

Recruitment Information Pack



Attendance Improvement Officer

Required 23rd August 2021

Paid at Grade 8

37 hours per week term time plus 5 days for training

£18,897 to £20,865 pa (actual salary)

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Vision, Values and Ethos

LiFE Multi Academy Trust

Bringing Learning to LiFE

Vision

We have a compelling desire to provide high quality, personalised and rounded education for everyone, right in the heart of our local community. We believe that no school can be deemed successful unless all those around it, are also successful, popular and flourishing. Hence we believe that dynamic, mutually accountable collaboration and challenge between local schools as members of the LiFE MAT is the cornerstone of our future success.

Each of our schools needs to be seen as a leader of, and vital to, its local community; each school is regarded as fundamental to the identity of its surrounding community. In this capacity we will relentlessly promote the values of inclusion and the celebration of diversity, alongside personal responsibility and respect.

Values

- Ensuring that every student achieves positive, life changing outcomes
- Providing a whole education: academic excellence co-existing with an exceptional commitment to activity beyond the school gate
- **The relentless pursuit of excellence by;** expecting this of every person, every day; recognising and celebrating behaviours that lead to great progress and promoting and celebrating elite performance inside school and in the wider world
- Valuing and promoting the celebration and understanding of diversity and qualities of our staff and students
- Ensuring that all students and staff feel known, appreciated and supported
- Committing whole-heartedly to collaboration within, between and beyond our academies
- Ensuring our curricula are agents for the promotion of our values

The Winstanley School

Widening horizons and enabling excellence

Staff and Students have created the values that The Winstanley School stands for in promoting learning for life.

All members of the community SHINE.

This means we believe in:

Supporting others

Hard work

Independence

Never giving up

Excellence

Everything we do is related to these values

We SHINE

Our offer to new staff joining The LiFE Multi Academy Trust and our schools

Professional Capital:

'We believe in getting the right people, getting them to work together and getting them to stay'

Strategy	Description
Putting your trust in our Trust	We believe in your development. Everything we do is about creating a team of committed professionals who share our ambition for young people. If you believe in this too, we are committed to providing an exciting, enjoyable and rewarding working environment.
Coaching	Coaching is integral to our success. We support colleagues through coaching; enabling deep reflection, which has allowed us to build a bold, creative and aspirational culture, where collaboration with peers and new approaches to practice are encouraged.
Personal Improvement Plan versus Performance Management	Instead of the usual performance management, we encourage our staff to identify aspirational targets through our 'Personal Improvement Plan' (PIP) process. With your coach, you will look to make significant progress in a critical area of your practice; we believe in valuing the process of improvement not pass or fail numerical targets.
Health and Wellbeing Strategies	<p>Having happy and healthy staff is key to a successful organisation. The Trust is committed to:</p> <ul style="list-style-type: none"> • providing employees with a safe, healthy and supportive environment in which to work • recognising that the health and wellbeing of our employees is important • providing a supportive workplace culture where healthy lifestyle choices are valued and encouraged <p>We believe it is important that we are role models to our students of how to be a healthy adult. We actively promote the importance of a work life balance, offering support to staff on managing stress and workload, as well as a physical activity programme. Access to coaching, counselling and supervision is also available to all staff.</p>
Presumed Professionalism	We have a 'Presumed Professionalism' ethos across the Trust. Our staff are professional educators and we recognise the need to support staff to enable a healthy work life balance to allow maximum impact whilst working with our young people and each other. We achieve this by allowing staff to sign out during their free periods, as long as professional duties are not affected. See our policy for further details.

Our offer to new staff joining The LiFE Multi Academy Trust and our schools (continued)

<p>Development of Professional Capital and Excellence</p>	<p>As a Trust we always look to invest in our staff and pride ourselves on our 'home grown talent'. We pride ourselves on this and believe this has the biggest impact on how our staff understand their communities and make a difference to the lives of our young people.</p> <p>Quite simply, our aim is to employ people who match our ethos and values and enable them to truly collaborate with colleagues across the Trust so that they are satisfied professionally. We provide outstanding training pathways which draw on excellence both within and outside of our Trust to enable you to build your professional capital.</p> <p>Examples of the many opportunities we encourage staff to take up externally include:</p> <ul style="list-style-type: none"> ● The National Professional Qualification for Senior Leadership (NPQSL) ● The National Professional Qualification for Headship (NPQH) ● The National Professional Qualification for Middle Leadership (NPQML) ● The Outstanding Teacher Programme (OTP) ● Initial Teacher Training (ITT) <p>Pathways are available at apprenticeship level, NQT, aspiring middle leader, Lead Practitioner and aspiring senior leader level. Some of these courses are led by staff within the Trust and others are externally accredited. In addition, the Trust provides the opportunity of becoming an associate SLT member, enabling middle leaders to gain insight and experience of leadership at the highest level within a school.</p> <p>Support staff have their own Personal Improvement Plan that they use as a tool to create a bespoke professional development plan. All support staff also receive Coaching and training opportunities, in order to help them feel empowered and in charge of their own development.</p> <p>Across the Trust we pride ourselves on equal opportunities for all staff, irrespective of background, gender, disability, religion, sexual orientation or age.</p>
<p>Great access to progression and leadership responsibility</p>	<p>Further evidence of our investment in 'home grown talent' is that 86% of our TLR holders have been internal appointments. We have clear professional progression pathways within the CPD offered throughout the year at all levels within the Trust.</p>

Our offer to new staff joining The LiFE Multi Academy Trust and our schools (continued)

Collaboration across all schools	We are developing relationships across our Trust to enable collaboration to support learning and teaching outcomes. In addition, we are able to offer a joint CPD programme to draw upon expertise across the Trust. Staff work and meet regularly in teams across schools in the Trust and we hold an annual Strategic Planning Day, where each member of the Trust work together.
Sabbatical and flexible working policies	We have developed a unique sabbatical policy to support staff to develop their interests. For some, this has been to develop professionally, whilst others have taken this time to experience travel with their family. See our policy for further details. Flexible working arrangements are also promoted across the Trust where possible, to enable our staff to manage their work life and family commitments.
Strong Induction Process	It is important to us that every member of staff has the right start to working in our Trust. The importance of a good induction is invaluable for new starters irrespective of previous experience. To support this, we have a New Staff Induction Day before the start of term, which enables colleagues to get a real understanding of what the school is about and what it means to be part of the Trust. This day also prepares new staff for our training (conference) days at the beginning of the Autumn term. In addition to this ALL staff are invited to visit a series of lessons across the school year.
NQT Programme	We offer newly qualified teachers a robust, supportive and bespoke training programme which will enable you to develop into an outstanding teacher.
Continued NQT and RQT support	Where possible we try to ensure that NQTs and second year teachers have reduced teaching loads to allow them more opportunities for CPD throughout the school week. This also allows for peer to peer observations and additional coaching to take place to develop their practice.
3D Networks	3D Networks are an opportunity for faculties to share good practice and new ideas with colleagues across the school, based on our unique 3D Learning and Teaching model.
Attendance of staff	Our staff are committed to their roles and ensure that students are supported to maximise their outcomes. Levels of attendance are exceptionally high across all staff and well above national averages in the education sector and beyond.

We are always looking for highly quality teachers and support staff who buy into our values across the LiFE Multi Academy Trust and our schools

The Application Process

Completed applications should be returned to shambleton@winstanleyschool.org.uk

or by post to

Mr D Bennett, Headteacher
The Winstanley School
Kingsway North
Leicester
LE3 3BD

A phone call, followed by an email will be sent to shortlisted candidates to confirm details of the interview process.

Queries

If you have any queries on any aspect of the application or need additional information, please contact HR on hr@winstanleyschool.org.uk

Thank you

Advert

Attendance Improvement Officer

Paid at Grade 8

37 hours per week, plus 5 training days

Salary range dependent on experience and expertise

£18,897 to £20,865 (actual salary) per annum

The Winstanley School is seeking to appoint a committed and enthusiastic Attendance Improvement Officer, based at The Winstanley School, an 11-16 school situated in the heart of the vibrant and engaged Braunstone Town community. The Attendance Improvement Officer will ensure that parents/carers fulfil their duties in accordance with the appropriate legislation regarding school attendance, as well as developing strategies to improve attendance. This role offers candidates an exciting opportunity to contribute to the school's relentless drive for excellence. You will possess a real passion for contributing to the removal of barriers which may prevent a child from fully accessing the education to which he/she is entitled. The successful candidate will be able to promote the vision, and to live the values, of the LiFE Multi-Academy Trust.

“The LiFE Multi-Academy Trust and its schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment”

Please contact the school office on 0116 289 8688, via e-mail hr@winstanleyschool.org.uk or visit www.winstanleyschool.org.uk for further details and application form.

The closing date for completed applications is 9 am on Friday 23rd July 2021

Interviews will take place on Wednesday 28th July 2021

The Winstanley School, Kingsway North, Braunstone Town, Leicestershire, LE3 3BD
Tel 0116 2898688, email hr@winstanleyschool.org.uk
Headteacher: Dave Bennett

July 2021

Dear Applicant

Attendance Improvement Officer

Thank you for your interest in the above post.

We are seeking to appoint an Attendance Improvement Officer who has energy, enthusiasm and enjoys working supportively with young people. The successful applicant will work collaboratively with the Assistant Head of School and Heads of Years to raise students' attendance levels. The Winstanley School is a small school with a strong commitment to its inclusive culture. Ideally you should have knowledge of whole school strategies to improve attendance, however, this role would equally be suited to a person with enthusiasm and a strong desire to learn.

The following information is included in this pack:

- Personnel Specification and Job Description;
- An application form can be downloaded from our website;
- Details of our most recent Ofsted report can also be found on our website or Ofsted's.

If you are interested in applying for our post, please complete the following:

- Application form;
- Letter (of no more than two sides of A4), outlining your relevant experience and how you would support young people

The Personnel Specification indicates the specific skills and qualities we are interested in and where we expect to make judgements of these in the selection process.

Further details about the school can be found on the website at www.winstanleyschool.org.uk

Your application should be sent to hr@winstanleyschool.org.uk, by 9 am on Friday 23rd July 2021.

Interviews will take place on Wednesday 28th July 2021

I look forward to receiving your application.

Yours sincerely



Dave Bennett
Headteacher

Job Profile

School:	The Winstanley School
Job Title:	Attendance Improvement Officer
Grade:	37 hours over 38 weeks (plus 5 training days, some of which will be disaggregated during term time) Grade 8 £18,897 - £20,865 (actual salary)
Responsible To:	Assistant Head of School, (Student Support)
Key Relationships/ Liaison with:	Year Heads, Tutors, parents, school inclusion service, external agencies
Job Purpose:	<p>The Attendance Officer will support at an operational level the school strategies for securing good attendance and punctuality and for the care and wellbeing of those with attendance issues.</p> <ul style="list-style-type: none"> • Promote and support high levels of attendance and punctuality culture • To support students in achieving their full academic potential • To keep the attendance and punctuality of students under constant review, and to advise the Senior Leadership Team and LABSS (school inclusion team) team of any issues which may arise • Form strong relationships with parents/carers as a strategic part of the student support team
<p>The activities and responsibilities listed below are examples of the type of tasks that are expected of the post holder. These may vary over a period of time.</p>	
Main Duties:	<ul style="list-style-type: none"> • To support students in achieving their full academic potential • To keep the attendance and punctuality of students under constant review, and to advise the Senior Leadership Team and LABSS (school inclusion team) team of any issues which may arise • Produce data summaries of whole school attendance and by year group and key groups for all stakeholders weekly and as required by the schedule • To ensure all registers are completed and no missing marks or unexplained absences remain daily • To monitor the attendance of vulnerable groups of students and liaise with student support team • To work alongside relevant staff, contact teachers, senior management, learning support assistants to improve attendance • To provide updates for staff on student attendance • Form strong relationships with parents/carers as a strategic part of the student support team • To build upon parental support for the school's work, including home visits where appropriate • Act as link between school and home to help resolve difficulties and encourage effective communication. • To check and remind any necessary staff to complete registers daily

- To input timely information i.e. medical appointments, exams, music trips, sporting events, work based learning appointments, absence reports etc and to keep staff updated
- To print off official registers daily and explained absences to ensure at hand in event of a fire,
- To contribute to the admin team to provide daily admin support for student support and LABSS teams,
- To provide direct support and advice to Heads of Year and senior leaders
- Be responsible for maintaining up-to-date records and case files using school systems,
- To follow Attendance policy and send out letters as required to promote proactive attendance and inclusion
- Work with LABSS team to seek to identify the underlying causes of poor attendance/punctuality and to advise the Senior Leadership Team, Heads of Year and LABSS team
- To support the reintegration of lower attendance students with a focus on inclusion of vulnerable students as part of the LABSS team
- To liaise closely with external agencies as required by SLT
- Represent the school at Case Discussions /Conferences, Multi-agency Forums, Area Placement and Support Panels and partnership forums, as required.
- To facilitate the school's response to families who choose to educate their children otherwise than at school
- To monitor the attendance of students at alternative provision through agreed school strategies eg CLM
- To advise families of their entitlement with regards to the school's schemes of financial assistance
- To monitor and enforce the regulations pertaining to the employment of school age children and children in entertainment
- To arrange and attend internal and external meetings regularly
- Liaise with Data manager regarding new students, student leavers, guest students etc. to ensure registers and school roll are correct and meet legal and safeguarding requirements
- To assist and check records prior to the Census to ensure school attendance is accurate and up to date
- Provide Data Manager with relevant current attendance data for tracking purposes throughout the year
- To check accuracy and correct coding on registers before printing off official registers and filing away on a term basis
- To contribute to the formation of reports for governors, court reports etc in liaison with SLT
- To keep up to date with SIMs training
- To ensure that The Winstanley School's aims, values, code, policies and procedures are promoted in all interventions
- Contribute to the Common Assessment Framework processes as required
- Be aware of safeguarding procedures and respond appropriately.

Personnel Specification

	Essential	Desirable
Qualifications		
GCSE grade C or above or equivalent in English and Maths	✓	
Degree or professional qualification		✓
Evidence of relevant professional training/development within the last five years.		✓
Personal Qualities and Skills		
Be a hard worker who is determined to delivery best outcomes for the school		✓
Ability to use own initiative to achieve targets and standards required by the schools.	✓	
Able to demonstrate evidence of self-motivation.	✓	
Be alert to child protection and child employment issues and take appropriate action within local authority procedures.	✓	
Ability to meet deadlines.	✓	
Ability to manage constant and often conflicting demands.	✓	
Have a commitment to being a life-long learner		✓
Experience		
Proven experience of direct case work with children and/or families in an educational or social care setting		✓
Previous experience of working with young people in a secondary education setting		✓
Proven ability to communicate effectively, orally and in writing	✓	
Proven ability to communicate effectively with young people, their families and professional staff		✓
Proven experience in working with families within a legal framework.		✓
Ability to work effectively both as a team member and independently.	✓	
Ability to undertake assessments, formulate appropriate plans of action and thereafter implement, monitor and evaluate their progress.	✓	
Experience in the production of clear and concise reports.	✓	
Experience in the preparation and maintenance of casework records.		✓

<p>Knowledge</p> <p>Be able to demonstrate knowledge of other relevant agencies (statutory and voluntary) and their role and responsibility.</p> <p>Proven successful experience of working with other agencies.</p> <p>Knowledge and understanding of the legal framework within which the Education Welfare Service works.</p> <p>Knowledge of whole school strategies to improve attendance, in particular with persistent absence, and how to support schools in implementing them.</p> <p>Able to engage with families in a supportive manner and on a legal basis regarding non-attendance.</p> <p>Able to assess the factors in families, school and the wider community which can affect attendance.</p> <p>Knowledge of vulnerable groups and strategies to promote their attendance in schools.</p> <p>Knowledge of child protection/ safeguarding and child employment issues and what actions are appropriate within local authority procedures.</p>		<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
<p>General Circumstances</p> <p>Possession of a valid driving licence and access to a vehicle. (You will be expected to provide proof of business insurance and a valid Tax & MOT)</p> <p>An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.</p> <p>An understanding of data protection and client confidentiality.</p> <p>Able to work, on occasion, outside standard hours when required.</p> <p>Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work e.g. lone working, and report any defects and hazards to management.</p> <p>High level of commitment to Service tasks and to the needs of young people.</p> <p><u>Enhanced DBS required</u></p> <p>Commitment to act in an anti-discriminatory manner at all times and ensure that staff within the team respond accordingly</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>