

Education Attendance Officer Isaac Newton Academy



Dear colleague,

Thank you for your interest in the post of Attendance Officer at Isaac Newton Academy, an ARK School. I'm delighted to have this opportunity to introduce myself, to give some details about our school and to describe the kind of candidate we hope to appoint to the position.

Isaac Newton Academy opened in September 2012 in Ilford, East London, in brand new, purpose-built accommodation. The Academy has been carefully designed with ARK's philosophy in mind and has facilities and resources to support a rich and diverse 21st century curriculum. It has an intake of 180 year 7 students each year. 2018 has seen the secondary school reach its full capacity, with 1,125 students (900 11 – 16 year olds and 230 sixth formers). In 2014 the primary phase of the Academy opened to 90 reception-aged pupils. This too will grow year on year, until full in September 2020. The Academy benefits from joining a number of successful secondary schools in the diverse Redbridge community as well as being part of the ARK Schools network.

I feel both privileged and excited to have been appointed as Isaac Newton Academy's Interim Principal. I joined the academy as Vice Principal prior to it opening and helped shape its vision and ethos. The chance to create a new and outstanding school from scratch, designing the curriculum, policies and procedures, structuring the school day and year and appointing the staff, is a rare and golden one. I am committed to providing an inspirational and life-enhancing educational experience for all the young people who attend the academy.

In 2018 we had our second full OSTED inspection where we maintained our outstanding rating in all categories. However, we are not complacent and continue to strive to provide the best possible education for all of our students.

A new Attendance Officer at Isaac Newton Academy will be a key member of staff. First and foremost, I am looking for an individual who is committed to ARK's six pillars and feels as passionately as I do about the school's vision (outlined in the prospectus found on the Academy website). You will read that at Isaac Newton Academy we have extremely high expectations of ourselves and of each and every student. It is important that the post holder believes unswervingly that, regardless of background or prior attainment, every student entering the school has the potential to leave with a set of qualifications that will enable them to pursue their education at a top university. We are setting ourselves very ambitious goals, and the post holder will play a central role in ensuring that Isaac Newton becomes a truly great school. They will require determination, resilience, optimism and creativity in order to ensure that effective and efficient systems are in place to support every student to achieve their target grades.

Isaac Newton Academy is at the centre of the local community, with opportunities for the students' parents, siblings and neighbours to benefit from our amazing facilities. I am looking to appoint an Attendance Officer who shares this desire to enrich the lives of residents of Ilford and make the school a true community school.

And what you can expect from me as your Principal? I will be committed to providing you with the environment, support and resources necessary to carry out your role to an outstanding level. I will prioritise your professional development needs. I will ensure that you receive supportive and developmental line management and coaching.

If what you have read about Isaac Newton Academy chimes with your personal educational philosophy, I very much hope that you will consider applying for the post. This is a key role in the Academy and a challenging yet highly rewarding opportunity.

If you would like to discuss the role, or if you have any technical issues with the application form please contact the HR Department, on 020 8911 6656 or recruitment@isaacnewtonacademy.org

Please complete your application by **09:00 on Friday 28th February 2020**

Yours faithfully,



Jo Spencer
Interim Principal

Job Description: Education Attendance Officer

Reporting to:	Lead Pastoral Leader
Start date:	Easter 2020
Salary:	Ark Support Band 7 £25,353 - £30,213 pro rata per annum (actual: £22,270 -£26,539)
Hours:	Term time only plus 1 week. 36 hours per week
Disclosure level:	Enhanced

The Role

- To ensure regular attendance of all pupils at Ark Isaac Newton Academy, by supporting pupils and families and liaising and working closely with other agencies.
- Where necessary support the Local Authority in the statutory duty of legal action, when parents are unwilling to live up to their commitments under the home school agreement and when all efforts to help improve school attendance have failed to secure the child's regular attendance.
- To provide guidance and support for pupils at risk of exclusion and monitor progress against targets.

Responsible for

- To ensure all the administrative aspects of attendance is well managed
- To establish/ follow best practice procedures, and promote positive attitudes towards attendance within the academy.
- To improve student attendance
- To liaise with families, pastoral staff and agencies on attendance related issues
- To monitor and report on progress against attendance targets
- To ensure school compliance re: attendance with statutory requirements

Key Responsibilities

- Carry out all the daily tasks required in order to ensure that the correct attendance marks are recorded and first day absence calling is carried out
- To ensure students, parents & carers understand that regular school attendance and educational attainment are inextricably linked
- To clearly communicate to parents & carers that it is their legal responsibility to ensure their children's regular and punctual attendance
- Be the main contact for all attendance issues and ensure reasons for absence chased up on a daily basis
- To undertake home visits where necessary and ensure meticulous records of actions and outcomes are kept
- To meet with LPL (Attendance) on a regular basis to review individual student's attendance and progress towards whole school and year group targets
- To contribute an attendance item on every newsletter, celebrating success and reminding of expectations
- To undertake gate / lunch duty as required

- To support the Inclusion Team, instigating and delivering strategies to target improvements in attendance for pupils recognised as being at particular risk of poor attendance and exclusion
- To work with the appropriate agencies to support the statutory duty of legal action when all attempts to improve school attendance have failed
- To administer and monitor initiatives to improve attendance as required. For example, parenting contracts, penalty notices, first day calling etc
- To keep accurate, up to date records of all casework
- To update the weekly intervention log and share with LPL (attendance)
- To produce accurate, statistical data showing trends of different groups of pupils including those eligible for Free School Meals
- To provide regular attendance reports for Academy leaders.
- To participate in staff meetings and agreed relevant working parties
- To source and use published attendance research to implement 'best practice'
- Ensure the Children Missing Education procedure is followed by the school
- To contribute towards developing whole school strategies to improve attendance
- Uphold the professional standards expected of every member of the school's staff in all dealings with colleagues, pupils, parents & carers and the wider community
- To take responsibilities for managing personal case loads, and cases in relation to attendance
- To attend Academy events as directed by Academy Leadership Team.

Other

- Undertake any other professional duties as set down in the Ark pay and conditions of service document, and as directed by the principal.

Person Specification: Education Attendance Officer

Qualification criteria

- Right to work in the UK
- Educated to O level/GCSE in English and Maths

Experience

- Experience of administrative or secretarial duties
- Experience of using and maintaining databases or management information systems
- Previous experience of working in a school/Local Authority dealing with student attendance (desirable)
- Experience of working with young people and their families in a professional setting

Personal Characteristics

- Genuine passion for working in an academy and a belief in the potential of every pupil
- Professional outlook, highly organised , able to multi task and meet deadlines
- As the academy grows, it is likely that this role will evolve and develop and it is therefore essential that candidates are able to be flexible with a ‘can do’ approach
- Helpful and positive nature and ability to stay calm and diplomatic under pressure
- Understanding of the importance of confidentiality and discretion
- The ability to work constructively as part of a team, contributing to the development of the role and raising the awareness of attendance.
- Detail orientated and able to take ownership of tasks and work with minimal supervision
- Strong administrative and organisational skills
- Excellent written and oral communication skills
- Vision aligned with the ARK and the academy’s high aspirations and high expectations of self and others
- An understanding of the strategies needed to establish consistently high aspirations and standards of results and behaviour in an urban school setting and commitment to relentlessly implementing these strategies
- The ability to work in close harmony with all staff
- The ability to follow instructions accurately, but make sound judgements and lead when required
- Excellent listening skills, literacy skills, numeracy skills and ICT skills (word, excel, internet, email and MIS/Facility databases)
- Strong interpersonal, written and oral communication skills
- Strong organisational and time-management skills and the ability to delegate appropriately
- Hard working, conscientious and accurate
- Approachable, calm and caring
- Passion, resilience and optimism to lead through day-to-day challenges while maintaining a clear strategic vision and direction

- A firm and constant belief in the unlimited potential of every student and a commitment to inclusive educational provision
- The ability to skilfully manage and maintain effective working relationships with parents, governors, community members and other stakeholders
- A commitment to the safeguarding and welfare of all students
- An understanding of the importance of confidentiality and discretion
- The ability to develop positive relationships with all young people
- The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop
- Confidence and self-motivation
- The ability to work well under pressure
- The ability to be decisive
- High levels of honesty and integrity
- A sense of humour and desire to have fun

Other

- Commitment to the safeguarding and welfare of all pupils
- Commitment to providing equality of opportunity
- This post is subject to an enhanced DBS check
- Willing to attend training appropriate to the post

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.