

Secondary

Academy
Transformation
Trust

Attendance Officer

Application Pack

The Dukeries Academy
New Ollerton, Newark,
Nottinghamshire



Contents

01	About ATT	Page 3
02	Career Testimonials	Page 5
03	Academy Information	Page 6
04	ATT Institute Information	Page 7
05	Job Description	Page 8
06	Person Specification	Page 9
07	How to Apply	Page 10



01. About Academy Transformation Trust

Our Mission

Transforming lives by *putting education first*.



Our Vision

Transforming Lives of **Our Learners**:

We seek to ensure that all our learners receive a high-quality education from expert staff and aspire to achieve the best they possibly can, no matter their background or ability. Our learners have a safe, supportive learning environments in which they develop, grow, and challenge themselves. We are determined that our learners will receive the very best enrichment and opportunities to help them reach their full potential and ensure they are prepared for the future, wherever it might take them.



Transforming Lives of **Our Colleagues**:

Our colleagues are supported with the very best professional development through our innovative ATT institute, allowing them to stay focused on learning and developing as practitioners whilst they progress in their careers. We share the very best practice across our community of academies to help build systems and processes that really work.



Transforming Lives of the **Communities We Serve**:

We are committed to actively engaging with and addressing inequality in our local areas. We understand that every one of our academies and their diverse communities are different, so we aim to build a supportive, collaborative, and nurturing relationship with each whilst sharing our key values across our Trust.

Our Values

Commitment to Education

Our core purpose is to positively impact the lives of all our learners. Education will always be at the heart of everything we do.



Transparency and Integrity

We are proud of our success whilst being open and honest about our areas for improvement. Our actions are always ethical and in the best interests of all our stakeholders.



Innovation and Improvement

We are committed to innovative education- always moving forward and never standing still. Our learners are ambitious and prepared for a future that is constantly changing and developing.



Dedication to Inclusivity

Our learners are all different and all important to us. We aspire to support, challenge, and help each one of them reach their full potential, regardless of their background or level of ability.



To learn more about our story/journey, please read our [ATT Magazine](#)

Fast Facts

Our cross-phase group of academies was founded in 2011 and since then we've grown to our current family of 21 academies (primary, secondary, post 16 and FE) operating across 10 English local authority areas. We are responsible for the education of over 13,000 learners, for the careers of almost 2000 colleagues and for the most effective spending of nearly £80 million of taxpayer income each year.

Our Priorities: Big Moves

Our Big Moves help solve a problem and achieve a step on our 2-to-5 year plan.

Aligned Autonomy

Shared Services

Improve Outcomes

Grow



ATT | 21 Academies

Local Authority Areas | 10

Staff | 1720

Primary | 409
Secondary | 1130
Special | 30
FE | 76
Other | 75

Learners | 13,334

Primary | 2711
Secondary | 9280
Special | 45
FE | 1298

Governance

People Engaged | 120+
Trustees | 10
Members | 4

Finance

£78 million in funding and other income

ATT Institute | Offering the very best PD opportunities for all our colleagues.

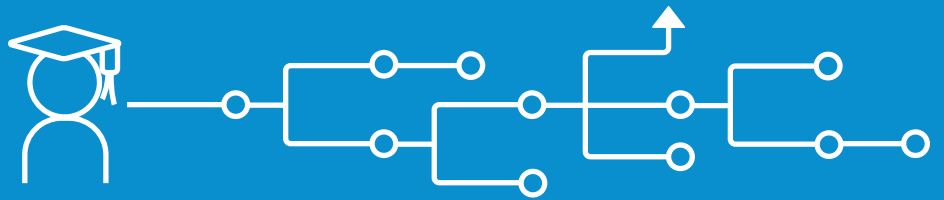


1 Outstanding

19 Good

1 Requires Improvement

02.Career Testimonials



Donovan Stansbury | Teaching Assistant

ATT has helped my career from the very beginning of my adult life. I started my career at Mildenhall College Academy on a Teaching Assistant Apprenticeship, provided by ATT FE. Now with my knowledge and understanding of my role I can succeed further with the support of ATT. I have completed my apprenticeship and now have a full-time role as Teaching Assistant at the academy. My next step is to start an OU degree, again something I will do with the full support of ATT.

Selena Marshall | Pastoral Leader The Dukeries Academy

I first began my journey with ATT in 2008 as a cleaner at The Dukeries Academy. Once my youngest daughter started nursery I wanted a job that would work around my family. In 2016, I began working as part-time administration assistant, this soon increased to full-time and now I am a Casual Exam Invigilator. I have made the most of every opportunity given to me, which has included studying for a degree with the Open University. ATT have given me lots of opportunities to progress and develop myself.

Emma Summerfield | Faculty Leader, English & Modern Foreign Language The Dukeries Academy

"As a Teach First participant, I have been so fortunate to start my career at The Dukeries Academy; professional development and quality ECT training has been prioritised, and my teaching has gone from strength to strength under the tutelage of my colleagues. I have been promoted to Subject Specialist Leader in English in my NQT year, something I would never have thought possible were it not for the support and encouragement my department has given me throughout my time here. I am excited to explore further leadership opportunities in the future whilst continuing to learn from the experienced and dedicated practitioners here in the academy."

Cat Rushton | Director of ATT Institute

ATT has offered me the exciting opportunity to experience a wider scope of influence over academies, to collaborate with other leaders, and to work with a range of colleagues and stakeholders in various contexts.

03. The Dukeries Academy



THE DUKERIES
ACADEMY

Develop more courageous engagement in bolder visions of education that will help young people become change makers in their own and other people's lives.'

Andy Hargreaves

Our Vision

To inspire excellence and maximise opportunities for all.

Our Purpose

To be a beacon of inclusive educational excellence which fosters ambition, facilitates great learning and enables outstanding progress for every student irrespective of their starting point.

To be the trusted Academy of choice at the heart of our community.

To be recognised as an exceptional place to work which attracts, retains and develops the very best staff and leaders.

To develop ambitious knowledge, character and cultural capital to empower our students to be bold and courageous change-makers who are equipped to thrive in, and make a positive contribution to, a rapidly changing world.

Our Values



We have the courage to act with moral and ethical intent. We aspire to be honest and to treat ourselves and others with respect and kindness.



We are passionate about working hard and are optimistic and persistent as we overcome barriers to achieving our aspirations.



We are resolute in our desire to be the very best in everything that we do.

To find out more, please visit www.dukeries.atrust.org.uk/



Our PD Curriculum is delivered through three pillars:

Transformational Leadership

Transformational Teaching

Transformational Services

Professional Development at ATT:

04. The ATT

What is our Institute?

Our ATT Institute is the cornerstone of ATT colleague professional development for all roles and career stages, bringing the best development opportunities from accredited courses to one off training sessions. All our courses are evidence-based and facilitated by extremely knowledgeable professionals, so we know that all our colleagues receive the best training available. Our offer is designed and delivered by a group of expert colleagues with the needs of all our stakeholders in mind. Whatever your current role and aspirations, there will be something in our offer to support you in reaching the next step of your career journey.

PD Opportunities for Our Colleagues

Our Academy Transformation Trust Institute (ATTI) has a suite of training opportunities and professional development pathways across all our directorates: Education, Finance, Governance, Trustees and operations.

These are promoted internally via our dedicated SharePoint and directed communications, and externally via the [ATTI webpage](#). Our ATTI offer is continually evolving to meet the ever-changing professional development needs of our colleagues and includes a range of accredited courses and bespoke training opportunities.

Strategic Collaboration

Collaboration is essential to the continued improvement of our academies and colleagues. We create a culture of collaboration through our professional networks and enable colleagues to drive our Trust priorities within their domains of expertise.

Find Out More Online:

academytransformationtrust.co.uk/institute

05. Job Description

Attendance Officer

Purpose of the Role:

To be an Attendance Officer for the academy ensuring strong and improving attendance for students attending the academy.

To enable strategies to be put into place to improve the attendance of students.

Key Responsibilities and Duties:

- To develop and manage attendance initiatives including the management of the Academy electronic attendance system so that there is constant improvement in relation to the academy attendance targets.
- To assess the reasons for non-attendance; the need for home visits, targeted support and panel meetings and implement as necessary.
- To communicate and meet regularly with families of students that are persistently absent.
- To maintain case records and prepare reports to inform decision making.
- To ensure that support packages are in place to assist students to improve their attendance.
- To support the academy in improving punctuality of students.
- To provide data as required to members of SLT in line with academy reporting procedures.
- To support the Senior Leadership Team in enabling students to access Alternative Curriculum packages as necessary.
- To maintain oversight of part-time, reintegration and bespoke timetables, liaising with relevant agencies and the Safeguarding team where appropriate
- To attend meetings with Year Teams, SEND team and other appropriate groups to develop good practice and monitor attendance issues.
- To play a key role in supporting preparation for any delivery of attendance and Inclusion reviews.
- To work with the wider Inclusion, Safeguarding and Attendance team in making referrals to agencies such as the local authority and social care.
- Liaise with external professionals around children missing education, in conjunction with the Safeguarding team
- To regularly attend safeguarding training to fulfil the legal requirement and assist in the leading of all the academy safeguarding training of staff to allow high quality delivery on all safeguarding matters.
- To represent the academy in any civil and court proceedings and give evidence if necessary.
- To play a full part in the life of the academy community and to support its goals.
- To adhere to and promote the academy's corporate policies.
- To be responsible for own health and safety and that of students and staff, in accordance with the Health and Safety policies to ensure wellbeing of all people on site.
- To take an active role in supporting Academy systems and policies for inclusion and behaviour as appropriate.
- To undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post.

Job Context

- To assist the Associate Assistant Principal for attendance, taking a key role with attendance.
- To assist the Designated Safeguarding Assistant Principal with matters linked to Inclusion, SEND and Alternative Provision.
- To assist the Vice-Principal and Associate Assistant Principal with aspects of behaviour policies and practice.
- To support Heads of Year and Pastoral Leaders with improving and managing attendance in their areas.

Academy Ethos

- To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- Support the Academy in meeting its responsibilities for assemblies.
- To promote actively the Academy's corporate policies.
- To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.

This role descriptor is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The job holder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This role must reflect the expectations within KCSIE (latest version).

The principle responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.

06. Person Specification



Attendance Officer

	Essential	Desirable
Professional Qualifications and learning	<ul style="list-style-type: none"> • Good academic standard of general education to A Level/NVQ 3 • Relevant qualification in office administration. • Strong literacy and numeracy skills 	<ul style="list-style-type: none"> • Basic First aid qualification • Relevant professional level 4 qualification. • Relevant qualification in IT applications • Willingness to undertake additional training as and when required • Evidence of recent and relevant continuing professional development.
Experience	<ul style="list-style-type: none"> • At least 3 years experience of working with young people in a secondary school. • Experience of working as part of a team and liaising with colleagues. • Experience in improving attendance and strategies to support students. • Experience of liaising with parents and external agencies. • Computer literate with a high competency of IT skills including Microsoft Word, Excel, Outlook and internet skills. • Of the secondary phase of schooling • Understanding of relevant policies, codes of practice and legislation. 	<ul style="list-style-type: none"> • Evidence of working with young people who have barriers to learning. • Experience of working with BROMCOM. • Experience of working with the police, parents and other external agencies. • Experience of welfare cases; such as Social Care, LAC, Targeted Support, Supporting Families etc. attending MAM/SC meetings, preparing reports, CAFs & liaising with external agencies • Knowledge of safeguarding/keeping children safe in education • Knowledge and understanding of assertive discipline techniques.
Competencies	<ul style="list-style-type: none"> • Able to work in an independent way. • Understanding of attendance data and the ability to analyse attendance data. • Good personal organisation and administration. • Ability to multi task and carry out a variety of work activities. • Good interpersonal and communication skills in dealing with staff, students, parents and external organisations and provides a professional image. • Able to motivate and inspire with a creative approach to problem solving • Has a patient, caring and sympathetic personality • Must have excellent verbal and written communication skills • Ability to form good working relationships with a wide range of site and external personnel • Maintains confidentiality and discretion. 	<ul style="list-style-type: none"> • Knowledge and understanding of support available through external agencies. • Knowledge of Local Authority procedures to support attendance. • Has a variety of interests • Ability to manage students with a range of abilities • Willingness to continually develop knowledge and learn new skills to respond to the varied needs of the academy. • Rapidly learns new tasks and quickly commits information to memory. • Ability to deal with challenging behaviour • Ability to deal with challenging situations in a positive, calm and composed manner. • Flexible working • Current full driving licence

	<ul style="list-style-type: none"> • Ability to work in a child centred environment having respect for young people and their needs • Ability to work calmly under pressure and adapt quickly and effectively to changing circumstances/situations • Upholds ethics and values, demonstrates integrity and promotes and defends equal opportunities • Commitment to the safeguarding and welfare of all pupils. • Competent and confident in the use of ICT. 	
Values	<ul style="list-style-type: none"> • Upholds ethics and values, demonstrates integrity and promotes and defends equal opportunities • Commitment to the safeguarding and welfare of all pupils. • Willingness to ensure that facilities are kept to a standard that complies with health and safety guidelines. 	

07. How to Apply

Attendance Officer

Applying:

Please apply by visiting
www.academytransformationtrust.co.uk/vacancies

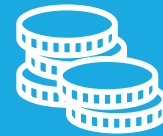


Status:

37 Hours per week
39 Weeks per year (Term Time Only)

Salary:

NJC Pt 18 – 23
Actual Salary Paid: £26,284 to £28,825 per annum
FTE Salary: £30,559 to £33,366 per annum



Closing Date:

Monday 06 January 2025, 09:00am

Start Date:

As soon as possible



Interviews:

To be confirmed




 @academytransformationtrust

 @AcademyTrust

 academytransformationtrust.co.uk

 office@attrust.org.uk

 0121 354 4000

 Unit 4, Second Floor,
Emmanuel Court, Reddicroft,
Sutton Coldfield, B73 6AZ

