THE BASILDON ACADEMIES

# Attendance Assistant

## 1 Year fixed term until 31st August 2023

## Recruitment Information for Candidates

Application Deadline – Friday 15th July 2022



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Dear Applicant

Thank you for expressing an interest in joining The Basildon Academies.

Student welfare, academic progress and achievement is at the heart of everything we do at our Academy.

Our Academy vision is to drive:

- Social Mobility - equality of opportunity for our young people to succeed
- Moral Purpose - resilient positive decision makers
- Cultural Capital - equity of opportunity and life experiences
- Spiritual Awareness - reflective citizens and active curious learners

The Academy offers students the unique opportunity to begin their learning journey at our Key Stage 3 Lower Academy, and complete it at our Key Stage 4 & 5 Upper Academy.

Our Key Stage specialist sites enable us to offer our students age appropriate curriculum choices, support, challenge and enrichment.

We recognise the power and impact that quality enrichment can have on young lives and minds. Our enrichment programme is an essential and valuable part of our school day. All students engage in an enrichment of their choice each day as part of their curriculum.

The age appropriate enrichment curriculum supports a 'Passion for Learning' in Key Stage 3, a 'Passion for Purpose' in Key Stage 4 and a 'Passion for Life' in Key Stage 5. Our enrichment curriculum builds student resilience, self-esteem, sense of belonging and love of learning. It provides equity of opportunity, stretch & challenge, employability skills and broad experiences supporting our student cultural capital and social mobility.

Our two academy model offers our Year 7 intake a guaranteed future place in our growing and thriving Sixth Form.

The Basildon Academies Sixth Form offers personalised curriculum pathways, tailored to individual needs and aspirations. Strong support networks alongside quality teaching ensure academic success and preparation for university or the workplace.

Yours sincerely



Mr G.Smith B.Ed (Hons), NPQH
Executive Headteacher

The Basildon Academies are two state of the art Academies based in Essex, just 35 minutes from London and approximately 1 mile apart. We are unique in the way the academies are set up with The Lower Academy specialising in the teaching of our students aged 11-14 whilst the Upper Academy specialises in our 14-19 year old students.

**The Lower Academy** is focussed upon developing the whole child; our curriculum has been developed to enable our students to develop their knowledge, understanding and skills so that they will become lifelong learners. This includes opportunities for linguistic, mathematical, scientific, technical, human, social, physical and artistic learning so that students make progress in a wide range of subjects. The Lower Academy offers a supportive and nurturing environment to allow our students to find their adult feet as they become fully prepared for their transition to the Upper Academy.










**The Upper Academy** is focussed upon creating the best environment and conditions for all students to fully achieve their true potential, make at least expected progress and attain the very best grades they can in their final exams. The range of courses on offer allows students to become specialised in their favourite target areas and at the same time retain the very strong focus upon gaining good qualifications in maths, English and science at GCSE level.











Our strong Sixth Form is a major part of the Upper Academy with the structure modelling itself on developing independent learning skills like those seen in universities which allows students to continue their studies in their specialist subject areas. Students are very much encouraged to become mature adults being engaged in many aspects of the life of the academy which further develops those much needed skills to go on into university or the world of work.

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| Job Title: | Attendance Assistant |
| Responsible to: | Senior Attendance Officer |
| Salary Range: | Band 2 FTE range £18,908 - £20,709- Actual starting salary £16,070 |
| Working weeks: | 39 weeks (Term Time + inset + twilight) and Parent/Open evening as required |
| Working Hours: | 37 hours per week (08:00-16:00 Mon-Thurs and 08:00 – 15:30 Fri) |

**Purpose**

- To identify and work with children and their families to improve levels of attendance whilst reducing persistent and unauthorised absence
- To provide support for students and staff in maintaining pupil attendance throughout the Academy
- To support the Senior Attendance Officer as required
- Promote and support high levels of attendance
- To support students in achieving their full academic potential
- Promote a positive attendance and punctuality culture
- Form strong relationships with parents/carers

**Principal Accountabilities and Key Tasks:**

- To identify and work with individuals and groups of students, using regular attendance checks
- To work closely with parents/carers and students to improve levels of attendance
- To collate information with regard to the attendance of students who may be experiencing attendance difficulties in order to inform school, Education Welfare and parents/carers
- To work with groups of students to improve levels of attendance
- To work with parents/carers and other agencies in improving their child's attendance record and coordinating parental support and training where appropriate
- To undertake home and school visits as designated by the school/Educational Welfare Officer
- To interpret information relating to attendance patterns and identify key areas of concern for the Senior Attendance Officer and Senior Leaders
- To ensure all registers are completed and no missing marks or unexplained absences remain
- To assist with the identification of students who will receive support in improving their attendance record
- To follow School Policy of 'first day contact' within the school
- To check and remind any necessary staff to complete registers
- To ensure all unexplained absences are accounted for or send letter requesting an explanation
- To assist and check records prior to the Census to ensure school attendance is accurate and up to date
- To monitor the attendance of vulnerable groups of students and liaise with staff/SEND department
- To liaise with the safeguarding team regarding child protection
- To input timely information i.e. exams, music trips, sporting events, work based learning appointments, absence reports etc and to keep Learning Coordinators and staff updated
- To print off official registers daily and explained absences to ensure at hand in event of a fire

- To check accuracy and correct coding on registers before printing off official registers and filing away on a term basis
- To follow Attendance policy and send out letters as required
- To provide updates for staff on student attendance
- To collate, maintain and update attendance data
- To undertake all duties relating to pupil punctuality and attendance
- To create, maintain and implement effective and accurate attendance systems and information across the Academy
- To create and maintain appropriate management information systems and spreadsheets relating to attendance/detentions
- To co-ordinate register sweeps as directed
- To liaise with the Education Welfare Service and any other designated outside agencies by contributing to whole Academy attendance strategies and systems.
- To complete all legal requirements and associated documentation prior to EWS legal action stages.
- To collate and ensure the accuracy of data and information relating to attendance/detentions
- To contact (verbal and non-verbal) parents/guardians on a daily basis regarding student attendance/detentions
- To produce reports, letters and other documents as needed regarding the role specialisms
- To undertake all general administration associated with this role, for example updating display boards, filing, photocopying, letter and email composition and reply, answering queries, taking messages etc
- To attend meetings relating to attendance/detentions as required
- To be an Academy First-Aider
- To attend Academy CPD and external training as required
- To undertake duties (break, lunch, before and after Academy student times) as required. Lunch duties will be paid in accordance with pay arrangements in place at the time
- To undertake any other reasonable duties as directed by the Academies.

**Person Specification** (E= Essential, D= Desirable)

- NVQ level 4 or equivalent (D)
- 5 GCSE Grade C or above including English and Mathematics (E)
- Strong experience of office procedures and administration (E)
- Previous line management experience (D)
- Good Microsoft Office skills (E)
- Strong organisational skills / multi-tasking ability (E)
- Excellent interpersonal skills with clear and concise communication (E)
- High attention to detail (E)
- Work within a busy and fast paced environment (E)
- Composure under pressure (E)
- Work constructively and flexibly as part of a team, understanding others roles and responsibilities (E)
- Ability to identify own training and development needs and participate in on-going training (E)
- Experience of working within a school/academy (D)

## Application Procedure

i. Read carefully all the information about this post

ii. If you have any questions, please telephone or email our Academy Support Manager Lisa Church on 01268498710 or email recruitment@basildonacademies.org.uk

iii. Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel, therefore clarity is essential. It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.

iv. Send your completed application form by email (if downloaded from our website) or through the post to:

recruitment@basildonacademies.org.uk

Ms Lisa Church
Academy Support Manager
The Basildon Academies
Wickford Avenue
Pitsea, Basildon
Essex, SS13 3HL

**Appointment Process**

i. Suitable applications will be shortlisted for interview (as quickly as possible)

ii. If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. It is therefore important that you give us a daytime telephone number and/or an email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

The Basildon Academies are committed to supporting colleagues with disabilities. If you have a disability, please give details of adjustments you require for the selection process or to do the job itself.

**Pre-employment Checks**

The Basildon Academies is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered "spent".

The successful applicant will also be required to:

• Provide details of two referees who know you in a professional capacity, if at a school, one of which must be your current Headteacher. It is our usual policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.

• Provide proof of all relevant qualifications.

• Provide proof of eligibility to work in the UK

• Complete a Medical Declaration and receive fitness to work.

**Equal Opportunities**

The School is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The School is opposed to any form of discrimination against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.

**Recruitment monitoring information**

The Basildon Academies are committed to ensuring that applicants are selected for appointment on the basis of their ability relevant to the job. Completion of the Recruitment monitoring information form is not compulsory but will help us to ensure that our policy and procedures are effective in avoiding discrimination and promoting equal opportunities in recruitment. The information you provide will be used for monitoring and statistical data purposes only and will not be seen by the short listing panel.

The Basildon Academies are committed to safeguarding and promoting the welfare of children and expect their staff to share this commitment.



THE BASILDON ACADEMIES




