



Recruitment Application Pack
Attendance Improvement Officer
Required as soon as possible

Grade C1



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Welcome Letter

Dear Colleague,

Thank you for your interest in the role of Attendance Improvement Officer at Bishop Young C of E Academy.

We hope you will find all the information you need to inspire you to join our team. This pack contains information about the role, from which we hope you will gain an understanding of our ethos and approach, the high aspirations we have for ourselves and our students, and the exciting journey we're embarking on together having joined the Abbey Multi Academy Trust in May 2017.

As a member of the Abbey Multi Academy Trust, we aim to provide the best possible environment for the staff, students and community we serve. Together we need to be both realistic about the challenges ahead, but unswerving in our commitment to tackling them with pace and confidence.

The Academy has seen big changes to its staffing, structures and routines in the last year. We have a dedicated and talented team who are committed to achieving the best for our students.

Joining us at this exciting time presents a career defining opportunity. We have begun an improvement journey that will take us to "outstanding", which will be an incredibly rewarding experience for everyone at Bishop Young. All staff will benefit from opportunities to work closely with other partners in the Abbey Multi Academy Trust and, most importantly, our students will flourish.

If you are seeking a truly distinctive role within a unique environment, please come and visit us and see what Bishop Young Academy and Abbey MAT have to offer.

We look forward to meeting you and reading your application.

Carol Kitson
Executive Principal and CEO
Abbey Multi Academy Trust

Paul Cooper
Principal
Bishop Young C of E Academy

Advert



BISHOP YOUNG C of E ACADEMY

Bishops Way, Leeds LS14 6NU | Executive Principal: Carol Kitson, Principal: Paul Cooper

Reference: BYA13

Attendance Improvement Officer: C1 SCP 22 to 25 (£20,868 - £22,885)

Actual pro-rata salary for term time only plus 10 days, £18,226 - £19,988.

Additional recruitment and retention allowance may be available for an exceptional candidate plus access to an individually tailored CPD package

Bishop Young C of E Academy is a thriving 11-18 Church of England convertor Academy which serves communities right across the city of Leeds. We are part of a newly formed and growing multi academy trust, **Abbey Multi Academy Trust**.

We are looking to appoint a dynamic, engaging, reflective Attendance Improvement Officer. Candidates who have the motivation to work with a vibrant team and the passion to work with children in a supportive and rapidly evolving environment, are encouraged to apply.

The salary range for the post is C1 SCP 22-25 and will be negotiated on the basis of experience and responsibilities.

Visits to Bishop Young Academy are encouraged and can be arranged by contacting Lucy Johnson, HR Administrator, at ljohnson@bishopyoungacademy.co.uk

To obtain an application pack please visit our vacancy page
<http://www.abbeymat.co.uk/vacancies.html>

The closing date for applications is Wednesday 6th June 2018 with interviews held shortly after.
For an informal discussion about the role, please contact Lucy Johnson on 0113 2739126.

Abbey Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people. An enhanced disclosure from the DBS will be required for this post.

Application Process

The closing date for applications is Wednesday 6th June 2018.

Completed applications should be returned by email to:

ljohnson@bishopyoungacademy.co.uk

All applications will be acknowledged within 24 hours. Should you fail to receive confirmation of receipt please call 0113 273 9126.

We will contact successful candidates after the closing date with details of the interview process.

Abbey Multi Academy Trust is robust in promoting the safeguarding of children and is rigorous in its recruitment checks. An enhanced disclosure from the DBS will be required for this post.

Queries

If you have any queries on any aspect of the application process or need any further information please contact ljohnson@bishopyoungacademy.co.uk



Job title:	Attendance Improvement Officer
Salary Scale:	Grade C1 SCP 22025 (£20,868 - £22,885) actual £18,226 - £19,988
Hours:	37 hours per week, term time only + 10 days
Location:	Bishop Young Church of England Academy
Reporting to:	Vice Principal

Overall purpose of the post:

To improve and monitor overall student attendance, in order to maintain absences and lateness to an acceptable level as agreed with the school.

Key Responsibilities:

- To be responsible for monitoring the absences on the electronic database SIMS, duties to include:
 - Responsible for the 'first day' absence system and its follow up procedures.
 - Inputting absences onto the electronic database SIMS, such as pupil illness, medical appointments and other absences using the appropriate code.
 - Updating SIMS daily with student lateness and absence during the school day.
 - Responding to parents/carers who have received texts/telephone calls and investigating pupil absence
- To provide support to individual children who may be experiencing problems at home or outside school which may be affecting their attendance
- To meet with parents/carers and/or the Principal regarding attendance issues i.e. holidays in term time, truancy, illness etc.
- To liaise with the Senior Leadership Team, Extended Leadership Team, Pastoral Staff and other staff concerning attendance issues and arrange meetings as appropriate
- To produce reports / lists / information / data as required to Principal, and Governing Body.
- To liaise on a daily basis with the Head of Pastoral Care regarding pupils with attendance problems
- To monitor data on a daily basis to identify patterns and inconsistencies for individual students or groups of students

Key Responsibilities Continued:

- To follow local authority procedures to request the issuing of Penalty Notices for unauthorised leave of absence and prepare cases for possible prosecution of irregular school attendance.
- To liaise with schools and agencies that require information on a particular student's attendance

- To follow all protocols of data protection and confidentiality whilst sharing the monitoring findings, concerns and relevant information with key staff as appropriate
- To produce and send letters regarding lateness, attendance or truancy to parents
- To file and perform other administrative tasks such as producing attendance certificates and other documents as required
- To manage and monitor term-time holiday request forms
- To attend and participate in staff meetings and briefings as appropriate
- To undertake training either on or off site as may be required and instructed
- To be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection
- To contribute to the overall ethos/work/aims of the school.
- To ensure promotion and support of Equal Opportunities and Health & Safety
- To undertake any other duties that are commensurate with the post

Note:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This Job Description will be reviewed annually and may be subject to amendment or notification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's responsibilities and duties.

I have read the Job Description and agree to all the terms and conditions set out therein. I also agree to comply with all Abbey Multi Academy Trust Policies, Child Protection and Health & Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the CEO/Principal/Headteacher.

Name:

Signature:

Date:

ATTENDANCE IMPROVEMENT OFFICER

PERSON SPECIFICATION CRITERIA

Qualifications		ESSENTIAL			DESIRABLE		
1	5 GCSE'S A*-C including Maths & English	A					
2	NVQ Level 3 or equivalent				A		
Professional knowledge, skills and abilities		ESSENTIAL			DESIRABLE		
1	Able to communicate effectively with a wide range of people including sensitive and complex information	A	R	I			
2	Able to prioritise own and team's work to meet conflicting deadlines	A	R	I			
3	Able to produce and present routine reports and data	A		I			
4	Able to accurately enter/retrieve data information from information systems	A		I			
5	Able to establish and maintain accurate records using both manual and electronic systems	A		I			
6	Knowledge of general office procedures and practice	A		I			
7	Knowledge of relevant financial regulations to carry out financial transactions	A		I			
Experience		ESSENTIAL			DESIRABLE		
1	Experience of dealing with more complex queries from a wide range of people	A	R	I			
2	Experience of working in partnership with others to deliver work to set deadlines	A		I			
3	Experience of providing customer focussed services	A		I			
4	Experience of supervising staff	A		I			
5	Experience of participating in teams and using own initiative	A	R	I			
6	Experience in the use of the Microsoft package	A		I			
7	Experience of extracting and analysing data from information databases	A		I			

Professional Attributes, Qualities and Values		ESSENTIAL			DESIRABLE		
1	Ability to demonstrate a commitment to raising standards		R	I			
2	Ability to demonstrate self-motivation		R	I			
3	An ability to respect sensitive and confidential work			I			
4	Commitment to own personal development and learning		R	I			
5	Willingness to work flexibly and collaboratively		R	I			
6	Flexible approach to working time arrangements to meet service requirements			I			
7	Interest in working with children to promote their development and educational needs		R	I			
8	Suitability to work with children	A	R	I			
9	Support the Christian ethos of the Academy	A		I			