



Achieving excellence together

Welcome to The Mirfield Free Grammar where we are currently looking to appoint a new Attendance Officer. This is an exciting time to join The Mirfield Free Grammar's journey as we begin a new chapter with Great Heights Academy Trust.

Great Heights Academy Trust strive to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all can achieve their full potential and all can reach GREAT heights.



Achieving Excellence Together

Attendance Officer The Mirfield Free Grammar

CANDIDATE INFORMATION PACK

▶ Welcome

Dear Colleague,

I am delighted that you are considering the position of Attendance Officer at The Mirfield Free Grammar.

We are seeking to recruit an individual to work in our school who has the inspiration, drive and motivation to make a difference to the lives of young people. It is a unique moment in time to join the team as we continue our exciting journey with Great Heights Academy Trust.

It gives me great pleasure to introduce myself as the Principal of The Mirfield Free Grammar. It is a privilege to lead such a fantastic school and a role I am extremely proud of.

The Mirfield Free Grammar has an inspirational, positive, caring and welcoming environment, where all students can achieve their full academic, personal, spiritual and social potential.

Everyone at The Mirfield Free Grammar strives to 'achieve excellence together' and this vision is embedded in 'THE MFG Character' across our school community.

We endeavour to create well-rounded, happy and confident young people who are able to contribute positively within the community. I am a firm believer that developing THE MFG Character of Tenacity, Health, Equity, Morality, Flourish, Generosity in all our students will enable us to achieve this.

I look forward to receiving your application, best of luck to all.

Yours sincerely,

Mrs Alexandra Fuller

Principal



Overview of the Position for Great Heights Academy Trust

▶ The Trust Board are seeking highly driven and talented individuals to join our thriving Multi-Academy Trust which is fully committed to making a difference to the life chances of our pupils. We are keen to hear from candidates who have a successful background in working with young people and who are capable of playing a major role in our evolving plan to deliver exceptional 2-18 provision for the pupils in our growing MAT.

We want to hear from individuals who have the qualities and drive to make the most of this unique moment in time. The successful applicants should have a strong track record of impact and share the Trust's vision. You will need to be an articulate and strong communicator with proven strengths in engaging, inspiring and motivating students and young people at all levels.

About the Trust

▶ The Trust currently comprises of six primary schools; three in Calderdale (The Greetland Academy, West Vale Academy and Bowling Green Academy), one in Leeds (Raynville Academy) and two in Kirklees (Carlinghow Academy and Marsden Junior School). We currently have one secondary school (The Mirfield Free Grammar School) and another Kirklees secondary school due to join us in 2023 (Colne Valley High School). We also have a Trust Head Office based at Riverside Mills in Elland.

To find out more about our Trust, please view our [Stakeholder Overview](#).

The successful candidates will join a highly collaborative network of leaders and managers. Each academy is different, reflecting the particular aspirations and leadership style of its Principal and local community needs.

Great Heights Academy Trust is committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment. DBS checks are required for all posts.

► Our Trust Vision

Our Trust vision has school improvement at its heart that will benefit all children in Trust schools.

► We aim to

- ✓ Develop an effective partnership of schools that share a commitment to raising standards.
- ✓ Strengthen the partnership by valuing the uniqueness of each school and expecting all schools to contribute.
- ✓ Foster relationships based on mutual respect with a balance of autonomy and accountability.
- ✓ Share expertise – both best practice and best practitioners.
- ✓ Develop all teachers and leaders through effective professional development.
- ✓ This Trust vision drives both our School Improvement Strategy and our Strategy for Growth.

► Our Vision and Values Statement

The Great Heights Academy Trust strives to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all achieve their full potential and all can reach GREAT heights.

Current Trust Academies and Designations

Our mantra across our partnerships embraces the following themes:

G

Great teaching and learning opportunities for all in the partnership

R

Real life opportunities to develop an understanding of the wider world

E

Enthuse a love of learning and mutual respect

A

Academic development to nurture potential for all

T

Thorough accountability

GHAT has access to a wide support network through our designations. These offer support to all of our schools.



Achieving excellence together



Mirfield Free Grammar Academies Trust (The MFG MAT) joining Great Heights Academy Trust (GHAT) - UPDATE: Following public consultation processes The Mirfield Free Grammar and Marsden Junior School joined GHAT on 01/02/23. Colne Valley High School will be also joining GHAT in the near future.

JOB DESCRIPTION

Position:	Attendance Officer
Department:	Pastoral
Pay range:	Grade 7.14
Hours of work:	37 hours per week, term time plus 5 days
Responsible to:	Deputy Principal – Character Development

Prime Objectives of the Post

To provide a specialist service to help the school to raise achievement by improving school attendance and punctuality and to meet our attendance targets.

To promote positive attitudes by pupils and their families towards education and ensure that parents are made fully aware of their statutory responsibilities, particularly where there is persistent absence.

To make unsupervised home visits and attend meetings, both at school and off-site.

Range of duties:

1. To advise the school on strategies to promote the regular and punctual attendance of all pupils and assist with the implementation of agreed strategies.
2. Update school records, analyse attendance data and provide reports to senior managers and other professionals. Disseminate information, both internally and externally in a timely fashion.
3. Meet with school staff, pupils and parents to establish the reasons for non-attendance/poor punctuality and agree a plan with appropriate strategies and timescales to tackle the issues.
4. Make contact with the families in response to allocated referrals through home visits and/or meetings in school.
5. Liaise with the Education Welfare Officer. Prepare the appropriate paperwork and present information as required to enable the school to meet its' obligations and statutory responsibilities. This will include requesting penalty fine notices.
6. Be fully aware of and carry out all work in line with Child Protection/Safeguarding Procedures.
7. Liaise and work with external organisations, as required.
8. Keep accurate, clear and concise records of all interventions, home visits and consultations and update information on the school's attendance system.
9. Manage own workload in line with the school priorities.
10. Maintain a good working knowledge of the statutory framework and any policies and procedures relating to school attendance, child employment, Child Protection and Special Educational Needs etc. in order to be able to offer informed advice to parents, school staff and others.
11. Liaise with Pastoral Support and advise on all matters relating to attendance and where necessary take a lead role in developing work processes to improve school attendance.
12. Work on initiatives which raise the awareness of the whole school community on the importance of good school attendance.
13. Co-ordinate the work of any colleagues that might assist with the running of strategies to improve attendance.
14. To monitor attendance of off-site pupils including KS3 PRU, KS4 Alternative Provision and Managed Transfers.
15. To supervise late detentions and mentor 'hard to reach' pupils.
16. To support whole school attendance initiatives.

17. To monitor vulnerable pupils such as LAC, PLAC and children open to Children's Social Care
To comply with the schools' Health and Safety Policy and associated safe working procedures and guidelines

General:

- To uphold the Nolan principles of public life.
- To take part in any CPD activities appropriate to the role.
- Attend school events as required.
- Assist in school emergencies, as required.
- Attend relevant meetings and training sessions.
- To undertake any other professional duties as required by the CEO/Board

Membership of the Trust:

- To be an ambassador for the developing MAT, ensuring both internal and external colleagues are aware of the vision, culture and ethos within the trust.
- To contribute to the delivery of the MAT school improvement offer and subsequent gains of being in Great Heights Academy Trust.
- To ensure all trust systems, policies, processes and procedures are adhered to as requested from the Trust post holders.

Safeguarding

As part of your wider duties and responsibilities you are required to promote and actively support the Trust's responsibilities and policies towards safeguarding and promoting the welfare of children, young people and vulnerable adults. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

Notes:

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Person Specification: Attendance Officer

Key to identification: A = Application I = Interview R = Reference

Qualifications/Training	Essential	Desirable	A/I/R
Minimum of a grade C (level 4 equivalent) in GCSE English and Maths	✓		A/I
Administrative qualifications	✓		A/I
Recent safeguarding training		✓	A/I
Willingness to undertake appropriate training and professional development	✓		A/I
Experience	Essential	Desirable	A/I/R
Working with or caring for children of relevant age	✓		A/I/R
Experience of office administration	✓		A/I/R
Collaborative and supportive work with colleagues within the organisation	✓		A/I/R
Experience of working within a school		✓	A/I/R
Collaborative and supportive work with parents.		✓	A/I/R
Knowledge and understanding	Essential	Desirable	A/I/R
Knowledge of management information systems	✓		A/I/R
Understanding of relevant policies/code of practice and awareness of relevant legislation	✓		A/I/R
Understand how to work constructively as part of team	✓		A/I/R
Understanding of how to relate well to young people and adults.	✓		A/I/R
Good knowledge of Microsoft Office and ICT appropriate to the role	✓		A/I/R
Understand how to work with and use spreadsheets	✓		A/I/R
Knowledge of and genuine interest in educational issues and how they apply to this school		✓	A/I/R
Skills and abilities	Essential	Desirable	A/I/R
A commitment to maximising the academic, personal, social and emotional development of all students.	✓		A/I/R
Excellent oral and written communication skills.	✓		A/I/R
Willing to work within organisational procedures, processes and to meet required standards for the role.	✓		A/I/R
Be resilient and demonstrates ability to work well under pressure.	✓		A/I/R
Able to adopt a flexible working practice.	✓		A/I/R
Effective and efficient organisation and administrative skills.	✓		A/I/R

► Reasons to work at The Mirfield Free Grammar / Great Heights Academy



A fantastic team

A highly skilled, loyal and supportive team of staff and senior leaders.



Professional development

Bespoke professional development to ensure that you as an employee, 'reach great heights'.



Career Opportunities

Career opportunities across the MAT.



Cycle to work scheme

Tax free cycle scheme.



Holiday package

The Trust provides staff with a generous holiday entitlement.



Pension scheme

Contributory pension through West Yorkshire Pension Fund/Teachers' Pensions.

