



# ATTENDANCE IMPROVEMENT OFFICER CANDIDATE PACK

(GRADE 4)



Sidney Stringer  
Multi Academy Trust





## Dear Candidate

Welcome to Ernesford Grange Community Academy and thank you for showing an interest in joining our team. This academy is a thriving 11-18 school, with fantastic facilities and a happy, committed team of colleagues whose sole aim is to bring the very best out of our students and enjoying their work along the way.

We are part of the Sidney Stringer Academy Multi Academy Trust, which consists of five schools; Sidney Stringer Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Radford Primary Academy and Sidney Stringer Primary School.

Teaching and Learning is at the heart of everything we do alongside the belief that every child can achieve no matter the barriers. We have a very firm no excuses culture and have the highest expectations of our young people and our staff.

Ernesford is a very collaborative, supportive and inclusive school and it is our wonderful staff who drive the culture of belief in the young people and what they can achieve.

Developing our staff to be the best they can be in whatever field they choose is incredibly important and a variety of bespoke CPD opportunities is a key component of our continued improvement in high quality teaching and learning as we invest heavily in this aspect of school life. This year we are launching a new, vastly improved CPD package offering a variety of pathways alongside investment in NPQs, Masters accreditations and other external professional development opportunities. When you join the Ernesford team our mission is to keep challenging you to become even better than you ever imagined you could be!

**Denise Burrows**  
**Head Teacher**  
Ernesford Grange Community Academy

# Our Vision, Mission and Values

## OUR VISION

Excellence for All

## OUR MISSION

To work together to inspire a learning culture of high expectations with no excuses, where every member of our school community can be proud to belong to Ernesford Grange Community Academy and all students will achieve outcomes which will enable them to succeed in modern society.

## OUR CORE VALUES

Respect . Determination . Kindness

## Why work at Ernesford Grange Community Academy?

Why should you commit your future to the children of Ernesford Grange Community Academy?

I asked some of our Ernesford colleagues what it was that made them love working here quite so much and this is just a snippet of what they said:

- We are a genuine family where the staff care just as much about each other as they do about our wonderful students.
- SLT actually trust staff to work and do not micro manage everything.
- It feels like the responsibilities during the tough times and decisions are shared to make it a little easier on everyone.
- We have a dedicated Director of Staff Well-Being who genuinely wants to make sure we are all happy and enjoying our time at school.
- SLT listen to you and actually take on board suggestions on how to keep improving.
- We care about others. Really care. Not the care that you do because you have to, or because you feel obliged to.
- Engaging and challenging schemes of work in place which eases workload as they require differentiating according to group need rather than re-creating. These are reviewed constantly so if we need to think of something new we share the workload as a team.



# Attendance Improvement Officer (AIO)

Ernesford Grange Community Academy is seeking to appoint an excellent AIO who is able to support the Attendance Team to ensure our families consistently have both excellent attendance and punctuality. Our vision is simple, we endeavour to create a school community whereby excellent attendance and punctuality is a fundamental expectation and families acknowledge that it maximises potential, boosts social skills, confidence and self-esteem.

The Attendance Team at Ernesford seeks to increase school attendance rates by working in close partnership with families and other external agencies. We are looking for a professional to join our passionate team and who is able to:

- Communicate openly and honestly with staff, pupils and families about our expectations of school life and performance so that they understand what to expect and what is expected of them.
- Liaise with other agencies working with pupils and their families to support attendance, for example, where a young person has a social worker or is otherwise vulnerable.
- Monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address absence.
- Where interventions fail to address attendance issues, identify the reasons why and, where appropriate, change or adjust the intervention.
- Make sure staff, pupils and families understand that absence from school is a potential safeguarding risk and understand their role in keeping children safe.
- Make evidence informed decisions that improve attendance processes and procedures.





# Job Description

## Attendance Improvement Officer

**Grade:** 4  
**Hours:** 37 hours (Monday – Friday 8:00am – 4:00pm)  
Term time only + 5 teacher days

**Sidney Stringer Multi Academy Trust** is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

### JOB PURPOSE

To support the work of the Attendance Team and to ensure that attendance targets are met at the Academy.

### DESCRIPTION OF DUTIES AND RESPONSIBILITIES

- To implement all aspects of the school's Attendance and Punctuality Policy.
- To monitor attendance, looking for trends and patterns for individual students and specific groups particularly those identified as vulnerable, at risk or whom attend off site provision.
- To investigate and understand the reasons for students unauthorised absence from school and to take appropriate action to secure their regular attendance and punctuality.
- To visit families where students are absent as directed by the EWFLO and Assistant Headteacher responsible for attendance.
- Where appropriate, collect students from their home and bring them to school.
- To liaise with parents / carers and in some circumstances Social services or other agencies to address the specific needs of individual children.
- To call families to discuss absence from school.
- To assist the school in identifying students with attendance concerns, assess the underlying causes of poor attendance and punctuality in individual cases and target resources by effective intervention to maximise attendance and improve punctuality.
- To deliver group intervention to improve attendance.
- Meet with parents / carers regularly regarding attendance concerns.
- To send out letters weekly to parents / carers regarding attendance and punctuality.
- To maintain high standards in record keeping and of all the action taken to improve the attendance of the students.
- To distribute data and statistics relating to student attendance and punctuality.



# Job Description Continued

## DESCRIPTION OF DUTIES AND RESPONSIBILITIES CONTINUED

- To support the EWFL0 with the preparation of reports to assist legal proceedings.
- Develop and maintain reward and award schemes to encourage and motivate pupils to achieve outstanding attendance.
- To give close attention to early identification and prevention of absence habits.
- To assist in monitoring students educated outside the usual school site.
- To develop and promote a good working relationship within school and provide clear direction with specific regard to schools Attendance and Punctuality Policy.
- Refer Children Missing Education (CME) in line with the statutory guidance.

- To undertake regular training in order to keep relevant areas of expertise up to date with changes to legislation and current practice.
- The post holder will be responsible and accountable for carrying out duties and responsibilities of the post with regard to the Academy Equal Opportunities policy.

## OTHER DUTIES

- To undertake such other duties, training and/or hours of work as may well be reasonably required and which are consistent with the role.
- To participate in performance management arrangements.
- To adhere to published school policies and procedures.
- To attend regular meetings with line manager.





# Person Specification

## KNOWLEDGE

- Knowledge of basic filing systems used on a computer.
- An understanding of legislation regarding attendance.

## SKILLS

- Liaise and communicate effectively with other staff of the school and other agencies.
- Ability to prioritise, organise and plan work in advance.
- Use a telephone and respond to people's requests for assistance or advice.
- Ability to drive and access to your own vehicle.

## EXPERIENCE

- Working in a school setting desirable but not essential.

## ABILITIES

- Able and willing to project a customer friendly approach to work.
- Able to use a computer and its word-processing capabilities.
- Able to demonstrate flexibility in responding to a variety of tasks.
- Ability to maintain confidentiality at all times.
- Able and willing to work as part of a team.
- Good people management skills

## EDUCATIONAL ACHIEVEMENTS

- Good standard of general education, including English and Mathematics.

## ESSENTIAL

- Full Driving licence
- Access to own vehicle

## The benefits to being a colleague within Sidney Stringer Multi Academy Trust

- 100% attendance - 1 day off following year
- Occupational health and counselling support
- Cycle Scheme
- Free Flu jabs
- Long service awards
- Free access before and after school to fully equipped gym
- Potential to work across more than one school / phase if appropriate





## How to Apply

If you are ambitious for yourself and want to be part of a great team at this really exciting time then we would like to meet you.

You will be employed by the trust which consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Primary School and Sidney Stringer Academy.

### FUTHER INFORMATION

If you would like further information or to discuss the post in more detail then please contact:

**Kane Hudson, Assistant Head Teacher at [khudson@egacademy.org.uk](mailto:khudson@egacademy.org.uk)**

For further details, an application form, and to apply, please visit our Website: [www.sidneystringertrust.org.uk](http://www.sidneystringertrust.org.uk)

Please return completed application forms to the recruitment team at [recruitment@egacademy.org.uk](mailto:recruitment@egacademy.org.uk)  
[No hard copies to be sent in the post].

We look forward to receiving your completed application form.

**Closing date:** Friday 29th September 2023

**Interview date:** TBC

**Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.**

## OUR VISION

Excellence for all

## OUR CORE VALUES



**RESPECT**



**DETERMINATION**



**KINDNESS**