



**ATHENA**  
LEARNING TRUST

**Attendance  
Improvement  
Officer**

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Applicant Pack

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**Closing date:**

16th July 2024

**Interview date:**

tbc

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## Join Athena - Inspiring World-Class Education Together!

At Athena, we are a passionate and forward-looking educational organisation committed to providing world-class education and helping individuals **lead great lives**. Our core values of "**dream big, take responsibility**, and **be kind**" guide our mission to create a supportive and inclusive learning environment where everyone can excel and grow.

<b>Job Title:</b>	Attendance Improvement Officer
<b>School Base:</b>	Bideford College/Atlantic Academy
<b>Closing Date:</b>	16/07/2024
<b>Interview Date:</b>	tbc
<b>Vacancy Start Date:</b>	September 2024
<b>Contract Type:</b>	Permanent
<b>Salary:</b>	£12.00- 12.87 ph

Bideford College

## Being an Athenian

At Athena, we believe in the power of education to transform lives and shape a brighter future. We are dedicated to fostering a strong sense of community, where students, educators, and parents collaborate to achieve academic excellence and personal growth. Our commitment to "**dream big, take responsibility, and be kind**" underpins everything we do, inspiring our students to aim high, take ownership of their learning, and treat each other with respect and compassion.

We are inspired by wisdom, creativity and learning. Determined to create a world where all children get to go to great schools, our mission is to provide the knowledge and education to bring opportunities, choices and freedom.

If you want to be part of an inspirational team of big thinkers who will support you to develop your full potential and value your knowledge, passion, wellbeing and commitment, it sounds like you could be on your way to joining us and becoming an Athenian.



# What makes Athena different

## Our Commitment to you

We recognise that all of our people have a role to play in ensuring our students have access to world-class education and so each one is valued. We are committed to creating an inclusive and supportive work environment that promotes both personal and professional growth. We put staff wellbeing first and here are some of the benefits and perks you can enjoy as a member of our team:

**Impact:** positive outcomes for our students

**Leaders:** we see everyone as a school leader

**Wellbeing:** ensuring your time off is for you

**Generous pension:** the local government pension scheme

**Employee Wellbeing Initiatives:** support your physical, mental, and emotional health

**Car Schemes:** car schemes that cater to your commuting needs

**Perkbox:** discounts, benefits, and rewards to enhance your lifestyle

*Join us on this journey to inspire greatness in ourselves and others. Together, we can create a brighter future and make a lasting difference in the lives of our students and the communities we serve.*

## People

passionate about making a difference in the lives of each other and our students

## Development

investing in our employee's growth and development

## No burn out

cut low-impact workload and champion staff wellbeing

## Support

valuing our employee time and impact by investing it well and providing wrap around support

## Flexibility

flexible working to promote work-life balance where possible



## Role Summary

School attendance is one of the biggest challenges facing education today with absence at national and local levels in crisis as children have not returned to school in their expected numbers since the pandemic. As our attendance improvement officer, you will play a crucial role in securing the improvement and regular attendance of our students at Atlantic Academy and Bideford College.

You will be required to assist and support in the implementation of our 'Attend Well' school attendance plan, working collaboratively as part of an enthusiastic team, driven to ensure our students have access to a world class education and go on to lead great lives.

You will play a key part in building positive caring relationships with our parents and carers, working closely with those who require our support. Meeting with parents, you will identify barriers to school attendance and find solutions to overcome them, taking responsibility for Early Help and monitoring, including home visits.



## What you will be doing

### Build Knowledge

- Will have a comprehensive understanding of student attendance dynamics and patterns. You will determine barriers to attendance, collaborate with families, and agree actions to improve attendance at Atlantic Academy and Bideford College. Regular home visits will form part of your role in order to grasp individual student contexts to provide regular reporting and advise appropriate actions and follow up. Sharing knowledge with school staff, liaising with outside agencies and EWO regarding student attendance where appropriate. Keeping up to date on research and other educational approaches to support attendance and to improve their own knowledge and understanding.

### Build Trust

- Through consistent communication and home visits, the attendance improvement officer establishes strong rapport with families and students. Their commitment to addressing attendance challenges and collaborating on solutions fosters trust. By recognizing strengths and sharing expertise, they build a cooperative atmosphere that supports student attendance.

### Prioritisation

- The attendance improvement officer efficiently prioritises tasks by contributing to the recording and monitoring of student attendance in our 'Attendance Tracker'. This informs daily attendance tasks and planning for parent/carer meetings. They effectively manage their responsibilities by recognising students and families requiring home visits and Early Help, monitoring key priorities and aligning efforts with the overarching goal of improving attendance outcomes.

### Clarity and Energy

- In the role, the attendance improvement officer exudes clarity and energy while implementing strategies. Improving attendance requires an unrelenting drive for improvement with clear communication to students, staff, parents/carers and wider stakeholders. The postholder will be gregarious and enthusiastic in their interactions, inspiring attendance improvement to overcome the challenges our students face, solving problems creatively. A requirement to support the Attendance Lead with documentation for EWO referral and preparing legal paperwork.

### Follow Up

- Frequent and regular contact with families is required through diligent follow-up. Records in the 'Attendance Tracker' are maintained to monitor and inform next steps at each stage of the schools attendance plan. Use of accurate data to target Early Help. They maintain regular communication with families through various channels, including phone calls, letters and texts. Collaboration with the wider Attendance Team and senior leaders supports student intervention. This commitment to ongoing engagement and feedback drives sustained attendance improvement.

## How you will be doing it

### **Dream Big**

- Deliver value opportunities for world class education for all students

### **Take Responsibility**

- To maintain confidentiality of information acquired in the course of undertaking duties for the department.
- Ensure Health and Safety and Safeguarding are at the centre of your approach.
- Take accountability for your own development and aspire to deliver the very best practice across all areas of your role.
- To attend staff meetings and school-based CPD days as required.

### **Be Kind**

- To encourage acceptance and inclusion of all students.
- Support positive strategies for promoting equality and for challenging racial and other prejudice.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

You could reasonably be asked to work out of our partner sites to support where required.





## Qualifications

- Attainment of GCSE's or equivalent (educated to level 2 standard) to include Maths & English.
- Full driving licence

## Experience

### Essential

- Working with pupils in a school environment
- Competent use of IT systems and equipment
- Excellent communication skills
- Organised and proactive in your approach
- Calm in conflict situations and able to challenge behaviour appropriately where required
- Able to maintain confidentiality, handling matters with sensitivity and discretion

### Desirable

- Experience in a safeguarding environment
- Previous experience working with children/working with students with diverse backgrounds and learning needs



## How to Apply

If you are passionate about our values and dedicated to making a meaningful impact on education, we invite you to apply. **Please complete the application form on My New Term** and tell us about how you connect with our values of "**dream big, take responsibility, and be kind**" and what you feel you can contribute to our team and our goal to deliver world class education.

Athena Learning Trust is committed to **safeguarding** and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced DBS clearance and appropriate pre-employment checks.

We reserve the right to close this advert and interview and appoint earlier than the advertised closing date should there be a good response to the advert, so early applications are advised.

## Apply now

and experience the difference in a rewarding and meaningful career in education.