

# GOOSEACRE PRIMARY ACADEMY



Astrea Academy Trust  
INSPIRING BEYOND MEASURE

**ATTENDANCE OFFICER**

**CANDIDATE PACK**



# Open Letter from our Principal

Dear Candidate,

Thank you for your interest in this role at Gooseacre Primary Academy. It is an extremely exciting time for Gooseacre Primary Academy, as we continue to strengthen shared practices and collaboration, with a shared focus on improving pupil outcomes across all phases of education.

Gooseacre Primary Academy judged as “good” in March 2020 by Ofsted. with the recognition that the academy has a “strong culture of learning and achievement runs through the school.” and that “Gooseacre Primary Academy is a happy, caring community and pupils thrive here”.

We are committed to ensuring that each child is developed to their full potential in all aspects of education, not solely just attainment. The qualities and dispositions of Happiness, Curiosity, Scholarship, Tenacity and Respect are key to what we believe and what we must encourage and develop in our pupils, families and staff.

Staff within our academy and trust will benefit from a wide range of networks and development opportunities. We offer a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

I very much hope you are interested in joining our academy / trust at this exciting time in our journey. If you would like any further information about the school or the role, please do not hesitate to contact the school.

I look forward to meeting with you and receiving your application.

Best Wishes,

**Jack Moore**

**Principal at Gooseacre Primary Academy**

*Curiosity*

*Happiness*

*Respect*

*Tenacity*

*Scholarship*

## We can offer you:

*Enthusiastic and caring children who are keen to learn.*

*An opportunity to be part of an inspiring team that plays a central role in the broad and diverse community it serves.*

*An opportunity to make a difference to the lives of the young people and families.*

*Commitment to your continuing professional learning and career development.*

*A hardworking team who are committed to promoting high achievement across the curriculum and school.*

*A good humoured, industrious, highly skilled and enthusiastic staff team.*

*Supportive and effective leadership.*

*Access to the Local Government Pension Scheme and our Employee Assistant Programme.*

*Astrea Academy Trust is fully committed to being diverse and inclusive workforce where together we can embrace each other's unique individuality, background and heritage. We believe that by reflecting and representing the communities and people we serve, we will better and further the life chances of our pupils.*

**Curiosity**

**Happiness**

**Respect**

**Tenacity**

**Scholarship**

# Job Description

**JOB TITLE:**

Attendance Officer

**REPORTING TO:**

Business Manager

**SALARY RANGE:**

£23,114 - £25,119 per annum full time equivalent salary

**ACTUAL SALARY IF PRO RATA:**

£13,596 - £15,321 per annum

**CONTRACT TYPE:**

Permanent

**WORKING PATTERN:**

25 hours per week, term time only

39 weeks per year - 38 weeks per annum plus 5 INSET days

*Curiosity*

*Happiness*

*Respect*

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# Role Description

## Purpose

To be a key player in driving improvement of attendance and punctuality at Gooseacre Primary Academy to be in line or above national expectations, by working within a team to implement successful strategies.

To implement and embed systems to support the Academy in raising attendance, investigating persistent absences and improving punctuality.

To fulfil administrative functions associated with the role.

To work with staff, pupils and their families to promote high levels of attendance and challenge any non-attendance.

To support with Reception duties such as dealing with visitors, phone calls, staff and pupil queries and providing lunch cover for the Receptionist.

## Main Duties and Responsibilities

Be a key player in driving improvement of attendance and punctuality throughout the academy to be in line with or above national expectations.

Carry out attendance related duties including but not limited to:

- Work with all attendance staff to ensure the policy is implemented consistently
- Develop and maintain a whole school culture that promotes the benefit of good attendance
- Ensure good attendance is promoted and rewarded
- Ensure admission and attendance registers are accurately completed
- Proactively use data to identify cohorts with, or at risk of low attendance and develop strategies to support them
- Monitor and evaluate progress towards attendance targets as part of the Academy Development Plan and target-setting process
- Ensure that weekly attendance is tracked at BASI meetings and appropriate action is taken as a result
- Arrange appropriate training for staff

- Ensure additional support and adjustments are made where required for pupils with additional needs
- Make regular checks on absence notes and the reasons for absence
- Advise the Principal on any strategies that could be initiated or improved
- Ensure that unaccounted-for absences are followed up appropriately
- Work with staff, identified pupils and families at risk of poor attendance to understand and address reasons for absence, including any in school barriers to attendance
- Hold formal meetings with parents where attendance is not improving
- Liaise (in collaboration with relevant staff) with the appropriate bodies (including the Local Authority's agencies) where necessary in order to improve attendance
- Monitor attendance data at academy and individual pupil level on a daily basis
- Report concerns regarding attendance and safeguarding to SLT/ Designated Safeguarding Lead
- Input / check daily attendance figures and follow robustly the daily procedures for following up attendance
- Arrange calls and meetings with parents to discuss attendance concerns
- Inform parents of pupils where attendance is a concern
- Monitor the attendance tracker on a weekly basis and input any actions taken
- Contact parents over pupil absence patterns where appropriate
- Produce attendance data / statistics for the Principal
- Signpost and support access to multi agency services where attendance is a concern
- Work with Local Authority Education Welfare Officers to tackle persistent absence
- Work with pupils / parents on attendance plans, strategies and interventions to improve attendance
- Act as lead practitioner in order to support families where school is best placed lead service
- Take an active part in multi-agency efforts with the Local Authority and other agencies as required
- Contribute to the evaluation of academy strategies and interventions
- Take calls from parents about absence and record it on Bromcom in a timely manner
- Retrieve messages from the App and record on Bromcom in a timely manner
- Follow first day absence procedures as outlined in the policy
- Form positive relationships with pupils and parents
- Hold regular conversations with pupils to promote attendance and identify any barriers to attendance
- General reception duties including lunch cover for Receptionist
- Be familiar and comply with all relevant Health and Safety, Operational, Personnel, Safeguarding, Data Protection and Financial Regulations, policies and procedures
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.

**This is not exhaustive.**

*Curiosity*

*Happiness*

*Respect*

*Tenacity*

*Scholarship*

# Person Specification

## Experience

It would be desirable to have recent experience of working in a school environment, however this is not necessary.

## Qualifications

- GCSE Maths and English Grade C/4 or above education or equivalent
- A good standard of literacy and numeracy

## Skills and Knowledge

- Ability to communicate well with staff and pupils
- Excellent organisation skills
- Good IT capabilities & ability to learn new programmes
- Excellent written and oral communication skills
- Be aware of statutory requirements relating to attendance
- Ability to work on multiple tasks of varying difficulty through the day
- Demonstrate a willingness and enthusiasm for training and progression

- Able to communicate and relate well with colleagues, students and members of the community in a polite, professional and friendly manner at all times
- 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
- Demonstrate personal and professional integrity, including modelling Astrea values and vision
- Commitment to promote and support the aims and values of the academy
- Effective time management
- Commitment to young children, their families and the community.

**This is not exhaustive.**

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.

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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 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.*



Here at Astrea Academy Trust we know that diversity fosters creativity and innovation. We are committed to developing and retaining a workforce that is representative of the diverse communities that we serve. We are committed to equality of opportunity, to being fair and inclusive and building our culture of belonging. We therefore particularly encourage applications from candidates who are likely to be underrepresented in Astrea's workforce. These include people from Black, Asian and minority ethnic backgrounds, disabled people, LGBTQI+people, and men.

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