**ATTENDANCE OFFICER**

RECRUITMENT PACK

# **A person in a suit Description automatically generatedWELCOME**

At The People’s Learning Trust, we are confident that every student can achieve their greatest ambitions. Our academies play a crucial role in shaping their life prospects, and we believe in fostering leadership and autonomy to prepare our learners for the future.

Our commitment to inclusivity, collaboration, and excellence ensures that all children receive the support they need to thrive academically and personally.

**How we will help children achieve:**

We aim to ensure the highest standard of teaching across our Trust. Our strategies include:

* increasing the number of academies rated outstanding by Ofsted;
* providing robust support and challenge to schools for rapid improvement;
* diminishing attainment gaps between student groups to achieve whole school success.

Our trauma-informed, attachment-aware approach supports all students, including those in referral units who may have felt isolated in the past. We develop curricula that go beyond content, focusing on foundational literacies, character qualities, and competencies.

**Our commitment to excellence:**

The People’s Learning Trust ethos is “That will do, won’t do. For us, it is the best or nothing,” aligning with the motto of Everton Football Club, “Nil Satis Nisi Optimum”.

Our dedication to safeguarding, inclusivity, and the highest expectations drives our determination to cultivate success for our young people.

**Join us:**

We believe in strong community and citizenship values. Our staff benefit from strategic support while each academy retains its unique identity. By joining TPLT, you will be part of a collaborative network committed to educational excellence and community impact. Our links with Everton Football Club and Everton in the Community highlight our dedication to holistic student development. We offer a dynamic environment where professional growth, support, and shared expertise drive success.

If you share our passion for creating positive educational outcomes and making a difference, we invite you to join us and contribute to our mission of excellence and inclusivity.

**Our Mission:**

We are committed to creating a compassionate, collaborative, and innovative environment where inclusivity, trust, positive relationships, and a love of learning empower individuals to excel and contribute positively to our global community.

**Our Values:**

* **Inclusivity**: Emphasises equality, inclusion, and nurturing, ensuring everyone is valued and supported.
* **Collaboration**: Promotes teamwork, mutual support, and positive relationships, fostering a cooperative environment.
* **Respect**: Essential for communication and trust, ensuring everyone is treated with dignity and consideration.
* **Trust**: Foundational for building strong, positive relationships and effective collaboration.
* **Community**: Encompasses the sense of belonging, a caring environment and relationships, fostering a supportive and inclusive atmosphere.

**Our Goals:**

We are confident that every student can achieve their greatest ambitions. Our academies play a crucial role in shaping their life prospects, and we believe that fostering leadership and autonomy is the best way to prepare our learners for the future.

# **ABOUT THE PEOPLE’S LEARNING TRUST**

The newly formed People’s Learning Trust is proud to be part of the Everton family. Our approach to education and the learner experience embodies the philosophy of Everton Football Club, which has been a tremendous source of support and inspiration.

From the outset, we collaborated with our Founder Schools and all stakeholders to establish the core values that underpin our Trust. We are committed to an inclusive approach that recognises and supports the needs of our staff. While our academies retain their unique identities, they also benefit from the strategic guidance of the Trust. A strong sense of community is fundamental across all our academies, with a focus on citizenship that extends beyond local and national borders, encouraging our learners to embrace their roles as global citizens.

Our reach extends throughout the Liverpool City Region and beyond, offering access to a wide range of academies across various sectors. We believe that people are stronger together, thriving when they embrace diversity and use differences to foster positive change.

The Trust’s role is to unite people, promote positive communication, enhance understanding and tolerance, build trust, and improve lives.

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At The People’s Learning Trust, we value our people and strive to ensure that everyone within the Everton Family feels recognised, valued, and happy in their roles. Equality and diversity are central to our ethos. We believe in equal opportunities for all, ensuring that no one is discriminated against in any area of diversity.

Our Trust is committed to recruiting the best leaders, teachers, and support staff because we know that our talent is our greatest asset. We select teachers who can motivate, inspire, and support our students, understanding that our success depends on the performance of our people. We treat all staff equally, with a strong focus on the continuous development of their skills and knowledge. Best practice is shared across the Trust, the Liverpool City Region, and beyond.

Our culture of shared learning and development nurtures creativity, making our Trust a place where everyone can grow and succeed. Our environment is where educators aspire to work and where the school leaders of tomorrow emerge.

**THE ROLE SUMMARY**

At Waterside Academy, part of The People’s Learning Trust we are passionate about all pupil’s education and determined to make a real difference to the lives of these pupils. Our school aims to engender a sense of community and belonging, and to offer new opportunities to learners who may have experienced previous difficulties by responding to learners in ways which take account of their varied life experiences and needs.

Working with the Pastoral Team to improve attendance, by assisting the Academy in meeting their obligations and targets in relation to school attendance, especially persistent absence.

**Salary:** NJC Scale (Point 12-19) £27,711 - £31,067 (Pro rata for term time only)

**Contract:** Full time, permanent, Term Time Only

**Location:** Dale Acre Drive

**Accountable to:** Headteacher and Deputy Headteacher

**Start date:** As soon as possible

**ATTENDANCE OFFICER: JOB DESCRIPTION**

Key Accountabilities (and specific duties / responsibilities).

**Administration and Operational Responsibilities:**

* To be the “First day response” contact for all on and offsite students not in and for all persistent absentees (< 90% attendance). Sharing of information with relevant staff using the Academy’s ICT communication systems.
* To adhere to Safeguarding policies and procedures of the Trust and in line with DfE guidance.
* To promote a positive attitude towards education and ensure parents are made fully aware of their statutory responsibilities.
* Meet with Trust staff, students, 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 school, to facilitate their return to regular full-time education.
* 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.
* To arrange, chair and document Attendance Support Plan meetings.
* To build positive and supportive relationships with families and home visits are seen as a supportive measure. Any concerns of abuse or neglect are reported to the DSL.
* To meet with the Local Authority Welfare Officer as appropriate and refer students who are not meeting attendance targets. Liaising with relevant parties to support students in successfully improving their attendance.
* To set up and prepare documentation for attendance panels with parents and relevant staff, regarding student absence and punctuality as set out in the Academy’s attendance policy.
* To be fully aware of and carry out all work in line with Child Protection Procedures.
* To use IT systems to produce reports, often to tight timescales, using word processing and record information including statistical data, providing half termly reports to senior managers and other professionals.
* To manage and prioritise your own workload in line with service 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, Trust staff, governors and others.
* To maintain records of pupil’s attendance, including parental contact, visits, support etc.to contribute to the wider service database.
* To contribute to the Trust Attendance Policy annually.
* To support the pastoral team in all aspects and where necessary.

**Support to School:**

* Liaise with the Senior Leadership Team, Teachers, SENCo, induction team and other relevant staff regarding students of concern.
* Be aware of and comply with Trust policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person.
* Be aware of and support difference and ensure that all young people have equal access to opportunities to learn and develop.
* Contribute to the Academy ethos, aims and areas identified for improvement in SEF/Improvement Plan
* Appreciate and support the role of other professionals
* Attend relevant meetings as required
* Engage in continuous professional development and contribute to a whole school process of self-evaluation and review to improve quality and raise attainment.
* Contribute to the monitoring and evaluation of all policies and support the development and improvement of whole school strategies to raise pupil attendance, engagement, achievement and personal development.

The above list is not exhaustive or exclusive. The role requires the post holder to be professional, co-operative and flexible in line with business needs of the Trust.

The post holder is required to undertake such duties as may be reasonably expected within the scope and grading for the post.

**PERSON SPECIFICATION**

**Qualifications:**

* GCSE A-C, point 9-1 or equivalent (E)
* Level 2 qualification in Numeracy/Maths and Literacy/English or equivalent qualification. (E)
* Attendance qualification (D)

**Experience:**

* Experience of working with people from a range of backgrounds (E)
* Strong interpersonal, communication and team working skills (E)
* Ability to inspire, motivate, enable and get the best from people (E)
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* Flexible and able to respond to rapidly changing demands and environment. (E)
* Ability to make and justify difficult decisions. (E)
* Excellent literacy, numeracy, IT and problem-solving skills. (E)
* Ability to use new and emerging technologies to support improvement and organisational effectiveness. (E)
* Experience of multi-agency working (D)
* Experience in a role with a requirement for high level safeguarding work (D)
* Knowledge of children’s social care. (D)

**Personal Qualities:**

* Considerable personal enthusiasm with a high level of integrity and professionalism (E)
* Resilience, underpinned by good personal administrative and time management skills – the ability to work to deadlines and ensure completion (E)
* Operate with a consistent and clear set of moral values that are compatible with the mission and values of the Academy. (E)
* Commitment to the highest standards of child protection. (E)
* Commitment to equal opportunities – and to upholding Academy / DfE policies. (E)
* Experience of prioritising own workload, working under pressure and to strict deadlines & guidelines. (E)
* Good organisational, communication and negotiation skills. (E)
* Approachable but professional manner with excellent interpersonal skills. (E)
* Able to work as part of a busy team or under own initiative with minimal supervision. (E)
* Willingness and ability to obtain and/or enhance qualifications and training for development in the post. (E)
* Effective communication skills both written and oral. (E)

**HOW TO APPLY**

The People’s Learning Trust values equality and diversity and is committed to safeguarding and promoting the welfare of children and young people. As such, we expect all staff and volunteers to share this commitment.

Applicants will be subject to safer recruitment practices, including satisfactory references and an enhanced DBS check.

For more information about the role, or for an informal chat, please reach out to Elaine Oliver, School Business Manager, [finance@watersideacademy.co.uk](mailto:finance@watersideacademy.co.uk)

**SUBMITTING YOUR APPLICATION**

Applicants should submit an application form and covering letter of application which fully addresses the competencies outlined in the job description and person specification.

Completed applications should be sent to Elaine Oliver, School Business Manager at [finance@watersideacademy.co.uk](mailto:finance@watersideacademy.co.uk)

Closing date for applications is Monday 17th March 2025 at 3pm.

**Interviews:**

TBC

**DATA PROTECTION**

Protecting your personal data is of the utmost important to the Trust and we take this responsibility very seriously. Any information obtained by the Trust is held and processed in accordance with the relevant data protection legislation. The data you provide with us will be securely stored by the Trust in accordance with the General Data Protection Regulation (GDPR).

You do have the right to object to us processing your data in this way.

If you believe you have the relevant qualifications, skills, knowledge and personal attributes, then we would welcome an application.