ALL SAINTS ACADEMY

ASPIRE STRIVE ACHIEVE

INFORMATION FOR APPLICANTS

Attendance Officer

NJC Points 18 to 23 (£18,870 to £21,693 FTE)
£16,228 to £18,655 pro rata
37 hours per week, term time only plus training days
To start asap

Dear Candidate

Welcome to All Saints Academy Dunstable.

I feel extremely proud to be the Principal of All Saints Academy and I intend to work alongside the students and staff to create a school that all can feel proud to attend. Last summer's results were yet again improved, demonstrating the rapid progress All Saints is making.

At the Academy it is important to us that all children make the best progress possible regardless of their academic starting point. We understand that the best progress is only achieved when teachers know their students well and plan lessons with expertise, ensuring all students make progress. We are highly ambitious for everyone and fundamentally believe students should not have ceilings placed on their ability. We welcome teachers and associate staff who believe in having the highest expectations for all our students.

After embedding a change in leadership, in January 2017 Ofsted stated "The new headteacher has set a clear vision for school improvement. Through rigorous determination she is now bringing direction and raised expectations of both staff and pupils…….The school no longer requires a category of concern. The school is now improving rapidly and continues its journey to being a good school."

The rapid rate of school improvement has been sustained and we are confident that the next Ofsted inspection will determine that we are a Good school, continuing on our journey to Outstanding.

If you feel you want to be part of our journey to Outstanding and have a genuine desire to make a difference to children's outcomes, then please apply for this post. We firmly believe that visiting a school is key to deciding whether you should apply for the role, so please wherever possible contact the school to make an appointment to look around.
I look forward to meeting you.

Yours sincerely

Liz Furber
Executive Principal

INFORMATION ABOUT THIS VACANCY

At All Saints Academy our vision is "Living Well Together with **Dignity**, **Faith** and **Hope**". We strive for excellence in all that we do, enabling our students to transform their lives and to hope for happy and successful futures. Our vision translates into our everyday practice and our values are particularly relevant in ensuring all in our community are encouraged to strive for excellence.

You will take responsibility for the day to day systems and processes relating to our Academy target to raise attendance levels. This is a tremendous opportunity to make a difference to students and their families. You will establish effective working routines with key Student Services Staff, Heads of Years and Form Tutors. You will be the Academy link with the representative from Central Bedfordshire's Access and Inclusion Service and maintain effective records of open cases.

This is a rewarding opportunity that gives you the opportunity to have a direct impact on the learning outcomes of identified students.

All Saints Academy is a fantastic school in which to work, with exemplary relationships at all levels. All staff and students are valued highly. We have a first class commitment to developing individuals and working with others to reach their full potential

INFORMATION ABOUT THE STUDENT SERVICES CURRICULUM AREA

As the successful candidate you will work within a team of colleagues who are dedicated to providing additional support to targeted students. Students appreciate the support they receive and respect the staff assigned to them. The CA's mission is to support students to access the curriculum irrespective of any identified needs and we always expect levels of achievement to be in line with student capabilities.

Currently, the members of the team are as follows:

- Assistant Principal (Individualised Pathways)
- Deputy Assistant Principal (Individualised Pathways)
- Curriculum Leader (CL)
- Safeguarding and Child Protection Manager
- Personal Assistant

- Attendance Officer
- Welfare and Safeguarding Officer
- Student Support Workers
- Inclusion Manager
- Inclusion Officer

ACADEMY FACILITIES

We are proud of our building and facilities. Our classrooms are bright, our corridors wide and spacious, and our learning environment is calm. You will see an abundance of colour, high ceilings and lots of natural light. All classrooms are equipped with an Interactive Whiteboard.

Across the Academy as a whole the accommodation includes:

- Five Science labs and a Science Studio Room
- Five Maths classrooms and a Maths Lecture Theatre
- Six English classrooms
- Three MFL classrooms
- Five Humanities classrooms
- Four labs for the teaching of Business Studies and ICT
- A further four rooms equipped with ICT
- A Modern Library with 30 computers
- A Modern Hall with tiered seating
- Specialist rooms for each of Art, Dance, Drama, Food, Media and Music
- A Recording Studio
- An amazing Sports Hall and a Sports Exercise Room
- 3G All Weather Pitch and Multi Use Games Area
- The Inclusion Bungalow
- Management Suite
- Spacious staff room with outside area
- Separate Departmental staff workrooms
- Academy Services Office

JOB DESCRIPTION
ATTENDANCE OFFICER

Responsible to:

Inclusion Manager

Core purpose:

To be responsible for the daily operation of the student attendance system. To produce all statistics related to attendance as required by the DCFS, Education Welfare Officer and the Academy.
To liaise effectively with students parents/guardians academy staff and outside agencies.

Job description:

The job description will be reviewed regularly with the post holder, to reflect or anticipate changes in the job, commensurate with the salary and area of responsibility.

General duties and responsibilities:

1. Be responsible for the accurate maintenance of registers and attendance data
2. Use the registration system to input and extract information as required.
3. To check that all registers are taken for am and pm registration.
4. Inspect student attendance registers daily and take initiative in contacting parents regarding unauthorised absences.
5. Be responsible for contacting families on the first session of absence.
6. To send letters to carers regarding absence
7. To check lesson monitor frequently throughout the day to identify lesson truants and investigate as appropriate.
8. To report truants to achievement leaders & parents
9. Record reasons for absence on attendance system.
10. To work directly with target groups of students to empower them to take responsibility for their own attendance.
11. To monitor target groups of students
12. To work with PSA to improve home school liaison and encourage carers to work in partnership with the Academy often to be the first point of contact if there is a breakdown in communication or if a problem arises.
13. Liaise effectively in person, in writing or by telephone with Education Welfare Officers, inspectors, students, staff, parents, sponsor representatives, DCFS representatives and any outside agencies regarding student attendance/lateness.

14. Provide where required, analysis of attendance and punctuality data.
15. Produce regular reports as required for LT, PSA and other stakeholders.
16. Ensure staff receive adequate training to enable them to access and use the system effectively (instruction hand out & demonstration on training days)
17. Liaise with IT department regarding installation, upgrades and faults
18. To report any attendance or lesson monitor faults to CAPITA & follow up action if required.
19. To print registers for use in event of emergency evacuation from premises
20. To complete the Student Services Team and become a valuable member of the team.
21. To attend departmental meetings
22. Deal with enquiries both from personal callers and by telephone.
23. Keep appropriate records and filing systems, and ensure confidentiality is maintained.
24. At all times carry out responsibilities/duties with due regard to the Academy's Equal Opportunities Policy.

I confirm that I have read and I understand my new job description.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.

The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post.

……	**……**
Post holder	**Date**
…….	**……..**
Line Manager	**Date**
Position ……	

Safeguarding

Teachers and Associate Staff are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

PERSON SPECIFICATION
ATTENDANCE OFFICER

	Essential	Desirable
Education/Qualifications	• Educated to GCSE level English & Maths at Grades A*-C or equivalent	• 5 A*-C GCSE Grades including English and Maths
Experience	• Experience of working as part of a team • Experience of producing written reports and giving verbal reports/feedback • Experience with dealing with confidential and sensitive data • Experience of working efficiently to tight deadlines • Experience of producing and presenting written reports on attendance data	• Experience of working in a school environment • Experience of working with young people between the ages of 11-19 • Experience of working as an Attendance Officer • Experience of using SIMS & undertaking data input • Experience in dealing with disaffected students & families
Knowledge, Skills and Aptitudes	• Good organisational and administrative skills • Excellent telephone manner • Good interpersonal skills (required to meet with parents, students and professionals) • Good standard of ICT skills and ability to use Microsoft Word & excel as a minimum • Ability to take quick & effective action • Ability to work independently and to take direction • Ability to prioritise in order to meet deadlines • Empathy with young people – ability to build a strong rapport	• Some knowledge of Special Needs / Inclusive Practice • An understanding of the legal requirements for Exclusions and Attendance Procedures • Knowledge of data protection issues

	• Ability to solve problems on a daily basis • Ability to take a non-confrontational approach to resolve difficult situations • Ability to be flexible and positive demonstrating a can do attitude • Understanding of professional conduct between support staff, teachers and students • Ability to respond to parents who have been fined for Non school attendance in a professional and assertive manner	
Personal Qualities	• Ability to remain calm under pressure • Flexible • Hard-working • Ability to maintain confidentiality	
Motivation	• Willingness to be flexible • Willingness to undertake further training as appropriate	An interest in own personal development and willingness to develop through appropriate CPD opportunities
Other	• Commitment to safeguarding the welfare of young people in the Academy • Understanding of appropriate and inappropriate physical intervention with students	

TIMELINE FOR RECRUITMENT PROCESS

Advertisement placed	**Monday 15 October 2018**
Closing date for applications	**Monday 29 October 2018 12.00 pm**
Interviews	**Wednesday 31 October 2018**

HOW TO APPLY

Please submit your application form, together with a letter of application (no more than two sides of A4), outlining your reasons for applying for this post. In your letter please make reference to information in the pack, particularly the person specification, and explain why you would be an ideal candidate for All Saints Academy and what qualities you will bring to the Team. Please do not send us a general letter; we really are looking for someone who is prepared to respond to us as an individual Academy. You can be sure that we will take time and care in reading your letter as we appreciate how much energy goes into it.

Please return your application and letter by email to jobs@allsaintsacademydunstable.org or by post to

Michelle Arnold
HR Manager
All Saints Academy
Dunstable
Beds LU5 5AB

If you have any questions, please contact Michelle Arnold, HR Manager, on 01582 619700.

We will acknowledge receipt of your application form and let you know as early as possible if you have been shortlisted for interview.