralised behaviour detentions including lates.
- ☐ Everyone has the highest expectations and there is a clear system of sanctions to support staff in managing behaviour.
- ☐ Open door policy to access Senior Leadership support, i.e. accessible and approachable SLT.
- ☐ Flexible working is supported wherever possible.
- ☐ Collaborative planning and co-creation of resources is encouraged, and staff are given regular dedicated faculty time and opportunities to network across Trust academies.
- ☐ A supportive Special Leave Policy.
- ☐ Effective administrative team to support teachers including Reprographics, ICT Support and data analysis completed centrally.

WELCOME - *CEO of the Trust*

Dear Candidate

Firstly, thank you for considering joining one of the Academies within the Fairfax Multi-Academy Trust (FMAT).

Fairfax Multi-Academy Trust was established in 2014 and is grounded in the values, established over 60 years ago, of the founding MAT School – Fairfax.



I joined Fairfax in 2007, and like you, had a choice about where to work. I came to Fairfax because I believed in its values: tradition; excellence; ambition; dedication; integrity. Gordon Philpott, the founding Head Teacher of Fairfax, was passionate about social mobility. He believed that all of his pupils, many of whom would be considered disadvantaged today, deserved nothing less than excellence. I knew there was no better school to join if I wanted to make a difference. It is the very same inspiration that continues to drive our teachers, leaders, governors and support staff across the Trust today. We are looking for individuals who share our drive and ambition to make a difference to the lives of our pupils.

I do hope you find this pack informative, and I look forward to hearing from the Head of Academy about your application. You will be joining an organisation that can offer you many opportunities to progress and make a difference!

Yours sincerely

A handwritten signature in black ink, which appears to read 'Chris Stevens', followed by a long horizontal line.

Mr. Chris Stevens
Interim CEO | Fairfax Multi-Academy Trust

WELCOME – *Head of Academy*

Dear Candidate,

Thank you for expressing an interest in Smith's Wood Academy.

At Smith's Wood we do things *the Smith's Wood Way*. This means that we strive for excellence in all that we do; we are dedicated and ambitious for ourselves and each other. We truly believe that there is dignity in hard work and effort and we believe in taking a traditional approach – manners, courtesy and respect are integral to our work. We believe in being open and transparent and in working with absolute integrity. I am proud to say that this is a school where staff and students support each other and take collective responsibility.

Having converted to an Academy on 1st April 2017 Smith's Wood is currently at a pivotal point in its long history; this is an exciting opportunity to be involved in transforming the future direction of Smith's Wood to make it one of the leading schools in the country. I am relentless in my drive and ambition to improve the outcomes for all who choose to join us on our journey.

Smith's Wood Academy is a special place to learn and work; I urge anyone considering applying for a post with us to visit us, talk to existing colleagues and to our students to find out exactly what it is that makes us so special. I hope that you like what you read and that you choose to take the first steps in joining the Smith's Wood Team.

Yours sincerely,



Katy Craig
Head of Academy



CONTEXT - *Our school*

Smith's Wood Academy is located in the north of Solihull. There are approximately 1200 students on roll. Smith's Wood is located in the north of the borough and falls within one of the most deprived areas in the country; the proportion of pupils in receipt of the Pupil Premium is well above average.

Smith's Wood converted to an academy on the 1st April 2017, working in partnership with the Fairfax Multi-Academy Trust (FMAT) – already this partnership is highly effective in bringing about real and sustainable changes to the school and its community. The newly established leadership team is making important and rapid gains in terms of school improvement. We absolutely need to keep this momentum going and hope that you choose to join us as we move forward.

SENIOR LEADERSHIP

The Team

Head of Academy

Mrs Katy Craig

Deputy Head of Academy

Mr Andrew Deen

Deputy Head of Academy

Mr Richard Cornell

Assistant Head – Student Welfare

Mrs Jackie Mace

Assistant Head of Academy – Behaviour

Mr Jon Morris

Associate Assistant Principal – English

Mrs Michelle Corrigan

Associate Assistant Principal – Mathematics

Mr Dave Clarke

Associate Assistant Principal – Science

Mr Stephen Thorpe

Associate Assistant Principal – Humanities

Mr Daniel Giles

Associate Assistant Principal – Vocational Learning

Mrs Wendy Seward

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must have qualified teacher status and be registered with the Teaching Agency. Any offer of employment will be subject to receipt of a satisfactory DBS certificate.

JOB DESCRIPTION
Attendance Officer

POST HOLDER

DEPARTMENT	Smith's Wood Academy
RESPONSIBLE TO	Assistant Principal
LINE MANAGEMENT OF	Attendance Administrator
SALARY	FTE Salary FMAT – SC5 £21,074 - £23,111 Actual Annual Salary - £18,834.11 - £20,654.61
WORKING PATTERN	37 hours per week (no TOIL) Monday to Thursday 07:30am until 15:30pm, Friday 07:30am 15:00pm Term Time plus 5 days
Holiday Entitlement	(A paid entitlement of 25 days' annual leave and 8 statutory holidays)

JOB PURPOSE

To fully coordinate the attendance policy and procedures for the entire school including 'Truancy Call' as outlined below.

This job specification lists the major duties and requirements of the job and is not all-inclusive. The post holder may be expected to perform other duties under the direction of the Head of Academy than those contained in this document and may be required to have specific job-related knowledge and skills. The allocation of duties is provisional and is subject to regular review.

MAIN DUTIES AND REQUIREMENTS SPECIFIC TO THIS POST

1. Log daily voicemail messages and enter onto electronic register system.
2. Notify Tutors/Learning Mentors/Pastoral Staff of any 'delicate' information derived from these calls either by e-mail or telephone.
3. Input late marks onto electronic registers and ensure all staff are putting registers promptly onto electronic registers.
4. Liaise with staff covering Isolation Room, School Nurse, etc. and enter relevant attendance code, if they are not in their normal classes.
5. Oversee the administration of the morning late and after academy late detention system.
6. Send text messages to parents relating to late detentions.
7. Enter cover staff registers and registers for staff that have been unable to log onto the electronic registering system.
8. Print off fire registers as early as possible, date stamp and file in appropriate place.
9. Administer 'Truancy Call' system as early as possible and deal with all queries that derive from it.
10. Contact parents when students are found to be truanting and liaise with Head of House, Deputy Head of House and Assistant Principal to initialise next step for reprimand.
11. Send out letters regarding poor attendance and punctuality after consulting with Head of House, Deputy Head of House and Assistant Principal.
12. Process holiday applications and decide course of action to approve leave or not, refer more complex decisions to Assistant Head.

13. Pre-code registers with marks for students attending college, work placements, trips, holidays, etc.
14. Attend weekly meeting with Education Welfare Office to review active case referral and carry out home visits.
15. Ensure that attendance panels are run efficiently and effectively.
16. Support the academy and produce the legal paperwork for the LA for fixed penalty notices in relation to term-time absences.
17. Authorise 'Applications to Employ a Child' by checking current and past attendance history and keep up-to-date records of these applications.
18. Process absences for sporting/musical events and notify parents of decision by telephone or letter and code registers accordingly.
19. Daily communication with staff at all levels and parents on aspects related to attendance and punctuality either by telephone, email or letter and keeping up-to-date record of actions as appropriate.
20. Liaise with Safeguarding and Pastoral staff.
21. Send weekly attendance printout to LACES.
22. Analyse attendance statistics, e.g. end of term and end of year attendance, for information for Pastoral Leaders and Education Welfare Service.
23. Prepare 'Attendance Data Pack' on a termly basis and provide any attendance reports upon request.
24. Actively promote good attendance with parents, pupils and staff using flyers/information to increase awareness and communication regarding attendance and punctuality where appropriate.
25. Produce and prepare certificates for good attendance at the end of each term and academic year.
26. With Senior Leadership Team, set targets and plans for attendance and evaluate them.
27. Attend weekly meeting with Pastoral Leaders to discuss attendance concerns and safeguarding concerns arising from attendance.
28. Regularly deal with parents either face-to-face or on the telephone with empathy and professionalism on all attendance matters.
29. Strive to continue to improve current systems in place by forging good relationships with Attendance Officers at other local schools.
30. Produce and file copy of Official Registers at year end.
31. Working with the Safeguarding Officer, Pastoral Leaders and Assistant Principal to identify students at risk of Persistent Absence, to assist in investigating potential safeguarding issues and to support families to improve student attendance.

GENERAL

1. Promote and safeguard the welfare of students you come into contact with.
2. Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
3. Be aware of and adhere to all Trust and Academy level policies and procedures and comply with their contents; raising any concerns in a timely manner.
4. Be aware of, support and ensure equal opportunities for all.
5. Contribute to the overall ethos/work/aims of the Trust.
6. Appreciate and support the role of other professionals.
7. Attend and participate in relevant meetings as required.
8. Participate in training, other learning activities and performance development as required.
9. Engage actively in the performance review process.
10. Perform any other such duties as the Head of Academy and Information and Systems Manager may from time to time determine.

I have read and accept this job description.

NAME: _____

SIGNED: _____

DATED: _____

Attendance Officer

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • NVQ Level 3 or equivalent • GCSE English – at least grade C • GCSE mathematics – at least grade C 	<ul style="list-style-type: none"> • Degree or equivalent qualification
EXPERIENCE	<ul style="list-style-type: none"> • Ability to present information to a variety of audiences • Evidence of previous experience in an administrative type of role • Previous experience of working in similar roles • Experience of Microsoft Packages including Word and Excel 	<ul style="list-style-type: none"> • Previous experience of working in school. • Experience of using SIMS
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> • Good ICT skills including spreadsheets and databases as well as all MS Office packages and other relevant information management systems • Good numeracy and literacy skills • Ability to analyse and manipulate data • Good problem-solving skills • Ability to present information/data in a confident, accurate manner, fit for a specific context, circumstances and audiences 	
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Ability to relate to teachers, other professionals, parents and pupils • Ability to work as a member of a team and on their own initiative • Ability to work with considerable accuracy and attention to detail • Ability to maintain strict confidentiality of information received and processed as part of the job role • Excellent organisational and time management skills • Excellent attendance and punctuality • Ability to drive to be able to undertake home visits • Ability to share the Trust's ethos, values and vision 	
TRAINING	<ul style="list-style-type: none"> • Willing to undertake job-related training 	
SAFEGUARDING	<ul style="list-style-type: none"> • Smith's Wood Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants. 	