



# Meridian Trust

## Attendance Officer Recruitment Pack



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## Welcome from our CEO, Mark Woods



Thank you for your interest in joining the Meridian Trust family.

The success and growth of our Trust has been based on remaining focused on some critical principles:

- Every child is known, equally valued and supported to achieve their potential in all our academies. Every community we serve benefits from the facilities and services we provide.
- Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported.

- We ensure that well-run schools retain and develop their distinct contextual identity, while sharing and contributing to our common values, practices, curriculum approaches and operational systems

Since 2011, thanks to the fantastic work of our staff, our Trust has grown from 1 to 30 academies whilst retaining our focus on working within an area that enables easy movement between our schools. From first developing an application in 2007 to open schools in the new town of Northstowe, we have been committed to the vision of being an all-through and all-inclusive Trust. Our Trust currently consists of 14 primary schools, 13 secondary schools and 3 special schools. We are also currently developing 3 free school projects within our region.

Meridian also plays a key role in the wider development of education in the region. We are the home to the Cambridge and Peterborough Teaching School Hub and operate a vibrant Initial Teaching Training provider that trains upwards of 100 teachers annually. In addition, our commitment to the local community as an extension of our village college ethos means that we host a range of activity in our schools, including providing leisure and educational opportunities.

If being part of a dynamic, compassionate and dedicated group who believe we can really improve young people's life chances and opportunities by working together appeals to you, we very much look forward to receiving your application.



## A Brief History

Meridian Trust, formerly known as Cambridge Meridian Academies Trust (CMAT), is a values-led Trust and has risen to be one of the highest performing academy groups in the country. Our Trust was first formed as an educational trust to create a federation of schools in 2006 with a desire to provide high quality and dynamic education for everyone, right in the heart of our community. Through various government policies, our commitment to collaboration has remained consistent.

Meridian Trust was formed in 2011 to deliver more widely on that clear vision to provide high quality and dynamic education for all at the heart of the communities we serve. Our steady growth since then reflects our commitment to the communities we serve and our track record of success. The period since 2018 has seen an increase in speed of growth as many long term projects matured and our relationship with Sharnbrook Academy Federation emerged.

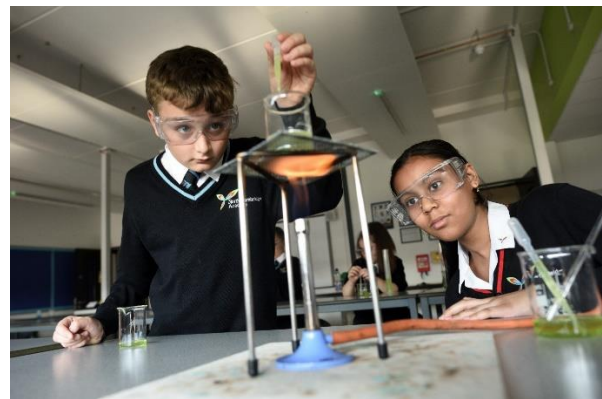
We are currently a family of 30 academies (including 14 primary, 3 special and 13 secondary schools). The secondary schools include a University Technology College, an Upper School, six 11-16 schools and five 11-18 schools. We also have 2 new secondary free schools in development. All within 20 miles of Cambridge and Peterborough and the main communication routes between. We merged with Cambridge Primary Education Trust to become the Meridian Trust in April 2022. In addition to operating schools, we are the home of the Cambridgeshire and Peterborough Teaching School Hub, and train more than 150 new teachers each year through Meridian Trust ITT. We retain a strong commitment to growing and

supporting staff throughout their training and career development. We have a proven track record of school improvement and transforming the lives of children and young people over the last 10 years.

Students thrive in Meridian Trust academies as a result of the implementation of our values, our successful and proven systems and our commitment to valuing people. We are among the highest performing multi-academy trusts in the country for student progress. Our academies are well-run and our staff benefit from excellent access to professional development.

Our commitment to the education system goes beyond just our own academies. We operate 'The Cambridge Partnership', one of the largest initial teacher training providers in the country which has recently merged with the SAF ITT, and 'Leadership East' these further strengthen our capacity and commitment to professional development. We also provide support through various SLAs to a number of other trusts and academies.

As a strong, regional multi-academy trust we currently operate schools across Bedfordshire, Cambridgeshire, Lincolnshire, Peterborough, and Northamptonshire. We are proud to have strong partnerships within all these communities.



## Trust Vision, Mission and Values

### Our values and who we are:

Meridian Trust is a successful multi-academy trust founded on its commitment to people and communities.

Our proven approach over more than a decade has elevated us to a respected and admired academy trust, a national leader in education and a source of great pride to the communities we serve.

Every child is known, equally valued and supported to achieve their potential in all our academies. Every community we serve benefits from the facilities and services we provide.

Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported.

We ensure that well-run schools retain and develop their distinct contextual identity, while sharing and contributing to Meridian Trust values, practices, curriculum approaches and operational systems.

### Our Vision:

High-quality educational provision for all at the heart of local communities.

### Our Mission:

To deliver, promote and inspire high quality educational provision in schools at the heart of their local communities so that:

- Young people become successful learners and confident, empowered individuals;

- Young people are encouraged to think for themselves and act for others, equipping them with the values, attributes, knowledge and skills to make a rewarding contribution to society;
- Every school is a hub for community activities, a centre for extended services and a source of immense pride for students, their families, and other local stakeholders;
- Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported;
- Well-run schools retain and develop their distinct contextual identity while sharing and contributing to the Meridian Trust values, practices, curriculum approaches and operational systems.

### The enactment of our values for staff:

- |   |   |
|---|---|
| <br>Valuing People                       | Engaged, developed, supported, and consulted.   |
| <br>High Quality Learning Environment    | Experts who strive for continual development. Collaborative networks, trusted to deliver. |
| <br>Pursuit of Excellence                | Set ambitious goals and model what success looks like. Eager to improve.                  |
| <br>Extending the Boundaries of Learning | Make connections, provide opportunities. Generous and sharing of knowledge and expertise. |
| <br>Achievement for all                  | Are accountable for the outcomes we contribute towards and strive for the very best.      |



## Why work for us

Meridian Trust aims to be the employer of choice for the communities we serve. Since 2010 we have nurtured and developed the careers of many people. You can read about some of those journeys in the 'Meridian Trust People' section of this website. We are committed to making a difference to young people's lives and the communities we serve. Help us make our mission a reality.

### Benefits:

Working with us brings with it a range of attractive benefits, including;

- Generous employer contributions to Local Government or Teacher Pension Scheme
- Free on-site parking
- Eyecare vouchers
- Access to a free Employee Assistance Programme, offering mental health and wellbeing support to staff
- Cycle to work scheme
- Reduced staff membership to the facilities at Academy Leisure, Sawtry
- Free tea and coffee making facilities
- Generous sick pay and annual leave



## How to apply

To apply please complete the online form on the TES. Your supporting statement should address and evidence the selection criteria detailed in the Person Specification.

### Closing Date:

09:00am on Thursday 2<sup>nd</sup> May 2024

*However, we reserve the right to close the advert and interview early if sufficient applications are received therefore, please do not delay your application if you are interested in the role.*

### Interviews:

To take place shortly after advert closes.

### Applying:

For any questions about the application process please contact:

Catherine Sutton, HR Officer, on [csutton@elycollege.co.uk](mailto:csutton@elycollege.co.uk) or 01353 667763.

*Meridian Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory pre-employment checks including enhanced DBS disclosure.*

*We are committed to diversity & inclusion and equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, race, religion or belief and marriage and civil partnerships.*

*Meridian Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure and*

barring service check. We expect all adults who work for the Trust to share our commitment to safeguarding and the health and wellbeing of our students.

## Job Description and Person Specification

<b>Job Title:</b>	Attendance Officer
<b>JD Reference:</b>	STD ED 09
<b>School/Academy:</b>	Ely College
<b>Weeks:</b>	39 weeks
<b>Hours of work:</b>	37 hours
<b>Salary:</b>	Grade 8
<b>Responsible to:</b>	Assistant Principal

<b>Role:</b>	To monitor, record and manage the attendance of all students.
<b>Purpose of the job:</b>	To know the students and their families well and ensure that all students are attending school. Ensure action is employed as necessary to pupils and parents of those not attending school so that the school achieves its aims and objectives as set out in the school development plan.

### Responsibilities and Accountabilities:

- Recording and monitoring student attendance
- Receive telephone or other messages each day related to student absence (including 'lates') and record them on the school's MIS
- Ensure that registers are checked morning and afternoon and student absences followed up by the pastoral team
- To follow up with SSAs, any students who have been logged as causing an attendance concern
- To share records regularly with SSAs on pupil attendance
- Provide weekly attendance records for circulation to the pastoral team and Senior Leadership team

- Develop and maintain appropriate data to record, analyse and provide written reports on patterns of attendance
- Provide half termly reports and analysis for senior leadership and pastoral team on patterns of attendance for individuals and groups of students (e.g. EAL, PP, FSM etc.) including persistent absentees (PA)
- To be aware of any children who are transitioning to the school who historically have had poor attendance
- Work with the pastoral team to ensure that students are attending school regularly.
- Assist with Education Welfare or Welfare benefit issues/queries/problems
- Liaise with senior leadership, senior tutors, form tutors and the School of Core Achievement about “putting pupils first” and ensuring that their needs are paramount, so that they attend school
- Visit families to encourage/develop strategies to increase attendance
- Act as a channel of communication between families and the school for students whose attendance is poor or are ‘at risk’ of poor attendance
- Organise and manage schemes and initiatives which involve parents of students who are vulnerable in terms of attendance
- Review ‘contracts’ of attendance with parents/carers
- Work with outside agencies/ Local Authority and/or bought in services.
- Meet with EWO services (either from LA or other CMAT schools) to discuss strategies for students who are at risk of low attendance
- Respond to requests from outside agencies relating to the data for specific groups of students (SEND, PP, FSM, EAL)
- To put in place action points related to attendance work with families that emerge from LARM and CAF/SARF meetings

### **Support for School/Academy/Place of work:**

- Participate in staff events by arrangement.
- Attend Staff Meetings
- Contribute and participate in Trust events and activities where possible
- Develop and maintain effective working relationships with other staff and parents/carers
- Adhere to the Trust values
- Follow school policies, practices, and procedures

### **Data security:**

- Act following legal provisions regulating confidentiality and security of data and information under General Data Protection Regulations



### **Health and Safety:**

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with the Trust on all issues to do with Health, Safety & Welfare
- To work/operate all equipment within Health and Safety and other legal regulations, including risk assessments
- Contribute to the maintenance of a safe and healthy environment

### **Continuing Professional Development:**

- In conjunction with the line manager, take responsibility for personal and professional development, keeping up to date with research and developments related to school/academy/place of work efficiency, which can contribute to improvements in the daily running of the Trust
- Undertake any necessary and identified professional development taking full advantage of any relevant training and development available, particularly when related to the use of ICT, for data management and record keeping
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice

### **Child Protection and Safeguarding**

- The post holder will have a shared responsibility for safeguarding all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people
- To inform the Child Protection Officer of any issues relating to the safety and well-being of students

The post holder will undertake any other duties commensurate with the grade of the post, in consultation with the line manager

This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust concerning the post holder's professional responsibilities and duties

***The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.***

***All staff will be subject to an enhanced check with the Disclosure & Barring Service.***

**Updated: January 2022**





<b>Person Specification: Attendance Officer</b>	<p style="text-align: center;">Assessment Key: A = Application Form I = Interview</p>
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Education and Qualification		Essential	Desirable	Assessment
1	Good educational background with 5 GCSEs or equivalent including English Language and Maths	✓		A
2	Qualification in IT, data handling or equivalent		✓	A
3	Qualification in Child Protection		✓	A
Experience		Essential	Desirable	Assessment
4	Experience in supporting children in an educational environment, including those with a range of learning needs or challenging behaviour	✓		A/I
5	Experience in working with external agencies		✓	A/I
6	Experience in working closely with parents in successful home-school partnerships that support pupils' needs		✓	A/I
Knowledge and understanding		Essential	Desirable	Assessment
7	Understanding of the education system	✓		A/I
8	A sound grasp of the concept of inclusive practice	✓		I
9	Knowledge of the concept of confidentiality	✓		I
10	Awareness of child protection issues	✓		I
Skills and abilities		Essential	Desirable	Assessment
11	Skilled at making and sustaining positive relationships with children	✓		I
12	Able to work closely with pupils who are finding learning difficult, or	✓		I



Valuing People



High Quality  
Learning  
Environment



Pursuit of  
Excellence



Extending the  
Boundaries of  
Learning



Achievement  
for all



	those who have experienced a feeling of failure			
13	Ability to use language and other communication skills that parents, pupils and staff members can understand and relate to	✓		I
14	Able to work closely with other adults, offering them practical advice and strategies that assist them to overcome problems relating to attendance	✓		I
15	Excellent written and oral communication skills	✓		I
16	Ability to contribute to team meetings and contribute ideas	✓		I
<b>Personal Qualities</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
17	Willingness to undergo further training and development	✓		I
18	Positive and enthusiastic approach toward work	✓		I
19	Ability to act on own initiative	✓		I
20	Kindness and empathy towards students and colleagues	✓		I
21	Ability to work as part of a team effectively	✓		I
<b>Child Protection</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
22	Support the Academy policies on safeguarding and child protection	✓		A/I
<b>Other</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
23	The flexibility of working hours	✓		A/I



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