

Attendance and Inclusion Officer

Academy: [The Hayesbrook School, Tonbridge, Kent](#)

Grade: Kent Range 6, Points 14-17

Hours: 37 hours per week, term time only, plus 10 days

Salary: £18,072 - £19,726 per annum (Full time equivalent £20,222 - £20,072)

Start Date: As soon as possible

Closing date for applications: 10:00am, Wednesday 30th October 2019

Suitable candidates will be contacted as soon as possible

The Hayesbrook School

Our vision is simple - to ensure that all of our students achieve beyond expectations and flourish as confident learners with the highest aspirations, ready for the university or careers of their choice, and also ready for the world in which they will work and live. We are relentless in our pursuit of the very best for all our students.

Excellent attendance and inclusivity are essential aspects of personal and academic success. In order to support this we are looking for an Attendance and Inclusion Officer to join our pastoral support team. The role is 37 hours per week, term time only plus 10 days. It may be possible to accommodate some degree of flexibility in working hours, however the role requires a daily start time of no later than 8.00am.

The primary purpose of the role is to support our students and their families in maintaining excellent attendance. Our new Attendance and inclusion Officer will use and develop effective systems to monitor attendance rates; identifying and implementing timely intervention strategies that ensure high levels of attendance and engagement. The role requires regular analysis of student attendance data in order to improve and maintain targets and will ensure efficient communication with key stakeholders and academy staff.

As a part of the pastoral team the successful candidate will work closely with the student manager and Head of Year team, supporting the Academy's inclusion agenda. This will involve understanding the possible challenges students are facing and their personal barriers to success. The AIO will take a creative approach to seeing how we can work with students to overcome these barriers and will liaise with external agencies, enlisting their services to ensure students and their families are well supported.

What we offer:

- Competitive salary
- Generous holiday entitlement
- Pension scheme
- Employee assistance programme
- Childcare vouchers and reduced gym membership
- Free on-site parking

The Brook Learning Trust

Brook Learning Trust is proud to have The Hayesbrook School as part of our family of academies. As a Trust, we bring together our unique academies in our belief in the power of education to change lives and communities.

It is our steadfast purpose to challenge and defy the barriers that constrain the educational progress of any child. We set high aims for aspiration and secure collective responsibility for all our children's achievements. Our work is underpinned by the values of Integrity, Respect, Courage, Optimism, Excellence and Accountability.

A strong focus on teaching and learning as well as high standards and expectations has led the Brook Learning Trust to become recognised as one of the strongest multi-academy trusts in the county. Learning and growing with us, children in our academies make great progress. Brook Learning Trust, working with The Hayesbrook School, brings energy, passion and expertise to the education of our children.

The Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. All posts are subject to vetting checks including an Enhanced DBS check and references. An overseas police check will be required by candidates who have worked or resided outside of the UK.

For further information please visit our website:

<https://www.brooklearningtrust.org.uk/vacancies>

Application information

Completed application forms should be sent to careers@brooklearningtrust.org.uk **no later than 10.00am on Wednesday 30 October 2019.**

To arrange a school visit and/or an informal telephone call with the Executive Principal, please contact Amanda Lee, HR Manager for the Brook Learning Trust on 01580 712754 ext 331/332/333 or careers@brooklearningtrust.org.uk.

Dates of interviews to be confirmed - suitable candidates will be contacted as soon as possible