

## Djanogly Learning Trust Job Description

### Djanogly Learning Trust Vision

We believe that every child has the right to an education that gives them the best opportunity to succeed and prosper. We know that this takes great people, hard work and attention to detail. This is a considerable responsibility, and we take it very seriously. Everyone within our trust is fully committed to learning. Our ethos is to be innovative in order to improve, to develop resilience in order to face challenges, and to strive for excellence in everything we do.

<b>Job title</b>	Attendance Improvement Officer
<b>Hours and weeks</b>	37 hours per week, term time only
<b>Duration</b>	Fixed term until 31 March 2025

### Djanogly Values

Employees who demonstrate a commitment to our core values of Excellence, Resilience and Innovation will:

- Embody the belief that every child has the right to an excellent education and constantly strive to give every child the best opportunity to succeed and prosper through their contribution to the Trust
- Recognise and demonstrate the importance of working hard, showing resilience and paying close attention to detail to ensure every child achieves their best.
- Strive for excellence by demonstrating a commitment to innovation, engaging in CPD and constantly striving to improve provision and outcomes for pupils.

### Djanogly Behaviours

Employees will demonstrate their professionalism and promote a positive culture by:

- Behaving in a professional manner at all times
- Developing professional working relationships with all colleagues and stakeholders, showing understanding and mutual respect in all aspects of their role
- Taking personal responsibility by paying attention to the small things to intercept issues before they become a larger problem
- Resolving any issues in a professional, calm manner, seeking support where necessary and always demonstrating kindness and respect for others
- Starting and ending the day with the same emotional constancy with every interaction.

## Job Purpose:

At the primary academies:

- To contribute to the ultimate aim of raising achievement and outcomes by improving individual pupil and overall academy attendance and reducing persistent absence, including improving punctuality.
- To promote positive attitudes in pupils and families towards education and to ensure that parents are made fully aware of their statutory responsibilities.
- To provide support to the academy in meeting their obligations and targets in relation to school attendance, especially persistent absence and punctuality.

## Job Responsibilities:

- To make unsupervised contact with families in their own homes and elsewhere to assess the reasons impacting on the attendance of individual students, facilitating their return or access to regular full time education provision.
- Monitoring and improvement of attendance and punctuality of all pupils across the academy.
- To advise the academy on strategies to promote the regular and punctual attendance of all pupils and assist with the implementation of these strategies.
- To be fully aware of and carry out all work in line with Child Protection Procedures.
- Meet with academy staff, pupils and parents to identify individual problems and possible solutions.
- To make unsupervised contact with families in response to allocated referrals i.e. home visits and /or meetings in the academy.
- To follow up home visit intervention with appropriate letters to parents and carers in line with academy protocol.
- To establish the reason for poor attendance or punctuality, make assessments and agree a plan for facilitating an improvement in attendance / punctuality at school using appropriate strategies within specified timescales.
- To establish the reason for non-attendance, make assessments and agree a plan for facilitating a return to school using appropriate strategies within specified timescales.
- When appropriate, initiate appropriate legal action with Education Welfare Service (EWS) to ensure the academy is carrying out its statutory responsibility in respect of pupils. This will include preparing statements, attending and presenting

evidence at panels or request the issuing of penalty notice fines or other legal sanctions. This may involve attending case conferences, strategy and planning meetings as well as core groups or other meetings in relation to child protection cases that require input linked to attendance or punctuality.

- To liaise and work with other members of EWS as well as other professionals in police, Social Services, Housing, Health and any other statutory and voluntary organisations to support improvements in attendance.
- To keep clear and concise records of all consultations and to write any other reports i.e. annual action plan and summaries, as required for the academy or by the role.
- To produce management reports and other information which demonstrate the effectiveness of intervention strategies and direct resources to where they are needed.
- To use IT systems to produce reports, using word processing and record information including statistical data, providing reports to senior managers and other professionals.
- To manage and prioritise your own workload in line with Trust and role requirements.
- To acquire and maintain a working knowledge of the statutory framework relating to school attendance, child employment, child protection and special needs in order to be able to offer informed advice to parents, academy staff, governors and others.
- To support the academy's pastoral team and senior managers in advising them on all matters relating to attendance and where necessary take the lead role in developing work processes to improve academy attendance and academy processes.
- To work on initiatives which raise the awareness of academy staff, parents and the community on the importance of school attendance.
- Tracking, monitoring and reporting of children missing education (CME) cases across assigned academies ensuring timely referrals are made.
- To organise, attend and facilitate meetings as required by the role in order to increase attendance.
- Other responsibilities as required by this role in supporting, promoting and increasing attendance and punctuality of pupils in school

## **Djanogly Learning Trust General Requirements:**

### **Policies and procedures**

You will comply with all policies and procedures at all times which include:

- ensuring the safeguarding of young people by adherence to the child protection and safeguarding policies.
- ensuring all equality, diversity and health and safety requirements are upheld in the performance of your duties.
- ensuring you comply with the Trust's Staff Behaviour policy, including outside of work where applicable.

### **Professional Development**

- You are required to undertake professional development as part of your job description. This includes contributing to regular 'check ins' and Journey to Excellence reviews with your J2E reviewer, proactively seeking professional development to improve your performance.

This job description is not a complete description of the role, as you are required to undertake any other reasonable duties as directed by the academy leader and the leadership team.

## Djanogly Learning Trust Person Specification

In order to be considered for interview all essential criteria must be met.

<b>JOB TITLE</b>	Attendance Improvement Officer
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Requirements	Essential	Desirable	Short listing criteria
<b>Qualifications</b>			
Good standard of education with at least level 3 qualifications including GCSE at English and Maths (or equivalent levels of qualifications).	X		X
Qualification or training in school attendance interventions.		X	
<b>Experience</b>			
Experience of working on school attendance issues		X	X
Experience of using school systems, such as MIS systems and Microsoft office		X	X
Experience of working in education in a similar role and building positive relationships with students		X	X
<b>Skills</b>			
Ability to produce work to a high level of accuracy and attention to detail	X		
Ability to work well under sustained pressure and within fixed deadlines		X	
Have good organizational and administrative skills	X		
Effective interpersonal skills with a wide range of people	X		
Demonstrate an ability to identify, discuss and report safeguarding issues with relevant representatives	X		
<b>Personal Qualities</b>			
Organised and ability to multi-task and prioritise	X		
Good communicator at all levels	X		X
Team player	X		

Enthusiastic and positive	X		
Use of initiative and able to apply common sense to solving problems	X		
Flexible and adaptable approach to work	X		
Access to transportation to enable travel between schools and home visits.	X		
Belief in the values and behaviours of DLT	X		X
Evidence of continuing professional development	X		
Commitment to equal opportunities and diversity in the performance of duties	X		