

Braunton Academy



'Aspire and Achieve' **Attendance Officer**

To Commence: 3rd September 2024

NJC Grade D.8-D.12 (£12.80 - £13.69 per hour)

**Hours: 37 hours per week 39 weeks a year - term time plus
non pupil days**

Closing date: 12.00 noon Monday 15th July 2024

Interviews Thursday 18th July 2024

Braunton Academy is rated 'Good' by Ofsted

Barton Lane

Braunton

North Devon EX33 2BP

Tel: 01271 812221

Academy Website: www.braunton.academy

Email applications: recruitment@braunton.academy

Principal: Mrs F Bowler

Students: Aged 11-16 number on roll: 810

Braunton Academy
Aspire & Achieve

Dear Candidate

RE: Permanent Attendance Officer

Thank you for expressing an interest in the position of Permanent Attendance Officer within Braunton Academy. I hope that you find the enclosed information useful in forming your views of our exceptional Academy and the community life we lead here at Braunton: all visitors to the school comment upon our welcoming atmosphere and the courteous way in which students interact.

Braunton Academy is a true learning community, which passionately believes in empowering its staff in order to empower its students. As a respected and trusted centre of the local community, we are committed to providing the very best of education to the children of Braunton and its surrounding villages, shaping all of our futures. Supporting both students and their parent/carers, our central aim is to build strong partnerships that recognise and respect the value of learning, investing in and reigniting that true love of learning for all that it can offer our community and provide for our children as masters of their own destiny.

As a school we are keen to be at the forefront of education and our innovative work is helping to create learners who are truly independent and will be able to thrive in the twenty-first century. We believe that it is important to concentrate on what happens in the classroom and our school planning ensures that students receive outstanding lesson experiences.

This is an exciting position for a suitably qualified candidate and you will be part of both a forward thinking and hugely successful inclusion team. Our Academy has a great history with our community, one of longevity and of success. Please find enclosed the following information to help you formulate your application:

- Advertisement
- Person Specification
- Job Description
- Academy Mission Statement on Learning and Leadership
- Braunton Academy Application Form

Our strongest resource is our staff and therefore we require passionate, rigorous and dedicated professionals to help guide our Academy within the 21st Century. Braunton Academy is a place where everyone is supported to succeed and it is a delightful place to learn and to work.

I hope that your research leads you to the conclusion that you wish to be a part of our team and, if this is the case, I look forward to receiving your application and working alongside you through this recruitment process.

Yours sincerely



Fay Bowler, Principal

Braunton Academy

VACANCY FOR A PERMANENT ATTENDANCE OFFICER

We wish to recruit an Attendance Officer who, under the guidance of the Assistant Vice Principal (Inclusion) will be responsible for improving academy attendance and reducing student absence, family liaison/support.

Duties will include:-

- Promote and support high levels of attendance in order to meet Government targets.
- Assist in the development of a partnership between the home and Academy.
- Support the Academy in fulfilling its statutory duties in relation to attendance and following appropriate protocols.
- Work with Academy and other agencies to reduce persistent absence, improve social/educational inclusion, and behaviour.
- To monitor whole Academy attendance data and advise key staff of trends, concerns and referrals.
- To refer cases, as required to the Academy's Designated Person for Safeguarding (Child Protection).
- Work to the demands of the post and meet deadlines
- Handle sensitive information in line with Academy policies.
- Meet parents and students (regular and unannounced home visits are an essential task of the job) to agree action to reduce absence and improve attendance.

This is a key role within the school and the successful candidates must be able to work as part of a team, as well as on their own.

The post would suit candidates who have previous experience in a similar role, i.e. Attendance, Learning Mentors, or Qualified Teachers - although a teaching qualification is not required.

Payscale: Grade D.8 - D.12 (£12.80 - £13.69 per hour)

Hours: Monday – Thursday 8.00 am – 4.00 pm (with 30 minutes lunch break each day)

Friday 8.00 am – 3.30 pm (with 30 minutes lunch break each day)

39 weeks a year (Term time plus Non Pupil Days)

Closing Date for applications: **To arrive by 12.00 noon Monday 15th July 2024**

An Application Pack and a Braunton Academy Application Form is available from our school website at www.braunton.academy – under the Recruitment Section.

If you believe you have the ability, skills and qualifications to fulfil this post, please complete the application form and email it to: recruitment@braunton.academy by **12.00 noon Monday 15th July 2024**. Please note, if you have not heard from us by Wednesday 17th July 2024 you have been unsuccessful on this occasion.

Please note, we do not accept CVs

Safeguarding: Braunton Academy is committed to safeguarding the welfare of its students and the successful applicant will be subject to an enhanced Disclosure and Barring Service check (DBS) and full identity and qualification checks.

Braunton Academy
Aspire & Achieve

PERSON SPECIFICATION Attendance Officer

Location: Braunton Academy
 Reporting to: The Assistant Vice Principal (Inclusion and Pastoral Leader)
 Pay scale: Grade D.8 - D.12 (£12.80 - £13.69 per hour)

Qualifications and Training		How Identified
Essential	<ul style="list-style-type: none"> ● Good standard of general education ● GCSE/GCE Maths and English – Minimum of Grade C/4 or above. ● Requirement to participate in training/development as/when identified by Line Manager as essential performance of the post. ● Willingness to participate in other development and training opportunities. 	<ul style="list-style-type: none"> ● Application form ● Original Exam Certificates Letter of Application.
Desirable	<ul style="list-style-type: none"> ● Further evidence of study at GCSE or above. 	<ul style="list-style-type: none"> ▪ Original Exam Certificates
Professional Experience		
Essential	<ul style="list-style-type: none"> ● Experience of working with or caring for young people in a professional capacity. 	<ul style="list-style-type: none"> ● Application form
Desirable	<ul style="list-style-type: none"> ● Experience of working with children/young people in an educational setting. 	<ul style="list-style-type: none"> ● Application form
Skills/Knowledge		
Essential	<ul style="list-style-type: none"> ● Good communication skills. ● Ability to work as part of a team. ● Ability to work independently. ● Ability to foster good relationships with students and enthuse young people to want to learn. ● Well-developed IT skills 	<ul style="list-style-type: none"> ● Letter of application ● Interview ● References
Desirable	<ul style="list-style-type: none"> ● Creative approaches to student learning. 	
Attributes		
Essential	<ul style="list-style-type: none"> ● Personal integrity and high expectations. ● Willingness to work hard. ● Flexible approach to work, with both students and other staff. ● Willingness to undertake further professional development. ● Personal resilience – ability to be calm and positive under pressure. ● Sensitivity, Warmth. 	<ul style="list-style-type: none"> ● Interview ● References

	<ul style="list-style-type: none"> • Passion and commitment to inclusive and comprehensive education. • Display commitment to the protection and safeguarding of children and young people. 	
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Braunton School and Community College Academy Trust
Aspire & Achieve



JOB DESCRIPTION ATTENDANCE OFFICER

Employer:	Braunton School and Community College Academy Trust
Location:	Barton Lane, Braunton, N Devon, EX33 2BP
Reporting to:	Assistant Headteacher – Student Support and Guidance
Payscale:	NJC Grade D point 08-12 (Start Grade D8)
Hours:	37 hours per week
Total Weekly Contracted Hours:	Monday – Thursday 8.00 am – 4.00 pm Friday 8.00 am – 3.30 pm (with 30 minutes lunch break each day) Total 37 hours per week
Annual Hours	Term time + Non-Pupil Days (39 weeks per year) NPDs may be used to attend whole staff CPD or to make home visits.

KEY RESPONSIBILITIES

Job purpose:

Under the guidance of the Assistant Vice Principal (Inclusion) be responsible for improving academy attendance and reducing student absence, family liaison/support.

1. Work with the parents to help them understand and fulfil their legal responsibilities in relation to academy attendance.
2. Assist in the development of a partnership between the home and academy.

3. To ensure all registers are completed on a daily basis and that missing marks or unexplained absences are promptly accounted for and followed through in line with the Academy's Attendance policy.
4. Support the Academy in fulfilling its statutory duties in relation to attendance and be capable of instigating legal action following appropriate protocols.
5. Work with the Academy and other agencies to reduce persistent absence, improve social/educational inclusion, and behaviour.
6. To monitor whole Academy attendance data and advise key staff of trends, concerns and referrals.
7. To refer cases, as required to the Academy's Designated Person for Safeguarding (Child Protection).
8. Work to the demands of the post and meet deadlines.
9. Handle sensitive information in line with Academy policies.
10. Meet parents and students (regular and unannounced home visits are an essential task of the job) to agree action to reduce absence and improve attendance.

Main Duties

1. To collate, maintain and update attendance data.
2. To follow school attendance procedures and contact parents/carers as necessary as soon as is practical on the first day of absence, to ascertain the reason for their child missing education.
3. Report weekly to Assistant Head: Student Support and Guidance, Heads of Year and other relevant staff members.
4. Support the AVP (Inclusion) with general day to day administration. This includes communication regarding suspensions and reflection room.
5. Monitor the attendance of vulnerable groups and liaise with appropriate staff.
6. Produce and interpret patterns of Year Group and Tutor Group attendance, with targets and strategies for improvement.
7. Assist with identification of students who will need and receive support in improving their attendance record.
8. To acquire and maintain a working and current knowledge of the statutory framework relating to school attendance, in order to offer informed advice to parents, staff and governors.
9. To send out letters to parents regarding student attendance.
10. Arrange and attend meetings in conjunction with Heads of Year to discuss attendance.

11. Make home visits, as necessary to try to overcome barriers to learning for low-attending students.
12. To maintain an accurate system for students signing in and out of the premises to ensure safeguarding.
13. To complete appropriate paperwork following student unauthorised absence to initiate legal action.
14. To produce, monitor and update the truancy 'Red Alert' list and keep staff informed.

Student Reception:

1. Provide a student reception service – providing support and guidance to students, as required.
2. To follow up incidents with students, acting in liaison with Assistant Headteacher (Student Support and Guidance) and Heads of Year and produce appropriate records, as required.
3. To co-ordinate work for absent students.
4. To be the first point of contact for teachers to highlight to SLT when they require immediate classroom support.
5. To call parents and arrange for immediate collection when students need to go home because they are sick.

Compliance:

1. To ensure compliance with GDPR at all times.
2. To maintain the confidentiality of information acquired in the course of undertaking duties for this role.
3. To ensure all safeguarding information acquired in the role, is communicated to the appropriate member of the pastoral team and a record log is completed on CPOMS.
4. To be able to work efficiently under pressure, to be flexible and proactive towards changes in day-to-day working arrangements and priorities which are likely to change at short notice.
5. To attend relevant training and development courses, as required.
6. To maintain personal standards of professional dress and behaviour in accordance with Academy Policy.

First Aid:

There is a requirement to be back-up First Aider and to be Emergency First Aid at Work qualified (training available). This role is to support the work of the First Aid team, primarily for students, but also for staff/visitors.

BRAUNTON ACADEMY
MISSION STATEMENT ON LEARNING AND LEADERSHIP

LEARNING

**Learning enables individuals to change and to grow, becoming independent and confident.
The Academy has a commitment to improving the quality of Learning by :**

- preparing people for their futures by :
 - encouraging creative thinking and reasoning
 - instilling self-confidence and self-esteem
 - developing Communication, Literacy, Numeracy and IT skills
 - encouraging life-long learning and problem solving

- recognising that individuals learn in different ways by :
 - using a variety of learning and teaching styles
 - changing the learning process according to need
 - providing opportunities for success for all
 - appreciating that learning is interactive
 - being adaptable and flexible
 - enthusing, challenging, stimulating and inspiring
 - nurturing and supporting
 - making learning fun and enjoyable
 - provide opportunities for independent and interdependent learning
 - understanding the learning process

- checking the effectiveness of learning by :
 - being clear about the learner's starting point
 - using a variety of assessment techniques
 - using assessment data constructively
 - seeking learner feedback
 - encouraging self-evaluation

- supporting the learning process by :
 - ensuring a safe, well-resourced environment
 - using the community to enhance learning
 - creating an atmosphere which is conducive to learning
 - having high expectations of all

Learning is for all members of the Academy community

LEADERSHIP

Leadership ensures the Academy's commitment to improving the quality of students' learning by:

- developing a shared **vision** and evaluating progress
- sustaining a **culture** which :
 - respects and values all its members
 - is open and accessible
 - develops individuals and teams
 - challenges and motivates
 - listens and responds
- sharing and communicating :
 - a love for **learning**
 - an understanding of how people learn
 - the belief that learning never stops
- actively engaging with the **community** by :
 - encouraging and enabling community involvement by students and staff
 - welcoming the community into Braunton Academy
 - developing business links
 - promoting the work and values of the Academy
 - supporting the life of the community

Leadership is not confined to a few people. It is a quality which is to be encouraged in all members of the Academy.

MANAGEMENT

Management ensures the Academy's commitment to improving the quality of students' learning by:

- **deploying people, time and resources to :**
 - provide the highest quality learning and teaching
 - provide pastoral support for students and staff
 - monitor and evaluate the work of the Academy
 - ensure responsible behaviour
 - ensure a safe, secure and attractive environment
 - work with the community
- **using structures and systems which :**
 - are effective and efficient
 - define roles and responsibilities
 - define lines of support and accountability
 - ensure legal requirements are met
 - are simple and unbureaucratic
 - enable decisions to be taken at appropriate levels
 - use effective communication
- **providing value for money**

Management is not confined to a few people. It is exercised by all members of the Academy.