APPLICANT PACK

ATTENDANCE OFFICER

Harris Aspire Academy

Grade 5

How To Apply

Please visit **www.harriscareers.org.uk** to apply online and submit your application. We only accept applications submitted before the closing date via our careers website. Please refer to the last page of this candidate pack and our website for guidance on applying to opportunities within the Federation.

Safeguarding Notice

The Harris Federation and all our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed. Before applying, please review our **Policy Statement on the Recruitment of Ex-Offenders.**

About the Harris Federation

The founder and sponsor of the Harris Federation, Lord Harris of Peckham, opened our first school in 1990. We have, over the past thirty years, implemented ideas and initiatives that have transformed the opportunities of pupils from working class and disadvantaged backgrounds. Harris academies are widely recognised as a force for social mobility. We are immensely proud of the role that our alumni are now beginning to play in the world and of what we believe our current generation of pupils will go on to achieve.

The Harris Federation has a track record of accomplishment in achieving success through rapid school improvement and has built an unrivalled reputation for running outstanding academies. We now have over 50 schools educating more than 40,000 young people across London and Essex, and employ over 5,000 staff across our academies and head office. With the majority of our academies located in areas of high socioeconomic disadvantage, a high-quality education is key to the futures of the pupils we serve.

Our Vision

We are a pioneering education charity, and one of the leading multi-academy trusts in the country. We have built a reputation for transformative change, taking on some of the most challenging schools in London and turning them into places where every young person can access a high-quality education and have opportunities to succeed.

Our vision, from the start, has been to provide the structure and services needed for our schools to amount to more than the sum of their parts, and to free-up our teachers and leaders to focus on one thing and one thing only: the outstanding education of all their pupils. Our young people and communities are at the heart of everything we do. Our core mission has always been to close the educational gap between young people from disadvantaged backgrounds and their peers. Our ambition is one where every child in London, no matter their background, has equal access to high quality education, giving them the same opportunities and potential to succeed.

Our Values

We have exceptional teachers, support staff, and leaders that come from a wide range of backgrounds. They bring many different skills, but they all share a strong commitment to delivering an outstanding education and creating an inspiring and happy school environment. We know there are many challenges facing our young people and the communities we serve, and that's why we need determined people like you to help us tackle those inequalities.

Whilst each of our academies has their own unique cultures and values; as a whole Federation, we have four core values which are central to successfully achieving our vision: **Excellence, Collaboration, Support, and Innovation**. We are proud of our values because they guide us in how we work allowing us to achieve the best possible outcomes for our young people, communities, and colleagues. No matter what your role is, where you're based, or what your career goals are, our values act as a guide to empower you to do your best work.

What Sets Harris Apart

We are a Federation rather than a chain, and the autonomy of our Principals, and their individual academies is a key element of our success. In addition, the support structure from our central team provides a range of efficient and time-saving services to our academies, but Principals have ownership of running their schools to determine the best curriculum and other local policies to suit the context of their school, staff, and students.

Our head office based in East Croydon, provides expertise and guidance across Commercial, Governance, IT and Data, Finance, Estates, Procurement, HR and Recruitment, Sixth Form and Marketing. Harris academies are funded on the same basis as other state schools in England, but by negotiating shared contracts and services, and delivering other economies of scale, our academies save over £5m per year, all of which goes back into the education of our students.

As part of the central team we have more than 70 consultants, each a subject specialist and highly-skilled teachers who are available to our academies as a resource to use as they need. Their job is to create curriculum excellence in every subject. Our schools are able to access their full support to ensure the most effective curriculum intent, implementation, and impact.

From Our CEO

We see Harris as a system disrupter – whose purpose is to make life fairer for children in and around London. Our focus is to take on the most challenging schools and turn them into exceptional places of learning where everyone – staff and students – thrives.

We strive to deliver an excellent education to our young people so they can progress into top careers and the very best universities and apprenticeships, giving them the chance to fulfil their potential, no matter their background.

The secret of our success is that every Harris academy is different; every school has its own culture and ethos nurtured by its leadership team to suit the local community and context. However, all Harris academies are united by a determination to constantly improve and to quickly identify and share what works to ensure that every pupil is successful regardless of background.

As we grow, we are delighted to welcome new and experienced teachers, leaders, and support staff into the Federation, all of whom are crucial to our ongoing success. We encourage staff in their learning and development, our CPD is regularly described as 'outstanding', and all of us are committed to growing our expertise and sharing it with each other.

Sir Dan Moynihan
Chief Executive

Our Benefits

We know our success is a direct result of the hard work and dedication of our teams. No matter what your role, by joining the Harris Federation, you will be making a difference to young people across London and in recognition of this, you will be able to enjoy the tangible and intangible benefits of working at Harris.

Harris has a strong culture of collaboration and best practice, with professional development and career planning at its centre. We invest in our staff with support, coaching, mentoring, and a wide range of top-quality training programmes delivered at every level.

You will also have access to a variety of benefits, support programmes and initiatives. Visit our website to discover more.

Diversity and Inclusion

We are committed to encouraging and sustaining a positive and supportive working environment for our staff, and an excellent teaching and learning experience for our young people. As a provider of employment and education, we value the diversity of our staff and students, and all our staff are equally valued and respected. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our students and staff.

Our work will impact many generations to come, and our staff come from all backgrounds and walks of life, coming together to inspire young minds. We promote an inclusive culture that embraces the valuable and enriching contribution that all of our community make. We continue to be proactive in uplifting and supporting all voices at Harris.

Main Areas of Responsibility

Reporting to: Academy Welfare Manager
Liaising with: Principal, Academy Leadership Group, other Coordinators, Subject Leaders, Student Support Services, Education Welfare Officer, external agencies (e.g. Social Care) attendance officer and relevant staff with cross-Academy responsibilities, relevant non-teaching support staff, parents and Governors and other stakeholders

- Assisting AWO and Attendance Lead in the Management and Development of attendance and punctuality policies.
- To assist the Attendance Lead with data for Governor reports.
- Daily administration, monitoring and follow-up of attendance and punctuality; to ensure unexplained absences are accounted for.
- Work together with families to reduce unauthorised absences.
- Appropriate challenge and investigation when students are absent or late to the Academy.
- To ensure accurate coding is submitted to support Learning Support issued for those students late to the Academy.
- To text and call and email parents/carers of students absent at agreed time and record reasons on BromCom for absence if given. Cc line manager in parent/care emails. Blind copy Attendance Lead.
- Daily monitoring and early calls regarding the attendance of children in care or students on the vulnerable list as a priority, reporting to the Academy Attendance & Welfare Officer and Inclusion & Welfare Leader daily.
- Making home visits as required.
- Sending letters to parents regarding attendance as requested by the Academy Attendance & Welfare Officer
- Ensuring the smooth operation of the computerised registration system.
- Ensuring daily attendance information is entered accurately onto the system; checking, correcting, and following up on possible errors.
- Chasing teacher's incomplete registers in a timely manner
- Identifying patterns of poor attendance/punctuality and escalating concerns appropriately
- Establishing the reason for absences including telephone calls, letters, and home visits, in liaison with the tutors and other staff.
- Preparing and distributing attendance and punctuality certificates as part of the Academy's reward policy.
- Following up on poor attendance or punctuality. Organising attendance panel meetings with parents/carers, tutors and external agencies, ensuring student contracts are agreed and monitored.
- Signing students in and out of the Academy outside normal start and finish times, ensuring communication with home where required.
- Monitoring Inventory electronic sign in system; ensuring students are following procedure.
- Liaising with the Attendance & Welfare Officer to ensure that prompt, consistent and rigorous intervention with poor attendance is robust.

- To monitor student attendance together with students' progress and performance in relation to targets set for everyone ensuring that follow-up procedures are adhered to, and that appropriate action is taken where necessary.
- To deal efficiently and effectively with referrals on attendance concerns from faculties.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the Academy concerned with the welfare of individual students, after consultation with the appropriate staff.
- To attend weekly line management meetings with the Attendance and Welfare Officer.
- To copy in line manager and Attendance Lead in all emails to staff and external agencies.
- To maintain a tidy, organised, and professional working environment always.
- To ensure the Academy health and safety policies and practices, including risk assessments, throughout the department are in line with national requirements and are updated where necessary.
- Referring cases where appropriate to the named person with responsibility for safeguarding.
- To be responsible for own professional development, identifying training needs and requesting courses as appropriate.
- Working front of house being vigilant of ongoings and reporting any safeguarding, behaviour concerns appropriately.
- Keeping up to date with changes in timetabling and coding of students.
- Keeping up to date with Government changes to attendance process and coding.
- Completing NEET and CME referrals in a timely manner.
- Completing accurate certificates for Aspire students for Commissioning sites.
- Communicating with S.O.A.R links for all attendance matters for students accessing the provision.

Academy Ethos

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term
- To participate in training and other professional development learning activities as required
- To promote equal opportunities and celebrate diversity in all aspects of the academy
- To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
- To support and attend academy events such as Open Evening
- To promote actively the academy's corporate policies
- To adhere to the academy's Dress Code
- To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the academy's Safeguarding/Child Protection policies
- To be aware of and comply with all academy and Federation policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job-holder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to:

1. Equal Opportunities
2. Health and Safety
3. General Data Protection Regulations (2018) and Data Protection Act (2018)
4. Safeguarding children

Person Specification

Area	Essential	Desirable
Qualifications & Knowledge	• Educated to GCSE/A level standard or equivalent. • Sound knowledge of Microsoft software, in particular Excel • Knowledge of attendance policies and procedures. • Knowledge of the range of agencies that work with students and their families. • Basic knowledge of first aid, e.g. emergency first aid course • Knowledge of a range of attendance codes and when they can be used. • Sound knowledge of MIS (ideally BromCom) • Knowledge of many of the social issues facing students from disadvantaged backgrounds • Full working knowledge of relevant policies/codes of practice	• Relevant degree
Experience	• Three years' experience of working in an inner-city school or educational establishment • Experience of meeting with parents/carers formally and informally • Experience in having challenging conversations with parents. • Experience in a similar role. • Experience of working with young people • Experience of working with young people with challenging attendance and behaviour	• Experience of working with students from a range of ethnic backgrounds • Experience of managing attendance systems, • this to include completing weekly, half. • termly and annual reports as requested in • liaison with Attendance and Welfare • Leader and Attendance Lead.
Personal Qualities	• Full working knowledge of relevant policies/codes of practice • Understanding of principles of good student attendance and punctuality • Ability to plan effective actions for students with poor attendance • Effective use of ICT to secure good attendance • Understanding of a range of welfare issues that may be effecting students and their families. • Well-developed interpersonal skills to be able to relate well to a wide range of people • Work constructively as part of a team whilst being able to demonstrate initiative • Good communication skills • Have commitment to own personal and professional development • Commitment to equality and diversity • Empathy with the aims and objectives of the Harris Federation	

Applying For The Position

We encourage you to apply as soon as possible as we may interview and offer to a candidate before the closing date. Please note that we only accept applications submitted before the closing date via our careers website.

Thank you for your interest in the Harris Federation. We look forward to receiving your application.

Before You Start Your Application

Please remember to check your junk mail folders for our email communications and add us to your safe senders list to ensure all future email communication is received. This is important to ensure you are kept up to date on the status of your application and to avoid delays in the recruitment process.

To submit an application, you'll need to have ready:

- Personal information about you
- Details of your education and employment history
- Details of any qualifications and training gained
- A CV and/or supporting statement to upload

Help and Support

For our Help and Support completing your application, visit **www.harriscareers.org.uk**

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