

Person Specification Attendance Officer

| Attribute | Essential | Desirable | How Identified |
|-----------------------------|---|--|--|
| Qualifications | <ul style="list-style-type: none"> 5+ GCSE A* - G (or equivalent) including English and Mathematics. A full, clean driving license. | <ul style="list-style-type: none"> 5+ GCSE A* - C (or equivalent) including English and Mathematics. | <ul style="list-style-type: none"> Application form Certificates |
| Knowledge and Skills | <ul style="list-style-type: none"> Knowledge and understanding of key government legislation surrounding attendance. An in-depth knowledge of steps that can be taken to support students in improving attendance. Knowledge of the social, emotional and mental health needs of young people. Good ICT skills An excellent understanding of Positive Discipline. A passion for education and making a difference. Excellent communicator. Effective team member. Drive and determination. Ambition. Energy, enthusiasm, sense of humour. Willingness to contribute to the wider life of the Academy. | <ul style="list-style-type: none"> Knowledge of the legal process surrounding poor attendance, including fines for parents. | <ul style="list-style-type: none"> Application form Selection process References Teaching exercise and practical activities Interview |
| Experience | <ul style="list-style-type: none"> Recent experience working in a secondary school. | <ul style="list-style-type: none"> Experience working with a variety of external agencies to support young people. | <ul style="list-style-type: none"> Application form |

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| | <ul style="list-style-type: none"> • Experience supporting students to overcome personal barriers to academic success. | <ul style="list-style-type: none"> • Experience working within the Attendance team in a secondary school. | <ul style="list-style-type: none"> • Selection process • Interview and practical activities |
| Continuous Professional Development | <ul style="list-style-type: none"> • Evidence of commitment to Continuing Professional Development | | |
| Other Conditions | <ul style="list-style-type: none"> • Enhanced DBS Clearance | | |

The GORSE Academies Trust is committed to safeguarding and promoting the wellbeing of all children and we expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) check. We promote diversity and aim to establish a workforce which reflects the population of Leeds.