

Attendance Support Worker

Term Time plus 2 weeks

Band G, points 8 to 13 (£26,824 to £29,064)

(Actual Pro Rata Salary £24,255 to £26,280)

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“Grace Academy Coventry is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.”

Welcome from the Principals

Thank you for taking the time to read the information regarding our current vacancy. We hope you find the information you are looking for and that you develop an understanding of the atmosphere, vision, ethos and aims of Grace Academy.

Grace Academy is a welcoming and caring community where our core values of Limitless Potential, Intentional Excellence, Mutual Respect, Genuine Integrity and Amazing Grace based on Christian values, run through all we do. Our Values are central to our ethos, day-to-day curriculum, extra-curricular activities and pastoral structures. We aim to be aspirational and proud of who we are. We believe that all our students should be happy and safe and have the Limitless Potential to succeed.

We have amazing students here at Grace who deserve the best possible life chances. We encourage students to be praised and recognised whilst at the same time being challenged to meet our expectations.

At the centre of all we do is the focus of what is best for our students; we not only focus on the academic excellence of students but also work with students on supporting them to be the best human beings they can be. Our team pride ourselves on making decisions from a position of integrity. As parents ourselves, we strongly believe that if it is not good enough for our children, then it is not good enough for Grace students. This is even more important in the current climate, as we put student wellbeing and aspirations at the heart of what we do. We believe it is important for all students leaving Grace Academy to have the self-belief and qualifications they need in order to follow the path they have chosen; that students do not limit themselves and that staff and parents work together to support them in raising their expectations and aspirations.

We value our staff and pride ourselves on our caring ethos with a strong and genuine focus on staff wellbeing. We are committed to developing our staff at all stages of their career, both internally and externally.

We have a friendly, innovative and exciting community in which to work and offer a variety of attractive benefits, such as an onsite gym and use of the sporting facilities, free eye care vouchers, refreshments available throughout the day, free lunches when on duty and the opportunity to be a part of the Staff Wellbeing and Workload Committees.

Grace Academy joined the TOVE Learning Trust in April 2019. We are a close-knit family of schools that have a shared vision and purpose: to deliver outstanding educational experiences that lead to inspiring outcomes. Each academy has a strong individual identity and tailors their educational provision to serve their local community. Academies within the Trust collaborate to share expertise and maximise opportunities and experiences for our staff and students.

I hope that through reading the information pack, visiting our website, social media and reading our most recent Ofsted report you will be encouraged to apply for a position at Grace Academy.

Thank you for your interest in this post and we look forward to hearing from you.

Yours faithfully,

Mrs N Whiles
Executive Principal

Mrs E Wheller
Associate Principal

Job Advert

Grace Academy aims to enable all students to make as much progress as possible and to develop as confident, well-educated and happy young people and we recognise the integral role that good attendance plays in this. We are seeking to appoint a confident, organised and caring person to support and work with our students and families to improve student attendance through proactive welfare support, addressing barriers to school attendance and engagement. The role will require someone who will also be able to provide administration support to the Attendance team as required. The successful candidate will have strong communication skills and will have had experience of working with and supporting young people.

This is a non-teaching role working term time plus 2 weeks.

We are a welcoming and caring community where our core values of Limitless Potential, Intentional Excellence, Mutual Respect, Genuine Integrity and Amazing Grace based on Christian values, run through all we do. It is central to our ethos, day-to-day curriculum, extra-curricular activities and pastoral structures. Here at Grace Academy we not only focus on the academic excellence of students but also work with students on supporting them to be the best human beings they can be.

We have high expectations for all those involved in the education of children. It is important that all students leaving Grace Academy have the qualifications they need in order to follow the path they have chosen; that students do not limit themselves and that staff and parents support them in raising their expectations and aspirations.

We pride ourselves on our caring ethos with a strong and genuine focus on staff wellbeing, putting development and wellbeing at the heart of our work. We work hard to look after our pool of talented staff who are encouraged to grow, develop and work collaboratively.

We offer:

- A friendly, innovative and exciting community in which to work;
- A vibrant learning environment where students are ready and focused on learning;
- Professional development led by our 'Cultivating Excellence' structure to support a coaching culture across the Trust to enable staff to be the best they can be;
- Opportunities for training and development through the teaching school based at Sponne School;
- Access to an internal market for promotions within the growing group of TLT academies;
- Pension schemes for both teaching and support staff;
- Medish Health Plan which provides employees with access to a range of healthcare expenses covered within the Level 1 Policy (policies can be upgraded at your discretion);
- Use of the onsite gym and sporting facilities;
- Free lunch when undertaking a duty;
- Free refreshments in the staffroom to access throughout the day;
- Staff wellbeing/workload committees who help to support staff wellbeing and organise social events;
- Employee Assistance programme which provides free counselling and wellbeing packages;
- Free eye care vouchers and annual flu vaccinations;
- Free work laptop and use of up to date IT equipment;
- Plenty of on-site parking.

The Trust schools have a shared vision and purpose: to deliver outstanding educational experiences that

lead to inspiring outcomes. Each academy has a strong individual identity and tailors their educational provision to serve their local community. Academies within the Trust collaborate to share expertise and maximise opportunities and experiences for our students.

How to apply:

Please read through the information in the pack carefully and please do not hesitate to contact the Academy if you would like to arrange a pre-application visit – we strongly welcome this. If you cannot make a visit, then please feel free to phone us to talk about the post.

Visits to the school or an informal confidential discussion can be arranged via Sarah McAdam (Principal's PA) at sarahmcadam@graceacademy.org.uk or on 02476 589 000.

You should ensure that you have completed all sections of the application form. Please submit your letter of application with no more than two A4 sides, plus your application form to Sarah McAdam via email at sarahmcadam@graceacademy.org.uk by **Thursday 11th December 2025**.

The Academy is committed to safeguarding children. The successful applicant will require an enhanced DBS check and will be required to disclose any previous spent convictions or cautions.

In line with the recommendation in KCSIE 2022, Tove Learning Trust adopts the policy of requiring all new staff who join to have a DBS check and immediately become a member of the update service. This requirement is a contractual obligation and further information will be provided to successful applicants.

Job Description

Post Title	Attendance Support Worker
Reporting to	Attendance Officer and Early Help Coordinator
Salary Grade	Band G, points 8 to 13 (£26,824 to £29,064) (Actual Pro Rata Salary £24,255 to £26,280)
Hours of Work	Monday – Thursday 8:00am until 4:00pm, Friday 8:00am until 3:30pm. Term time plus 2 weeks
Location	Grace Academy, Wigston Road, Coventry, CV2 2RH
Job Context	Grace Academy Coventry is a secondary Academy with approximately 1,065 students and 130 staff. Grace Academy Coventry has been part of Tove Learning Trust (TLT) since April 2019. The role of Assistant Head of Key Stage is to assist the Heads of Year with leading both the team of tutors and the cohort of students. This involves giving a clear vision and direction to work, identifying key areas for improvement and planning appropriate actions to meet them.
Job Role	To enable all students to make as much progress as possible and to develop as confident, well-educated and happy young people. The role focuses on improving student attendance through proactive welfare support, working with students and families to address barriers to school attendance and engagement. Additionally, providing administration support to the Attendance team.
Key Responsibilities	• To identify and support students with attendance concerns, in partnership with the Attendance Team and pastoral staff. • To deliver interventions and provide mentoring for students facing welfare issues affecting attendance. • To work with families and external agencies to provide a holistic approach to improving student attendance. • To undertake home and community visits to offer practical assistance and provide pastoral support. • To provide administrative support for the Attendance team as required
Specific Responsibilities	Key responsibility 1 – Supporting Attendance • Work closely with the Attendance Team to monitor patterns of attendance and punctuality • Identify students whose attendance is causing concern and prioritise support accordingly • Meet regularly with students to understand individual circumstances and barriers to attendance • Support reintegration of students returning from periods of absence

	Key responsibility 2 – Welfare Interventions • Maintain accurate records of student engagement, outcomes and attendance improvements • Collaborate with the Pastoral team to ensure effective communication and joint working • Liaise with families, encouraging engagement and partnership in supporting student welfare • Plan and deliver 1:1 or small group interventions focusing on student wellbeing and its impact on attendance Key responsibility 3 – Multi-agency and Family Work • Work in collaboration with external agencies (e.g. social care and mental health services) • Attend meetings and contribute to multi-agency plans for students at risk of disengagement • Provide welfare check-ins and ongoing support to vulnerable students • Support students getting into school (e.g. am pick-ups)
General Responsibilities	• Keep up-to-date case notes detailing work with students and families • Monitor and contribute to pastoral support plans • Supervise students at key times of the day (start/end of school, breaks, lesson changeovers) • Uphold the highest standards of safeguarding and student safety at all times • Comply with school policies, procedures and codes of conduct • Ensure work output is of a high standard and complies with legislation and guidance • To undertake any other duties as directed by the Principal and/or Vice Principal. The duties of this post may vary from time to time without changing the general character or the level of responsibility entailed. This job description will be reviewed from time to time as this post develops.
Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description, but which is within the remit of the role, duties and responsibilities. Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.	

Person Specification

	Essential	Desirable
Qualifications / Experience	- Recent relevant professional development - Full driving licence - Willingness to be trained to drive school minibus	
Key competencies	- Ability to think strategically and successfully implement agreed strategies - Ability to analyse and solve complex issues with an eye for detail - Ability to delegate effectively - Ability to work effectively with staff, students, governors, parents and the community - Ability to liaise with outside agencies	
Personal qualities	- High levels of drive and energy - High levels of interpersonal skills - Ability to reach and justify difficult decisions - Ability to support, motivate and inspire others - Sense of humour, good listener, positive outlook - Ability to work as part of a team	
Professional knowledge and understanding	- Special educational needs, code of practice (revised) etc. - Child protection issues - Strategies for Academy improvement - Strategies for developing effective teaching/learning - Strategies for ensuring good behaviour - Data analysis and Target Setting	Work related and vocational curriculum and proposed changes 14- 19