



"If you can believe, all things are possible to those who believe."

**Mark 9:23**

### **Three Saints Academy Trust**

**Job Title: Attendance Officer**

**Grade: SCP 10-13**

**Salary: £14,709 - £15,609 (actual salary)**

**Hours: 30 Hours**

**Accountable to: Director of Well-being**

Our vision for the Trust is, 'If you can believe, all things are possible to those who believe.' We pride ourselves on ensuring that all pupils receive the very best pastoral care and academic support so they can reach their potential of what is possible.

Three Saints comprises 3 primary schools in St Helens & Halton LA's, 2 of which are graded Outstanding by Ofsted. We lead North West Learning Partnership supporting and North West 3 Maths Hub, supporting schools across the Liverpool City region.

We are now looking to expand our MAT and central team and wish to appoint Attendance Officers who will work across the Trust. Under the direction of the Director of Well-being the post holder will contribute to the implementation of the Academy strategic priorities relating to pupil's attendance. The post holder will assist the schools Family Support Workers with the management and organisation of the schools in seeking to achieve the highest standards of pupil achievement, through increasing attendance rates. The post holder will rigorously apply the Trust's attendance policy ensuring pupils are always aiming for 97% attendance.

The post holder will be required to support pupils and families at the Three Saints Trust by working with local agencies, educational partners and providers; collaborating with other staff whose work includes an attendance focus. The post holder will be responsible for processing paperwork including (but not exclusively) penalty warning letters and communication with parents.

**Responsible for:** Improving attendance, so that it is at least line with the national averages.

#### **General Duties and Responsibilities:**

- To monitor attendance across the Trust in conjunction with the FSW's, identifying and prioritising focus areas.
- To produce and send letters regarding attendance / lateness and punctuality
- To provide high quality administration in relation to (but not exclusively) to Penalty Warning Letters and communication with parents.
- To maintain the monitoring of progress of legal Orders, including Education Supervision Orders, Parenting Order and School Attendance and any legal orders.
- To monitor the process of monitoring letters and fines.

- To manage attendance meetings, discuss and support with attendance issues. Complete and record School Attendance Panel meetings including the outcome.
- To attend and provide information for meetings regular school specific attendance meetings.
- Start and maintain attendance case files and track progress of targeted pupils.
- To plan and agree strategies to target improvements in attendance for specific pupils.
- To keep meticulous records of actions and outcomes, which may be called upon in court cases
- To proactively and independently manage a caseload as agreed with the Director of Well-being.
- To be available as a point of contact for families.
- To ensure the Children Missing Education procedure is followed by the school, and ensure it is processed in a timely manner.
- Collaborate with the Local Authority to facilitate the success of fines and prosecutions
- Attend Child Protection meetings if required to.

**Closing Date: Monday 18<sup>th</sup> July 2022**

**Interview Date: TBC**

**Start Date: September 2022 or as soon as possible in line with resignation dates**

The Three Saints Academy Trust is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced DBS check.

Expected start date: 01/09/2022 or as soon as possible

Job Types: Part-time

Schedule: Monday to Friday