

SUCCESS  AT

**THOMAS  
ESTLEY  
COMMUNITY  
COLLEGE**

Community of courage and commitment to success

**National Teaching School**

designated by



**National College for  
Teaching & Leadership**

**Station Road**

**Broughton Astley  
Leicestershire LE9 6PT**

**Telephone: 01455 283263**

**Fax: 01455 285758**

[www.thomasestley.org.uk](http://www.thomasestley.org.uk)

**Principal: Mandi Collins  
January 2020**

Dear Applicant

### **Attendance Officer**

Thank you for your interest in this post. As stated in the advert, the main purpose of the job will be to promote the welfare of all children and ensure that this is supported by parents and carers fulfilling their duties in accordance with school attendance legislation; to support schools in developing strategies to improve attendance and reduce persistent absence and to work with other agencies and stakeholders to support attendance and reduce absence.

Although based at Thomas Estley, as the biggest caseload will be from the College, the post holder will also work across some of our partnership Primary schools.

Within this pack you will find the full Job Description and Personnel Specification. Please ensure that you read them as they will be used as part of the shortlisting process.

Thomas Estley is a highly successful 11-16 Community College serving the villages of Broughton Astley, Cosby and Whetstone, rated Outstanding by OFSTED.

As with all staff we have high expectations of the person we hope to appoint. This position will require a high level of initiative and you will be expected to actively seek tasks and offer general assistance where possible on your own instigation. We think the successful candidate can expect of us an interesting, supportive and lively environment in which to work and contribute.

The closing date for applications is Wednesday 29<sup>th</sup> January 2020

I look forward to receiving your application.

Yours faithfully

Mandi Collins  
**Principal**

### **Success Academy Trust**

Registered in England

Company No: 8135389

Registered Office: As above

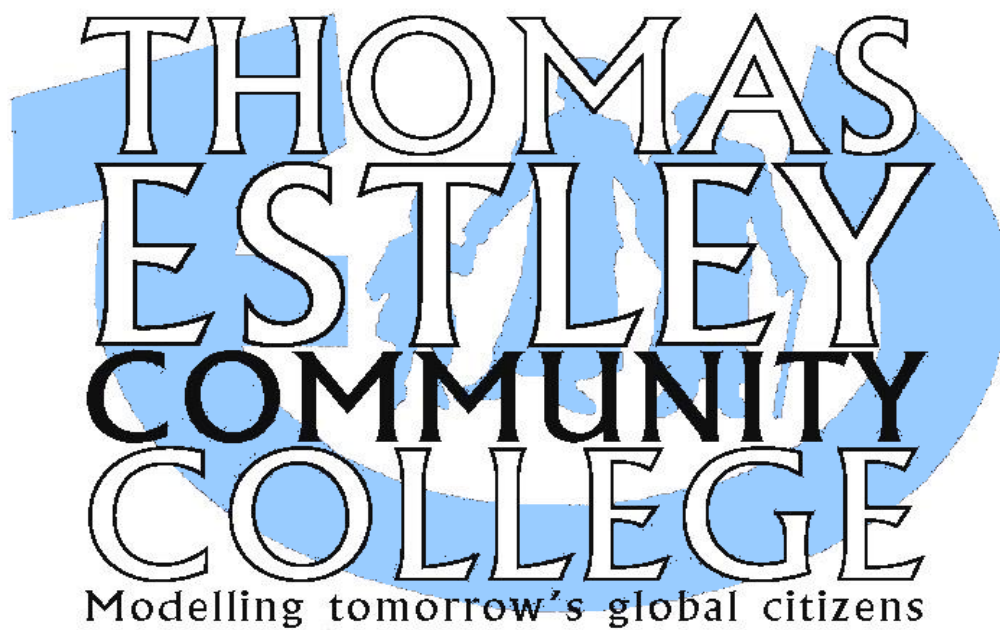
VAT Registration No: 153 2274 31

Vice-Principals: C. Cornelius, R. Fegan

Assistant Principals: M. Young, J. Hartley

College Manager: A.M. Willett





# *Application Pack*

# **Thomas Estley Community College**

## **"A Community of Courage and Commitment to Success"**

Thomas Estley is a successful 11-16 Community College serving the villages of Broughton Astley, Cosby as well as Whetstone and surrounding villages. We are the secondary school in Success Academy Trust, working with three local primaries and a preschool within the Trust, 'Building Leadership and Character Together.' We host part of Birkett House Special School within the college and are passionate about inclusion and meeting the needs of every one of our students.

The college has a strong tradition of innovative curriculum planning and its curriculum has been a national case study with aspects adopted by a number of schools locally and nationally. Thomas Estley is a Teaching School, lead school in the Thomas Estley Learning Alliance (TELA) including almost 40 secondary and primary schools, and a National Support School. As a result, the college engages in significant School to School Support and CPD provision. We are also a Centre for School Direct placements for those looking to train as a teacher. The college is a vibrant, innovative and forward-looking institution, a place which never stands still but constantly seeks improvement.

All of our Trust staff have a Staff Wellbeing entitlement and a Leadership Development entitlement, as well as our Three Keys to Success.

All of our work is firmly based within our values, collaboratively agreed and committed to by all of our stakeholders.

1. Aiming to achieve our best.
2. Taking full advantage of every learning opportunity.
3. Showing resilience through our experiences and challenges.
4. Seeking out our talents and following our dreams.
5. Reaching out for opportunities to lead and encourage others.
6. Making a positive difference and celebrating success.
7. Including the whole community, sharing, caring and giving time as needed.
8. Treating each other with kindness, fairness and respect.
9. Finding space in our lives for fun, joy, praise and laughter.

Featuring additional entitlement to our 'Three Steps to Success' for all our Success Academy Trust Staff

 **ENTITLEMENT TO OUR TRUST TRAINING PACKAGE AS APPROPRIATE TO CAREER STAGE DEVELOPMENT, ROLE AND EXPERIENCE**

 **TALENT MANAGEMENT DEVELOPMENT ROUTES WITHIN THE TRUST WITH A PERSONALISED CAREER PLAN**

 **WELLBEING FOR SUCCESS – OUR OWN PERSONAL WELLBEING AND SUPPORT PACKAGE TO HELP YOU FLOURISH**



# THOMAS ESTLEY COMMUNITY COLLEGE

## SUPPORT TEAM JOB DESCRIPTION

<b><u>Job Title:</u></b>	<b>Attendance Improvement Officer</b>
<b><u>Grade:</u></b>	<b>Grade 9 – pro rata 49.43%FTE</b>
<b><u>Working Hours:</u></b>	<b>8.00am – 3.30pm – 3 days per week 21 Hours per week, plus an additional 21 to be worked across the year as required. (Flexibility will be required to cover parent/other meeting availability.)</b>
<b>Responsible to:</b>	Principal of Thomas Estley Community College and Headteachers/ Attendance Managers of Partnership Schools
<b>Base/location:</b>	Thomas Estley Community College (main base) and other partnership schools as appropriate

### **Purpose of the Role:**

- To support the partnership schools to ensure that every child receives an appropriate education for their needs.
- To promote the welfare of all children and ensure that this is supported by parents and carers fulfilling their duties in accordance with school attendance legislation.
- To support schools in developing strategies to improve attendance and reduce persistent absence.
- To work with other agencies and stakeholders to support attendance and reduce absence.
- To advise and act as appropriate in support of the schools regarding child employment issues.
- To provide targeted outreach work to those parents or families where children face significant, additional and attendance-related risk of poor outcomes.
- To support smooth transfer between schools with relevant information and advice.

### **Main duties and responsibilities:**

1. Attend regular pastoral meetings in partnership schools to discuss students causing concern regarding attendance. Where appropriate, investigate absence.
2. Ensure that full consultation and discussion is undertaken with school staff regarding individual students and cases.
3. Ensure the offer of advice and consultation to young people who are becoming disaffected from school or alienated from home and peers as required.
4. Develop, maintain and encourage liaison between parents, children and school staff.
5. Undertake initial assessment of the situation, formulate and implement action plans to address issues raised. Monitor and review progress and implement appropriate strategies.
6. Act as link between school and home to help resolve difficulties and encourage effective communication, including undertaking home visits.
7. Organise appropriate support through school, local authority services, signposting to agencies, etc.

8. Be responsible for maintaining up to date records and case files.
9. Manage a caseload. Prepare and participate in regular supervision to review casework, working practice and professional development.
10. Represent the partnership schools at case discussions/ conferences, multi-agency forums, area placement and support panels and partnership forums, as required.
11. Prepare reports and attend Court to give evidence in cases brought under appropriate legislation.
12. Liaise with relevant agencies in the statutory and voluntary sector and make referrals as appropriate.
13. Be aware of safeguarding procedures and respond appropriately.
14. Attend and participate in training and service meetings as required.
15. Act in mentoring role to newly appointed members of staff, as required.
16. Such other duties as may be allocated from time to time by the partnership and the Principal of Thomas Estley Community College which are appropriate to the job of the Attendance Improvement Officer.

**Special Factors:**

- a) Subject to the duration of the need, the special conditions below apply:
- b) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- c) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the schools. Expenses will be paid in accordance with eh Success Academy Trust policy.
- d) This post is subject to a check being carried out at an Enhanced level by the Disclosure Barring Service regarding any previous criminal record.
- e) The postholder needs to be aware of responsibilities under the Data Protection Act for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.
- f) To maintain client records and archive systems, in accordance with school procedure, policy and statutory requirements.
- g) To treat all information enquired through your employment, both formally and informally, in strict confidence. Any breach of confidentiality or related policies will be regarded as subject to disciplinary investigation, and the postholder must be aware of and compliant with any local information sharing protocols.

*This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.*

# THOMAS ESTLEY COMMUNITY COLLEGE

## SUPPORT TEAM PERSONNEL SPECIFICATION

<b>Job Title:</b>	<b>Attendance Officer</b>
<b>Grade:</b>	<b>9</b>

	Essential	Desirable	How assessed
<b><u>Qualifications</u></b> Equivalent to NVQ 3 level qualification plus relevant experience	✓		Doc/Int
<b><u>Or</u></b> Demonstrable experience identified within the section below.	✓		Ref/Int
<b><u>Experience</u></b> Experience in administration	✓		Ref/Int
<b><u>Knowledge</u></b> High standard of IT skills including software packages (e.g. Microsoft Office)	✓		App/Int
<b><u>Skills and Competencies</u></b> Communication skills Reliability Ability to maintain confidentiality	✓ ✓ ✓		App/Int  Ref/Int
<b><u>Other Requirements</u></b> An understanding of, and commitment to Equal Opportunities, and the ability to apply this to all situations.  Have a good attendance record  Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010  Must be eligible to work in the UK  As this job is designated as a 'regulated activity' an enhanced DBS with barred list check is essential.	✓  ✓  ✓		App/Int  Ref  Med  Doc

<b>Key:</b> <b>App = Application Form</b> <b>Test = Test</b> <b>Int = Interview</b>	<b>Pre = Presentation</b> <b>Med = Medical Questionnaire</b> <b>Dc = Documentary Evidence (E.g., Certificates)</b>
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