



Candidate Pack  
Attendance Officer & DDSL



Co-op Academy  
Belle Vue

## Welcome from the Head of Academy

Thank you for your interest in applying for the role of Attendance Officer at Co-op Academy Belle Vue. We are seeking a highly motivated and experienced Attendance Manager to join our team at the Academy. This is a unique opportunity for an individual with excellent organisational skills, a passion for student support and a commitment to promoting positive attendance, punctuality & safeguarding.

Co-op Academy Belle Vue opened in September 2021 as the newest secondary school in the Co-op Academies Trust, and is built upon the shared values and 'ways of being' that underpin all Co-op Academies ; Be yourself, always - Do what matters most - Show you care - and Succeed together.

Co-op Academy Belle Vue offers something a little different from other schools, whether that be the structure of the day, our investment in technology, or our diverse and exciting 'electives programme'.

When we opened our doors to our first cohort of staff and students, we welcomed a new generation of Co-op pioneers, and together we have built something really special. Although the academy started its life in brand new, custom-built accommodation on the site of Co-op Connell College, we have now moved into our new state of the art academy building on Hyde Road.

Our new building represents not just bricks and mortar, but an investment in the future of our students and community. We are excited to offer our students access to the latest resources and technology, and to provide them with an inspiring and dynamic learning environment. As we join our new community we will continue to empower our students to think creatively, to collaborate, and to achieve their full potential. We will strive to foster a culture of excellence and inclusivity, where every student feels safe, valued and supported

In our first two years, our cohorts are small, admitting 120 students into years 7 and 8. September 2023 will see 240 new Year 7's join us, and with 517 applications, it is clear that we are an academy of choice in the East Manchester area.

Cooperation, community, ambition, achievement, respect, responsibility, endeavour, and enjoyment are all key elements in the role of leading personal development at Co-op Academy Belle Vue. The successful candidate will have the opportunity to work closely with the Academy's sponsor, The Co-op Group, and to be part of a supportive network of talented colleagues within the Co-op Academies Trust.

At Co-op Academy Belle Vue, we are committed to creating something special, a culture of high expectations with the ways of being and our CARE principles at the heart of everything we do. Our goal is to provide an exceptional educational experience for our students and to foster a community where everyone feels valued and supported. To achieve this, we are looking for an expert in this field, someone who will lead and model excellence consistently.

The successful candidate will be responsible for monitoring and improving student attendance, liaising with families and providing support to students to overcome any barriers to attendance. The Attendance Officer will also play a key role in implementing and maintaining the academy's attendance policies and procedures. In addition, the postholder will contribute to the safeguarding team by acting as an additional DDSL.

This role offers a chance to work in a supportive and dynamic school environment, where you can make a real difference to the lives of students. Co-op Academy Belle Vue is committed to providing an outstanding education and supportive environment for all students, and the Attendance Officer will be a key member of the team working towards this goal.

If you are a proactive and organised individual with a passion for improving student attendance, then this could be the perfect opportunity for you.

As part of the Co-op Academies Trust, we value cooperation, community, ambition, achievement, responsibility, respect, and enjoyment in all our endeavours. The successful candidate will have recent experience and evidence of substantial impact on the improvement of a school or academy in areas relevant to this role.

Scott Fletcher  
Head of Academy

The deadline for applications is 12 noon on 27th February 2023  
Applications should be emailed to [bell-recruitment@coopacademies.co.uk](mailto:bell-recruitment@coopacademies.co.uk)



# Job Title : Attendance Officer (and DDSL)

Salary / grade range	Salary: Grade 6 - 37 hours Term Time + 15 days (£25,957 - £29,285) Start date: As soon as possible
Location	Co-op Academy Belle Vue
Reports to	Senior Leadership Team

## Purpose of role

To promote and secure excellent levels of attendance and punctuality for all students so that they are able to thrive and achieve at the academy. To work with all stakeholders to develop and implement strategies to improve attendance, including targeted intervention where it is necessary and to contribute towards praise and recognition in line with the academy's approach. To work closely with external agencies in order to secure improved attendance (including but not limited to children's / social services, Early Help, AP providers, medical professionals and the local authority). To work closely with parents / carers / families to support improving attendance. To prepare and present legal / prosecution work for non-attendance as necessary. To add capacity to the safeguarding team by acting as an additional DDSL, ensuring that students are kept safe.

## Attendance

- To provide a specialist service to help the school to raise achievement by improving school attendance and punctuality and to meet our attendance targets
- To promote positive attitudes by pupils and their families towards education and to ensure that parents are made fully aware of their statutory responsibilities, particularly where there is persistent absence.
- To make home visits and attend meetings both at school and off site as required.
- To support in improving school attendance by ensuring that systems and processes are running smoothly
- To provide clerical assistance and support in relation to school attendance, including dealing with incoming messages and emails and entering them on the MIS system
- To send out daily texts/messages to all students who we have received no reason for absence.
- To ensure all students are registered from any internal isolation rooms, trips, events or any other internal registers as appropriate - chasing incomplete registers to ensure accuracy
- To work with other agencies to support and prepare a plan to engage students back into education as appropriate
- To make follow up telephone calls and make contact with families in their own homes and elsewhere to assess the reasons impacting on the attendance of individual students
- To challenge all absences in a firm but professional manner
- To ensure that correspondence regarding attendance is sent and recorded accurately and that all other communication with parents and agencies is logged
- To prepare chronologies and other documentation for legal sanctions and statutory action
- To advise the school on strategies to promote the regular and punctual attendance of all pupils and assist with the implementation of agreed strategies.

- To update school records, analyse attendance data and provide reports to senior managers and other professionals. Disseminate information, both internally and externally, in a timely fashion.
- To meet with school staff, pupils and parents to establish the reasons for non attendance / poor punctuality and agree a plan with appropriate strategies and timescales to tackle the issues.
- To liaise with the Education Welfare Officer (or similar), prepare the appropriate paperwork and present information as required to enable the school to meet its obligations and statutory responsibilities. This will include requesting penalty fine notices, and, if appropriate, the completion of Common Assessment Form (CAF) referrals, EHA referrals and similar.
- To be fully aware of and carry out all work in line with KCSIE / Child Protection / Safeguarding Procedures.
- To liaise and work with external organisations as required.
- To keep accurate, clear and concise records of all interventions and consultations and update information on the school's attendance system.
- To maintain a good working knowledge of the statutory framework and any policies and procedures relating to school attendance, child employment, child protection and special needs etc. in order to be able to offer informed advice to parents, school staff and others.
- To liaise with pastoral support staff and advise on all matters relating to attendance and, where necessary, take a lead role in developing work processes to improve school attendance.
- To work on initiatives which raise awareness with the whole school community on the importance of good school attendance.
- To coordinate the work of any colleagues that might assist with the running of attendance.
- To issue warning letters in response to when Holiday / Leave has been requested in term time follow up with PNW warning according to policy.
- To complete and make the relevant checks for students who require a CME referral, ensuring accurate documentation and filing of all information.
- To support senior leaders in completing paperwork for any EHE requests and ensure parents are aware of their responsibility, make the relevant checks ensuring accurate documentation and filing and contact relevant agencies with all information so that the academy is never deemed to be 'off-rolling' but is instead robust in its policy and processes in order to safeguard students.
- To follow up and record the attendance of students who are on managed moves and off site provisions
- To run weekly data & PA figures, identify and analyse attendance patterns and take action to address as necessary
- To proactively explore strategies and initiative to engage 'harder to reach' families and support them in improving attendance

## Safeguarding / DDSL

- To provide extra capacity to the safeguarding team by acting as an additional DDSL
- To support the designated safeguarding lead (DSL) and deputise for them or another DDSL if needed
- To work in line with KCSIE and Trust and academy safeguarding and child protection policies
- To ensure accurate record keeping, including use of CPOMS for all matters regarding safeguarding and child protection
- To liaise regularly with the DSL and other members of the safeguarding and pastoral teams as needed, managing some case work if required as part of the safeguarding team
- To provide support to the CLA Lead as appropriate

- To offer support and advice to all members of the academy staff team, taking appropriate action when required.
- To support the DSL/DDSL with triage of referrals from staff and, take appropriate action as needed, including making direct referrals to Children's Services and other relevant agencies if necessary
- To contribute to Child Protection Conference and Core Group processes (if required) by either attending or ensuring that a relevant member of staff attends meetings and necessary paperwork is completed or appropriate documentation is available.
- To support with transition processes as required (attendance, pastoral & safeguarding) so that the academy has accurate and detailed information in order to support successful transition

## Other

- The postholder will be expected to have a good knowledge of national policy and the Trust / school's policies and procedures
- The duties of this post could vary from time to time as a result of new legislation; changes in technology or policy and in that case appropriate training may be given to enable the post holder to undertake this new/varied work.
- The post holder may be expected to attend meetings or make home visits in or outside of the normal school day so flexibility about the timing of working hours is a requirement of this role.





<ul style="list-style-type: none"> <li>● Ability to establish positive and effective relationships with children and young people</li> <li>● Organisational skills</li> <li>● Excellent ICT skills</li> <li>● Analytical skills</li> <li>● Ability to keep accurate records</li> <li>● Ability to work successfully as a team</li> <li>● Ability to work on own initiative</li> <li>● Confidentiality</li> <li>● Report writing skills</li> </ul>		<p>A/ I</p> <p>A/ I</p> <p>A/ I</p> <p>A/ I</p> <p>A/ I</p> <p>A/ I</p> <p>A/ I</p> <p>A/ I</p>
<p><b>Personal Qualities:</b></p> <ul style="list-style-type: none"> <li>● Attention to detail and professional pride</li> <li>● Commitment to the school's policies and ethos</li> <li>● Commitment to Continuing Professional Development</li> <li>● Motivation to work with children and young people</li> <li>● Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>● Emotional resilience in working with challenging behaviours and attitudes.</li> <li>● Flexibility</li> <li>● Confidence when dealing with agencies / parents / attending meetings and clear communication skills</li> </ul>		<p>A/ I</p> <p>A/ I</p> <p>A/ I</p> <p>A/ I</p> <p>A/ I</p> <p>A/ I</p> <p>A/ I</p>

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.