



CARLINGHOW
ACADEMY



GREAT
HEIGHTS
ACADEMY TRUST

Achieving excellence together

Welcome to Carlinghow Academy where we are currently looking to appoint a new Attendance Support Officer

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.



Attendance Support Officer

CANDIDATE INFORMATION PACK



► Welcome

Dear Colleague,

I am delighted that you are considering the position of Attendance Support Officer at Carlinghow Academy.

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 Carlinghow Academy. Carlinghow Academy is a safe, warm, welcoming, and inclusive school where all stakeholders have the children's best interest at heart.

The children at Carlinghow Academy are amazing! They have shown resilience through change and have always put 100% into everything they do. They are well mannered, caring, inclusive and have a real love of learning.

As Head of School, I am immensely proud of this school and hope that the website gives you an insight into all the work that we do. If, you are considering applying for the position at this school, you are welcome to come and visit us. Please contact the school office to arrange a time to come and see our school in action.

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

Yours sincerely,

Mrs M Fishwick

Principal



Overview of the Position for Carlinghow Academy

We 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 seven primary schools: three in Calderdale (The Greetland Academy, West Vale Academy and Bowling Green Academy), one in Leeds (Raynville Academy) and three in Kirklees (Carlinghow Academy, Nields Academy and Marsden Junior School). We currently have two secondary schools (The Mirfield Free Grammar School and 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](#).

Great Heights Academy Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974: pre-employment checks will be carried out; references will be sought, and successful candidates will be subject to an enhanced DBS check, an online search, and other relevant checks with statutory bodies.



▶ 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.





JOB DESCRIPTION

Position:	Attendance Support Officer
Department:	Carlinghow Academy
Pay Range:	Grade 5
Hours of work:	15 hours per week, term time only
Responsible to:	School Business Manager

Prime Objectives of the Post

To support line manager in maintaining accurate data related to all pupils' attendance on the school's information management system (Arbor)

To make first-day absence calls to parents in a timely manner, reporting results to line manager.

To provide support for children and their families to improve attendance.

To support children and parents/carers in maintaining high standards of attendance.

Statutory Requirements

- It is aligned to the **Local Government Terms and Conditions**, set out in the statutory guidance.

Membership of the Trust

- To be a positive ambassador for the developing MAT, ensuring both internal and external colleagues are aware of the vision, culture and ethos within the trust.
- To ensure all trust systems, processes and procedures are adhered to as requested.

Main Duties and Responsibilities

- Being aware of vulnerable groups or identify students, reporting to Line Manger in accordance with prescribed procedures
- Providing a first line of contact for parents reporting pupil absences
- Making the first day contact calls for all absentees.
- Contacting parents, by telephone, of those students identified as vulnerable due to attendance issues
- Following the schools missing student procedures ensuring that vulnerable students are appropriately safeguarded.
- Supporting the Line Manager in maintaining systems that relate to student absence, updating on a daily basis monitoring and managing the SIMS electronic registration process, ensuring that student absences are identified quickly
- Undertaking home visits for absent
- To work with ABSO and other trust schools to improve attendance.



- To support the Line Manager in producing analysis of absence data and regular informative reports for Senior Leadership Team, as prescribed by the Principal.
- To Support the line manager in gathering evidence to support the prosecution and penalty process
- Facilitating the sharing of information within the academy.
- Working alongside the Pastoral Team to ensure appropriate intervention is put in place to facilitate rapid progress within school

Working with Stakeholders

- Promoting family relationships, engaging parents as co-educators of their own children and developing positive working relationships with families.
- Maintaining regular contact with families/carers of learners in need of support, to keep them informed of the learner's needs and progress
- Working with families in improving attendance of learners, including attending attendance panel meetings
- Supporting families in need, working in collaboration with other providers.
- Improving communication and understanding between parents/carers and the school; attending meetings and visiting homes as appropriate; supporting the line manager in reporting to governors, academy management and academy staff on a regular basis.

Resource Management

Manage the resourcing by:

- Researching, developing and sharing resources, ensuring adequate and strategic provision of materials to support families and attendance
- Working with colleagues to develop resources and advise the line manager of resource requirements

All school staff are expected to:

- Work towards and support the school's vision and the objectives
- Support and contribute to the school's responsibility for safeguarding students
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- Work within the schools Equality Policies to promote equality of opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Engage actively in the performance review process
- Adhere to schools' policies and procedures as set out in the staff handbook or other documentation available to all staff



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.

General

- To uphold the Nolan Principles of public life.
- To support the Trust climate for learning and a culture of achievement and high expectation.
- To develop effective working relationships within our Trust schools, external partners, and other agencies to promote continuity of learning.
- To act as a positive role model to staff, maintaining high professional standards and high levels of care for pupils.
- The post holder is responsible, alongside the Strategic designation boards, core staff and key stakeholders, for implementing the vision for the Trust, which inspires and motivates the Trust partners and community.
- This job description is not intended to be comprehensive and the job holder may be asked to perform other duties commensurate with the post as directed, to meet the needs of the Trust.

**Person Specification: Attendance Support 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
Relevant professional training or development	✓		A/I
Recent safeguarding training		✓	A/I
Full driving licence	✓		A/I
Experience	Essential	Desirable	A/I/R
Experience identifying interventions to raise attendance of pupils	✓		A/I/R
Working with primary or secondary aged children	✓		A/I/R
Experience of working in an educational establishment	✓		A/I/R
Experience of working collaboratively with colleagues		✓	A/I/R
Working with a range of external agencies		✓	A/I/R
Collaborative and supportive work with parents and students		✓	A/I/R
Experience analysing and producing reports and identifying key insights		✓	A/I/R
Experience with attendance systems		✓	A/I/R
Knowledge and understanding	Essential	Desirable	A/I/R
Demonstrate awareness of legislation relating to school attendance	✓		A/I/R
Knowledge of possible interventions to raise attendance	✓		A/I/R
Knowledge of the potential barriers to high attendance that pupils may face	✓		A/I/R
Understanding and awareness of data protection and confidentiality procedures	✓		A/I/R
Flexible approach to supporting children and families	✓		A/I/R
Skills and abilities	Essential	Desirable	A/I/R
Good listening skills	✓		A/I/R
Effective written and verbal communication skills	✓		A/I/R
To work and communicate effectively with colleagues, students, and parents	✓		A/I/R
Ability to use IT systems with a good knowledge of Excel	✓		A/I/R
Willingness to provide the best possible opportunities for all pupils	✓		A/I/R
Organised, proactive and self-motivated	✓		A/I/R
To demonstrate good administrative skills including report writing	✓		A/I/R



Commitment to upholding and promoting the ethos and values of the school	✓		A/I/R
To demonstrate the ability to work flexibly with adaptability	✓		A/I/R
To demonstrate a willingness to undertake training	✓		A/I/R
To identify and liaise with appropriate resources and agencies of support	✓		A/I/R
Be able to work well under pressure, prioritise tasks and meet deadlines	✓		A/I/R
Ability to always maintain confidentiality.	✓		A/I/R
Committed to safeguarding, equality, diversity, and inclusion	✓		A/I/R

► Reasons to work at Carlinghow Academy / Great Heights Academy Trust



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.

