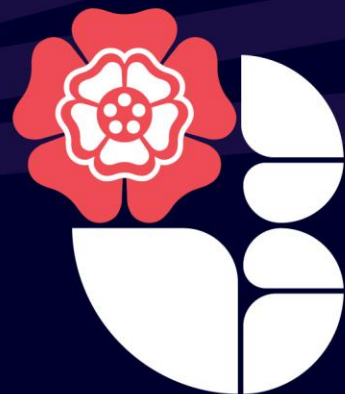


Secondary Recruitment Pack

Wrenn School
Attendance Officer



**WRENN
SCHOOL**
*Creative
Education
Trust*

Dear Colleague

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

We are seeking to appoint an outstanding **Attendance Officer** to join our Ofsted rated GOOD and SECONDARY SCHOOL OF THE YEAR 2020/21 (Northampton Education Awards). You will join a thriving department and family of staff, who have made rapid improvements over the past three years.

Wrenn School joined Creative Education Trust in November 2018. Our network consists of eleven secondary and six primary academies in the Midlands and Norfolk plus a central team. Wrenn School has the ambition, the expertise and the determination to ensure that our outcomes will continue to improve alongside developing the character education of our students. To do this, it is vital that we attract the right calibre of professional to work alongside our dedicated team of staff.

“We are looking for an ambitious, experienced, committed and energetic teacher”

Your wellbeing and professional development in order to enhance your career is a priority for us. We offer a mentoring and coaching programme, annual career stage interviews, bespoke CPD training aligned with the Teacher Development Trust, supportive action research projects, staff rewards and support for family events.

We have a flexible approach to interviews and can offer a range of dates and times to suit your personal circumstances. We are looking for a colleague who shares the clear vision that the child is at the heart of everything we do. One who can enjoy positive, professional relationships with both young people and colleagues and who demonstrates high levels of expertise, resilience and emotional intelligence.

At Wrenn, we believe that every child is entitled to an outstanding education. We seek to challenge our students through encouraging them to take risks; our students explore new ideas and think creatively and become resilient learners. During their time at Wrenn School, students experience a broad curriculum which focuses on academic excellence with character. Our students learn to become confident, articulate, creative, independent and resourceful young people and develop the skills and qualities that they need to prepare them for a successful future in our ever-changing world.

Students participate in an exciting range of extracurricular and sporting activities and students develop their own talents and wider interests. Our students thrive because we set no limits and we accept no excuses; students at Wrenn School are expected to work hard, to be kind and respectful to others and to strive to best version of themselves.

You will be able to find a wealth of information about Wrenn School on our website www.wrennschool.org.uk which will help with your decision.

Yours faithfully

Marianne Blake

Principal

You can find out more at:

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 employable 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

ABOUT WRENN SCHOOL



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

Since November 2018 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 children in our care.

Our on-site facilities include:

- Sports fields including 5-a-side football pitches;
- Multi-Use Games Area marked up for netball and football;
- Multi-use Floodlit Astro Turf
- Performance hall with sound system and projector;
- Lecture Hall complete with tiered seating;
- Wrenn Double Decker Science Bus
- Dedicated Sixth Form Hub
- Use of visualizers in selected classrooms
- Bespoke music centre
- Specialised creative subject learning building
- Learning Resource Centre for text-based resources



Summary of Wrenn School's Progress Scores in 2019:

- Progress 8 score: **+0.03**
- Attainment 8 score: **40.1**
- Pupils entering EBacc: **33.9%**
- Staying in Education or entering employment: **95% (2017 Leavers)**

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

<https://www.compare-school-performance.service.gov.uk/school/139961/wrenn-school>

SUPPORT FOR OUR STAFF

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

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.

Creative Education Trust places a strong emphasis on CPD for teachers and for senior and middle leaders. We run a regular programme of training events to improve teaching performance and also provide focused management development and one-to-one coaching opportunities. We have an active cross-trust group on the Teaching Leaders programme and use Future Leaders and Teach First extensively.

We believe it is very important that each of our academies plans in such a way that financial and human resources are deployed to support their educational strategies fully. This is supported by our 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.

Each of our Headteacher 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.

There are also a number of cross-group, phase leader and year-specific forums.



You can find out more at:
www.creativeeducationtrust.org.uk

ATTENDANCE OFFICER

JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION

Wrenn School, Wellingborough, Northamptonshire

SALARY

NJC Scale 5, Points 12 to 17

37 hours per week

38 weeks per year (term time only)

43.51 paid weeks per year

Actual Salary: £18,510.33 - £20,436.21 per annum

THE ROLE

To monitor the improvement of attendance and punctuality of all students across the school. Ensuring that attendance rises above national expectation.

REPORTING LINES

The post will report to the Assistant Principal responsible for behaviour.

AREAS OF RESPONSIBILITY

This job description is broken down by each area and the duties covered within each area of the school.

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, Year managers and form tutors and monitor their attendance to Academy and lessons.
- Generate weekly attendance reports for year managers 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, Year managers and the RIB showing percentage attendance, lates linked to: year/ gender/ EAL/ SEND and Pupil Premium on a regular basis.
- Provide analysis for SLT and year managers regarding attendance trends and patterns.
- Ensure Wrenn School keeps abreast of the latest strategies to improve/ maintain attendance.

ATTENDANCE INTERVENTION

- Working with the SLT, Directors of Learning and Year Managers, 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.
- At the start of each term – track down students who haven't returned

PUNCTUALITY

- Work with SLT, Directors of learning and year managers 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

TRUANCY

- Ensure through SIMS that SLT, Directors of learning and year managers are aware of those students who are both externally and internally truanting.

You can find out more at:

www.creativeeducationtrust.org.uk

LIAISON WITH OUTSIDE AGENCIES

- Liaise with various outside agencies with regards to pupils with poor attendance putting plans for improvement into place
- Liaise with the assistant SENDCO with regard to the attendance of looked after children
- Liaise with local primary schools and work together regarding common practice and information sharing to improve attendance.

To undertake as required other duties and responsibilities relevant to the job or the seniority of the post as directed by the Principal.

OTHER DUTIES

- Promote positive student behaviour in and around the school, to ensure a constructive working environment.
- Act to ensure pupils' health and safety.
- Following school policies and procedures especially those relating to child protection and health and safety.

SCHOOL ETHOS AND COMMUNITY

- Reinforce and instil clear standards for and throughout the school.
- Promote the school's unique identity and celebrate its achievements
- Recognise, praise and celebrate the commitment and achievements of colleagues, students and other stakeholders
- To be a positive role model of the values and behaviours that underpin the school vision

SUPPORTING THE WORK OF CREATIVE EDUCATION TRUST

- Develop strong, positive relationships with Creative Education Trust colleagues; contribute to collaborative work across Creative Education Trust schools and support other staff in participating in trust-wide work and projects.
- Participate in Creative Education Trust and sector-wide activities in order 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.
- To undertake as required other duties and responsibilities relevant to the job or the seniority of the post as directed by the Principal.

- Must be adaptable, flexible and change agile.
- A clear understanding and commitment to the school, Creative Education Trust and its vision.
- An ability to enthuse and engender a desire for learning and passionate commitment to excellence at all levels.
- High level interpersonal and communication skills.
- Commitment to inclusive education providing opportunity for achievement for all.
- Integrity, openness, energy and enthusiasm.

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.

You can find out more at:

PERSONAL QUALITIES

www.creativeeducationtrust.org.uk

ATTENDANCE OFFICER PERSON SPECIFICATION

	Essential	Desirable
Qualifications	Demonstrable levels of numeracy and literacy equivalent to GCSE (A*-C) or above in English, Maths and Science.	
Experience	<p>Experience of working as an attendance officer</p> <p>Successful experience of working in a senior administrative role.</p> <p>Experience of using and maintaining a database such as SIMS</p>	Experience in working within statutory/voluntary agencies dealing with children and families.
Knowledge and understanding	<p>Clear understanding of legislation relating to school attendance</p> <p>Awareness of relevant legislation relating to child protection</p>	Knowledge of the education system
Skills	<p>Excellent oral and written communication skills appropriate to the need to communicate effectively with colleagues, parents/carers, students and other professionals.</p> <p>Good standard of numeracy and literacy skills.</p> <p>Ability to prepare and write reports and produce factual and statistical information as required.</p> <p>Ability to proficiently use office computer software including word-processing, spreadsheet, database and internet systems.</p> <p>Ability to build and form good relationships with students, parents/carers, colleagues and external agencies including social workers and the police</p> <p>Ability to work constructively as part of a team, understanding school roles and responsibilities including own.</p> <p>Ability to maintain confidentiality at all times</p>	

You can find out more at:

www.creativeeducationtrust.org.uk

	<p>Ability to act on own initiative and to prioritise own workload to effectively meet deadlines</p> <p>Flexible and adaptable</p> <p>Good organisational skills and ability to produce work accurately others</p>	
Equal opportunities	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
Other requirements	<p>High expectations for every student</p> <p>Be willing to actively participate in the Academy's performance management process</p> <p>Be willing to undertake training and development as required</p> <p>A commitment to working to improve the life chances of all the young people in our School.</p>	

The 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.

You can find out more at:
www.creativeeducationtrust.org.uk