

Abbeyfield School

Ambitious to Achieve

Attendance Leader

Our Values

Creativity

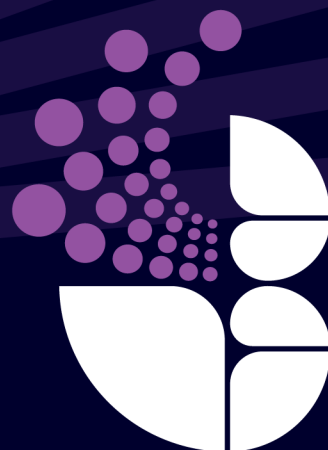
Honesty

Independence

Resilience

Respect

Responsibility



**ABBNEYFIELD
SCHOOL**
*Creative
Education
Trust*

Dear Colleague

Thank you for your interest in the post of Attendance Leader here at Abbeyfield School.

I feel very privileged to be part of a very special community of committed staff and rewarding young people. Teamwork is central to the culture of the school and it is this, and a shared desire to support and challenge every student in order for them to achieve their personal best, which shapes everything we do at Abbeyfield. 'Leaders are determined to help pupils achieve their best' (Ofsted 2021).

We have very high expectations and aspirations of our students and of ourselves. This was highlighted in our recent Ofsted report, "Leaders have high expectations of staff. They also care about staff well-being. Staff morale is high" and "Leaders present a strong, unified and motivated team". Teaching and support staff all play a key role at Abbeyfield in putting the needs of our students at the very heart of all we do.

Our Quality First Teaching Charter ensures a focus on high quality teaching and learning supported by an ambitious programme of pedagogical and subject specific CPD. Whilst academic achievement is fundamental, we believe that all staff have a vital role in students' social and personal development. This ensures that students can be equipped with the life and employability skills needed for successful adulthood.

We, like all schools in the Creative Education Trust, pursue a rigorous and continuous programme of educational improvement. This is alongside an aim to provide students with a rich programme of extra-curricular activities. Abbeyfield offers a varied diet of curriculum and enrichment opportunities and students benefit from Trust organised events such as the key concept launch days, debate and essay writing competitions. We also have our annual days of Shakespeare performance which are a visible example of the impact we can have on students' creativity. We are often the host school for these events to allow students from all trust schools to work in a professional theatre space. We are always keen to expand further on the opportunities we provide for students to develop their creativity, resilience and independence.

High expectations for behaviour for learning are supported by a strong Head of Year & pastoral team alongside and a behaviour team of non-teaching staff. There is a strong emphasis on restorative justice and positive behaviour management alongside our praise and consequence systems. 'Pupils behave well. They are polite and courteous' The school's systems for pastoral care are strong (Ofsted 2021).

I am passionate about students, staff and parents having the opportunity to influence the future of the school and contribute to our improvement agenda. 'Ambitious to Achieve' was proposed by a Year 12 student and our school values were the outcome of a students and staff vote. Stakeholder feedback is regularly sought and informs our strategic leadership. We value our partnerships with the local community and external agencies, and these are used to good effect in order to support our students and families.

We believe Abbeyfield is a very special place to work and we are excited about the future. If you are passionate about what we are trying to achieve and you feel you can make a real difference in this role then I look forward to receiving your application.

Kind Regards,

Jay Kerby, Principal

#teamabbeyfield

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 and has successfully transformed schools in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement.

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 unique Knowledge Connected approach teaches pupils to analyse and understand their curriculum of study through the application of six key concepts.

You can watch a short video on what it means to be part of Creative Education Trust, illustrating our 'Knowledge Connected' approach to learning.

www.youtube.com/user/creedacad.

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



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ABOUT ABBNEYFIELD SCHOOL



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

Since September 2012 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 outstanding facilities in a modern well-kept stimulating environment.

Our facilities include:

- Sports fields, netball courts, basketball courts, a gym and full size sports hall
- Use of Goals, a purpose built 5-a-side football venue
- Fitness Suite with sound system
- Dance studios with sound system and mirrored walls
- Super Learning Centre providing the opportunity for collaborative teaching and learning
- Science Lecture Theatre for demonstrations or large group activities
- Professional 280 seat Theatre complete with tiered seating
- Interactive whiteboards in every classroom
- Modern, glass fronted, open-plan learning resource centre
- Accommodation available for staff with a number of ensuite rooms



“Pupils are happy at school and say that they feel safe. The school environment is calm and orderly. Pupils behave well. They are polite and courteous. Occurrences of bullying are rare”
Ofsted, September 2021

To see details of the school performance data please visit:

<https://www.compare-school-performance.service.gov.uk/school/138858/abbneyfield-school>

SUPPORT FOR OUR STAFF

We are committed to providing our staff with the highest quality support and challenge to ensure that we excel and give our students the opportunities and provision they deserve. Senior leaders are encouraged where possible to sit on the academy council of another CET school which is a very valuable experience.

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. They run a regular programme of training events to improve teaching performance and also provide focused management development and one-to-one coaching opportunities. There is an active cross-trust group on the Teaching Leaders programme and use Future Leaders and Teach First extensively.

The school is supported by an 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.

There are also a number of cross-group, phase leader and year-specific forums to facilitate collaboration across the schools.



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

ATTENDANCE LEADER JOB DESCRIPTION

LOCATION

Abbeyfield School, Northampton

SALARY

NJS Grade G Point 8 – 13 £22,777 - £24,948 FTE

Actual salary (£21,006 - £23,008)

37 hours per week

42 weeks per year. Term time, training days, plus 3 additional weeks

THE ROLE

Due to the nature of this role the successful candidate will be expected to be available to start work from 7.30am.

To work alongside key school staff in school to:

- promote excellent attendance,
- reduce levels of absence,
- to provide admin support as and when required.

REPORTING LINES

The post will report to the Attendance Manager.

ATTENDANCE MONITORING

- Ensure all registers are completed correctly on Class charts and Arbor
- Ensure that 'first day absence calls' for all students are sent through the truancy call system.
- To ensure all registers are completed and no missing marks or unexplained absences remain.
- To ensure all unexplained absences are accounted for or send letter requesting an explanation.
- To check and remind any necessary staff to complete registers.
- To monitor the attendance of vulnerable groups of students and liaise with staff/SEND department and safeguarding team
- To provide updates for staff on student attendance.
- To input timely information i.e. exams, music trips, sporting events, work-based learning
- Appointments, absence reports etc and to keep Learning Coordinators and staff updated
- To carry out phone calls to parents to discuss the attendance concerns and to establish a plan of action to improve their child's attendance.

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- Monitor the input of lates and absences of students onto Class charts and Arbor.
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- Update Class charts and SIMS regularly throughout each day ensuring the attendance data is as accurate as possible.
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- Identify poor attenders in liaison with SLT, Year managers and form tutors and monitor their attendance to Academy and lessons.
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- Generate weekly attendance reports for heads of year and form tutors.
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- To interpret information relating to attendance patterns and identify key areas of concern.
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- Manage a caseload of pupils who have embedded absence issues.
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- Alert the Child Missing in Education Team when appropriate
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- Contribute to social care and other external agency referrals.
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- Conduct parent meetings and implement appropriate action.
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- Working with the Director of Attendance, SLT, and Heads of Year to promote the importance of good attendance across the academy through a range of strategies: assemblies/rewards/ letters home etc.
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- To assist with conducting home visits as and when necessary.
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- Attend meetings to discuss attendance and Improvements required with targeted parents.
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- Chase students' information from previous
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- Schools to ensure that any existing attendance issues are challenged in a timely manner.
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- To keep up to date with Class charts and Arbor Training.
-
- Manage a caseload of pupils who have embedded absence issues.
-
- Alert the Child Missing in Education Team when appropriate.
-
- Contribute to social care and other external agency referrals.
-
- Conduct parent meetings and implement appropriate action.

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PUNCTUALITY

- Work with SLT, Director of Attendance and heads of year to improve punctuality to the academy through a range of strategies.
- Ensure lateness is input within Arbor 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

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Principal.

PARTNERSHIPS AND PROMOTION OF THE SCHOOL

- Support partnership working, particularly with sister schools within Creative Education Trust, to ensure that this is a strength of the school and enhances the opportunities available to students.
- Where possible actively support and establish links with other learning establishments and employers and training providers to maximise opportunity for students.

SCHOOL ETHOS AND COMMUNITY

- Support the school in achieving the British values of diversity, dignity and equality in all aspects of service delivery and engagement with the broader community.
- Actively support a culture where all members of the school community respect others and their physical surroundings.
- Support the personal development of students and contribute to maintaining a caring climate in which self-confidence, self-respect and social responsibility are encouraged.
- Contribute to the wider life of the school.
- To act as a First Aider and undertake any relevant training as and when necessary.

SUPPORTING THE WORK OF CREATIVE EDUCATION TRUST

- Contribute to collaborative work across Creative Education Trust schools participating in trust-wide work and projects.
- Participate in Creative Education Trust and sector-wide activities in order to share best practice.
- Undertake any other reasonable duties deemed appropriate to the role.

You can find out more at:

www.creativeeducationtrust.org.uk

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Demonstrable levels of numeracy and literacy equivalent to GCSE • Driving licence and access to a vehicle for work purposes 	
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working in attendance • Successful experience of working in administrative role. • Experience of using and maintaining a database such as Arbor and Class charts 	<ul style="list-style-type: none"> • Experience in working within statutory/voluntary agencies dealing with children and families.
KNOWLEDGE AND UNDERSTANDING	<p>Clear understanding of legislation relating to school attendance Awareness of relevant legislation relating to child protection</p>	<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/carers, 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/carers, 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 others 	
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 • Candidates must be able to undergo successful checks in line with standards 	

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.

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