

ERNULF ACADEMY



Astrea Academy Trust
INSPIRING BEYOND MEASURE

Attendance Officer

CANDIDATE PACK

Job Description

JOB TITLE:

Attendance Officer

REPORTING TO:

Assistant Principal

SALARY RANGE:

£30,060 - £32,115 per annum full time equivalent salary
SCP 17 – SCP 21

ACTUAL SALARY IF PRO RATA:

£25,782 - £27,545 per annum

CONTRACT TYPE:

Permanent

WORKING PATTERN:

Term time – 39 weeks per year
38 weeks of term time plus 5 INSET days per annum
37 hours per week, Monday to Friday

SCHOLARSHIP

CURIOSITY

TENACITY

RESPONSIBILITY

RESPECT

Open Letter from our Principal

Dear Candidate,

Welcome to Ernulf Academy, an 11-16 secondary school in St.Neots located in North Cambridgeshire. The academy is part of Astrea Academy Trust, a highly successful multi-academy trust of primary and secondary academies in Cambridgeshire and South Yorkshire. Ernulf Academy is a school fully committed to an inclusive, comprehensive curriculum for all, which is underpinned by our five core values: scholarship, curiosity, tenacity, responsibility and respect. These values are at the heart of our vision for the school and the important qualities and characteristics we want all pupils to develop. Our pupils are encouraged to develop confidence, independence and resilience. We strive for them to be ambitious and 'be the best they can be', whilst being considerate, tolerant and willing to contribute positively to the wider community.

Work hard

We firmly believe in a disruption free learning environment and as such we have established nine core routines which form the basis of our academic day. A knowledge-rich curriculum, built on 'powerful knowledge,' underpins our teaching and learning principles. We offer a traditional approach to teaching and learning following evidence-based research by Rosenshine and Teach Like A Champion (TLAC) which lead to inspiring and stimulating lessons. Our enrichment provision aims to take learning outside the classroom and we offer an extensive range of extra-curricular activities including sporting activities, residential visits and educational experiences.

Safeguarding is at the heart of what we do and we recognise the challenges that our pupils face. Therefore, we have a dedicated pastoral team with a Head of Year and Pastoral Coordinator for each year group and a 'Wellbeing' team including our school therapy dog.

Be kind

Ernulf Academy is a friendly and supportive school, which prides itself on treating everyone as individuals and having a 'family' atmosphere. We teach our pupils empathy and respect, and we have a zero tolerance to bullying. A scholarly approach is at our core but enabling our pupils to have a holistic education, preparing them for life in the 21st century and becoming global citizens is just as important.

Thomas Fisher

Interim Principal

Ernulf Academy

Please visit our website for further details on our friendly and supportive [school](#)

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Purpose

The Attendance Officer is required to be a key player in driving improvement of attendance and punctuality to be in line or above national expectations, by developing and implementing successful strategies.

The Attendance Officer is required to establish and develop systems to support the school in raising attendance, investigating persistent absences and improving punctuality.

Key Responsibilities

- Be a key player in driving improvement of attendance and punctuality throughout the school to be in line or above national expectations
- Challenge and monitor persistent absences; receive and make telephone calls to parents/carers relating to student absence
- Work in collaboration with staff, students and their families to promote high levels of attendance and challenge any non-attendance
- Identify students who need home visits each day
- Conduct or accompany on required home visits
- Ensure accurate attendance records, to enable the Designated Safeguarding Lead to work with staff, students and their families to promote high levels of attendance and challenge any non-attendance
- Fulfil all administrative functions associated with attendance
- Monitor the attendance and punctuality of all groups, reporting all issues promptly, keeping accurate records and data on attendance and persistent late comers
- Prepare absence letters for signature, recording late marks and ensuring all students have signed in
- Record actions for students leaving school early for appointments
- Attend meetings to contribute to and complete required actions for students on attendance support plans
- Contact and meet with both students and parents in order to support them to improve attendance and punctuality

- Liaise with the Senior Leadership Team, Attendance & Welfare Manager, Heads of Year, SENCO, Designated Safeguarding Lead(s) and other relevant staff regarding students who are of concern
- Communicate and liaise with all stakeholders as appropriate, preparing sections of the termly LGC/TMB report
- Create and maintain positive and productive relationships between home and school in order to establish the reasons for non-attendance and to provide information to the Senior Leadership Team
- Arrange and keep clear and concise records of all meetings/consultations/phone calls and complete reports as required by the academy
- Ensure all registers are completed fully and accurately and to remind staff where necessary to complete registers, ensuring all missing marks/absences are accounted for and entered our MIS system – Bromcom
- Communicate and liaise with all stakeholders as appropriate, preparing sections of the termly LGC report
- All employees are required to meet the expected level of performance necessary for undertaking their role, whilst demonstrating positive behaviours in line with Astrea Academy Trust Values
- Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all employees to share this commitment
- All employees are required to comply with all Astrea Academy Trust statutory and school policies and act in accordance with them as necessary
- All employees are required to demonstrate a continued commitment to professional development and undertake all relevant mandatory training associated with their role
- This list of key responsibilities is not intended to be exhaustive and is a general outline of the typical duties and responsibilities expected to be carried out whilst accepting that these may vary.

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Person Specification

This part will allow you to understand who we are looking for within this role and the skills knowledge or experience that we would expect.

Relevant Experience

- Relevant experience in a similar or administrative role
- Experience using IT packages including Word, Excel, Outlook, PowerPoint and Microsoft 365.

Education and Training

- Willing to work towards Level 3 Public Sector Compliance Investigator and Officer Apprenticeship
- GCSE English and Mathematics grade C/4 or above.

General and Special Knowledge

- Excellent communication and interpersonal skills
- Excellent organisation skills
- Understanding of statutory requirements relating to attendance
- Ability to work on multiple tasks of varying difficulty through the day
- Able to work on own and with a team with little day to day supervision
- Be friendly and have a flexible approach to work
- Be enthusiastic
- Have a calm and confident manner
- Ability to relate well to children and adults
- Work constructively as part of a team
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Access to a car with full driving licence (with Business Cover Car Insurance). Reasonable adjustment is possible in line with the Equality Act 2010.

General Information and Working Arrangements

- The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Senior Leadership Team.
- To be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To take responsibility for the implementation of, and compliance with, policies and procedures relating to child protection, health safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- This job description will be kept under review and may be amended via consultation with the individual, Governing Body and / or Senior Leadership Team as required. Trade union representation will be welcomed in any such discussions.

The Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.

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About Astrea

Astrea is an ambitious, dynamic and young trust with a mission to tackle historic educational disadvantage and raise quality standards across all of our schools. Our academies are based across South Yorkshire and Cambridgeshire, often in areas or at schools which have experienced generationally poor educational opportunities. Our role is to change that. We have grown rapidly over the last four years and now educate around 14,000 students in 27 academies and settings. Whilst our educational outcomes have improved over the last 4 years, they are not yet as strong as we would like them to be, nor as strong as our students and communities deserve. With this in mind, we are entering a new period in our development. We are increasingly clear and specific about our vision for behaviour, curriculum and teaching quality.

Key Characteristics of our academies:

- High aspirations, with a firm emphasis on academic attainment
- A knowledge-rich curriculum that develops a general knowledge of the world not simply for progression for the workplace, but for the love of the acquisition of knowledge
- A calm and purposeful learning environment built on mutual respect and centralised behaviour systems
- Outstanding pastoral care with the provision of specific trust delivered SEMH services where appropriate to the pupil
- Standardised reading and arithmetic catch-up programmes for pupils where this is relevant that are taught by specialists
- Active parental and community involvement
- A broad range of extra-curricular activities including sports, music, performing arts and academic clubs

Objectives for pupils:

- Encourage all children to be confident, hard-working and ambitious, regardless of background
- Transmit a core body of knowledge to all pupils and the ability to think for themselves in order to be aware of the world around them
- To be active and thoughtful participants in their local community
- To be successful in achieving their qualifications at both GCSE and A Level

A knowledge-rich education:

- By a knowledge-rich education we mean a rigorous and extensive, knowledge-based education that draws its material and methods from the best and most important work in both the humanities and the sciences.
- The aim of a core-knowledge education is not primarily to prepare pupils for a job or career, it is more to transform their minds so that they are able to make reasonable and astute judgments and engage fruitfully in conversation and debate – not just about contemporary issues, but also about the universal questions that have been troubling mankind throughout history.
- We want children to leave our schools with the confidence that comes from possessing an essential general knowledge. A knowledge-rich education should not confine itself to the Western canon, but should embrace other cultures and traditions. What that canon includes will be subject to review, but will always be closely connected to the history and the present nature of the society in which we live, including our international connections.

View the [Astrea 2025 Strategy here](#)

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Astrea Academy Trust are delighted to be part of such an important movement, which will ensure we have the guidance to challenge attitudes towards disability, tap into wider talent pools and help all individuals across the Trust fulfil their potential and realise their aspirations. As a Disability confident employer we have pledged to promote a culture that ensures there are no barriers to the development and progression of disabled staff.



Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to each vacancy

Astrea Talent Programme

We believe that everyone has talent. At Astrea, we want your career to flourish, nurturing potential through the Astrea Talent Programme. This provides a defined career pathway, with associated personal and professional development way points and opportunities, funded by the Trust, wherever you start on the pathway. From apprentice to senior leader, we are devoted to growth and fulfilment. We want you to realise your ambition plus competence towards a brilliant education for all our pupils, giving them the opportunities they truly deserve.

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