

Attendance Improvement Co-ordinator

Lynn Grove Academy
Recruitment Pack



**LYNN GROVE
ACADEMY**
*Creative
Education
Trust*



Dear Colleague

Thank you for your interest in Lynn Grove Academy.

Our pupils make Lynn Grove a great place to work. In our school, you will find lively positive young people with open minds who are ready to make the best of opportunities that come their way. They understand and uphold our core values of mutual respect, hard work and kindness. They are polite, considerate and engaging; we have many reasons to be proud of them.

We are a large and friendly staff team who understand the importance of collaboration to support all our pupils to achieve their full potential. We invest heavily in professional development and believe in working closely with our neighbouring primary schools.

Our ambition is that every young person should leave us with the attributes of a successful young adult ready for the next stage of their education or training. Through our lessons and through our extracurricular offer we aim to foster a love of learning and interests that will be enriching and sustaining well into adult life.

We are committed to offering a broad and balanced curriculum that allows all pupils to follow their interests and supports them to achieve highly. We never underestimate the importance of pastoral support and have structures in place to provide care and guidance through the challenges of teenage years. The pastoral team makes a significant contribution to the positive social, moral, cultural and spiritual life of the school.

We are proud to be members of the Creative Education Trust family of schools. As a CET school we have access to outstanding support from the very best experts in school improvement and professional development. Our pupils benefit from an exciting offer of cross trust enrichment activities and an innovative approach to cross-curricular development through the 'Knowledge Connected' programme.

We are fortunate to enjoy great support from Lynn Grove parents who show a real interest in the progress of their sons and daughters and contribute to the sense that our school is at the very heart of our community.

Lynn Grove is situated between Bradwell and Gorleston, which form part of Great Yarmouth. The school is situated in a quiet residential area surrounded by extensive playing fields. We are well positioned for very easy access from Norwich or North Suffolk and we have ample parking for all our staff. Our school is very popular and is expanding but remains oversubscribed; currently 1160 pupils attend.

I look forward to receiving your application.

Yours sincerely

Alison Mobbs
Principal

You can find out more at:

www.creativeeducationtrust.org.uk

“We know that every learner can be successful if we find a way to tap in to their interests”

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 LYNN GROVE ACADEMY



Our on-site facilities include:

- Library open daily from 0800 to 1630
- Suites of subject areas
- Excellent ICT provision
- Extensive playing fields
- 3G all-weather pitch
- Extensive indoor and outdoor social space for our learners

The Attendance Team

The attendance team is being strengthened and the new team will comprise four colleagues who will work together under the leadership of the Assistant Principal to support Lynn Grove pupils to achieve excellent attendance. You will be an integral part of the academy's highly effective and committed pastoral team. Raising the profile of good attendance and overcoming barriers to good attendance are among the most powerful things that any school can do to improve pupils' life chances. We want our pupils' attendance to be exceptional. There is clear evidence that the pandemic has affected school attendance nationally and we are determined to buck this trend.

The attendance team will work together in a well-appointed central location in the school and will be well supported to achieve their goals.

Attendance work is varied and always interesting ranging from actively supporting families, to supporting whole school safeguarding to preparing important legal documents. All members of the team derive much satisfaction from supporting young people and their families to achieve and realise their full potential.

Summary of Lynn Grove Academy's Progress Scores in 2022:

- Progress 8 score: +0.13
- Attainment 8 score: 49.7
- Staying in Education or entering employment: 99%

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

<https://www.compare-school-performance.service.gov.uk/school/137541/lynn-grove-academy>

SUPPORT FOR OUR STAFF

For our pupils to achieve to their full potential we know that it is essential that our staff thrive professionally. We value teamwork highly and provide ample opportunities for all our teachers to work collaboratively with their colleagues. As teachers, we believe that we never stop learning and we support each other to develop professionally. We share ideas and good practice regularly and encourage everyone to contribute to the professional development programme.

With careful planning, we have arranged our school day to give everyone two hours a week in their teams to devote to professional development. The time spent with colleagues focussing on department and school improvement is much appreciated.

We understand the importance of working with other schools in our trust and beyond. Our senior and middle leaders have benefited from their participation in highly regarded professional development including Future Leaders and Ambition School Leadership Teaching Leaders Programme; several have successfully completed NPQ qualifications.

We value subject specific CPD highly and are active members of the Prince's Teaching Institute which provides access for our teachers to high quality subject specific professional development. CET provides many opportunities for professional development of staff at all levels. Initial Teacher Training is a high profile area of expertise at Lynn Grove.

We welcome trainee teachers from a range of different training pathways. We work in partnership with the University of East Anglia, Teach First, Norfolk Teacher Training Centre and Suffolk and Norfolk ITT. All trainee teachers receive an in-house professional development program that includes training sessions delivered by middle and senior leaders. The Maths department also participates in a prestigious undergraduate internship programme

Early Career teachers at Lynn Grove benefit from high quality mentoring and access to a customised induction course designed to develop their teaching practice. Subject mentors are trained to use a coaching approach to support ECTs and regular one to one meetings are timetabled from the start of the year. Working together, ECTs reflect on their practice and receive training on the latest pedagogical research.



You can find out more at:

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JOB DESCRIPTION AND PERSON SPECIFICATION

Purpose and Scope

Working hours will be 37 hours per week. You will be contracted 43 weeks a year to include summer school.

Organisational Relationship

- The post holder is responsible to the Principal but to the Attendance Improvement Director in the first instance.

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.
- Ensure attendance concerns at all levels are addressed in a supportive and timely manner.
- Support the roles and responsibilities of the Attendance Improvement Leaders and Attendance Improvement Director.
- Maintain accurate data relating to pupils attending off site functions and events.
- Prepare and manage attendance recording on 'off timetable days'
- Processing requests for absence for exceptional reasons
- 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 Quality Assurance of absences and entry of data.
- Respond swiftly and decisively to attendance information provided.
- Ensure 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.
- Support with the preparation and advertisement of attendance rewards and initiatives to praise students for good

attendance and to encourage others to attend.

- Represent the academy as required during any external reviews.
- Co-ordinate the home visits rota as part of the attendance improvement strategy.
- Ensure all attendance processes are robust, clear, and effective and are applied consistently.
- To provide training to colleagues where appropriate.
- 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 running the student services reception at break and lunchtime
- Answer incoming calls to school, dealing with any queries professionally. Relay messages to relevant staff members as required.
- Prepare reports, as and when required, using Arbor.
- Ensure discussions and agreed actions are recorded on student child protection files.
- Ensure effective communication of attendance support strategies with all members of staff, students, and parents/guardians.
- Review attendance support strategies and re- shape provision for students as required.
- Support with the preparation of data and media for parents and guardians to be given out at events such as parents' evenings to promote good attendance.
- Support the production of reporting data as required.
- Undertake typing and word-processing and other IT based tasks.

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.creativeeducationtrust.org.uk

- Support with the publication of attendance information in newsletters and/or the academy's website.
- Support with analysing the way in which staff use the rewards system.

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/GUARDIANS

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

	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 communication skills appropriate to the need. To communicate effectively with colleagues, parents/guardians, 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/guardians, 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 	
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.