



VALLEY INVICTA
ACADEMIES TRUST

Attendance Officer

Invicta Grammar School



Shaping Tomorrow's Future Together

Valley Invicta Academies Trust is a dynamic, vibrant, multi-academy trust comprising of nine schools – five primary and four secondary – and Valley Invicta Teacher Training, all based in the Maidstone and Malling area of Kent.



INVICTA GRAMMAR
SCHOOL



Trust Welcome

Valley Invicta Academies Trust (VIAT) consists of an exceptional cluster of five primary and four secondary schools at the heart of the local community. We put the children we teach at the very centre of all we do. Our staff are equally at the heart of our schools.

We are now recruiting for a Digital Content Creator to join us. This is an exciting opportunity for an enthusiastic and committed professional to join a very successful, mature Trust that encourages all its staff to be the best they can be.

We are looking for an exceptionally talented individual who will use their energy and vision to make a real impact; to support the students with their career choices, as well as ensuring that our schools continue to develop their current standards and achievements – both academically and pastorally.

The successful candidate will receive encouragement, support, and guidance to develop their own career within the Trust, which prides itself on 'growing its own' talent.

Vacancy

Valley Invicta Academies Trust is highly respected and has an exciting opportunity on offer within Invicta Grammar School.

We would like to appoint an Attendance Officer who will monitor student attendance and absences for the school.

Who are we looking for?

The successful candidate will monitor and report on whole-school attendance data, analysing data to identify key areas of concern. To work closely with students, staff, parents and carers to reduce levels of absence, and act appropriately when persistent absence becomes a safeguarding issue.

This is a wonderful opportunity for you to join a growing Trust with an established staff body.

Our ethos

As a Trust, VIAT recognises the need to drive standards and to reflect and adapt according to the changing context of our community and the world we live in.

Our schools continually evolve in our drive for excellence; we aspire to provide outstanding care, outstanding education and outstanding opportunities.

We have a dedicated team of professionals who are always willing to support new staff.

New opportunities, including career progression, are actively sought for all staff across the Trust.

Collaboration with like-minded colleagues within VIAT is set up to provide networking, support, quality assurance and friendship.

Are you looking for a new challenge?

Do you:

- Have excellent people skills?
- Have a passion and solid understanding of the importance of the accurate recording of school attendance?
- Enjoy working and communicating with staff, students and parents?
- Have excellent communications and interpersonal skills?
- Have experience with the SIMs attendance system?

Are you the right candidate?

We would like to hear from you if you have:

- Good interpersonal skills, the ability to communicate effectively with a variety of people and to assess and diffuse confrontational situations;
- Discretion;
- The ability to work as a member of a collaborative team;
- The ability to remain calm and to cope with the unexpected;
- Excellent health and time keeping record;
- Good organisational skills.

If you think you would thrive in this environment we want to meet you.

Position	Attendance Officer
Location	Invicta Grammar School
Responsible to	Headteacher
Basis	37 hours per week, 39 weeks per year
Commencement	As soon as possible
Salary	VIAT 5, Points 21-24, £19,221 - £20,961 actual salary

Application Process

We are, of course, seeking to appoint the best possible candidate and therefore the application process will undertake all necessary measures to achieve this.

On the basis that some interested candidates may be keen to visit the Trust before making a formal application, you can arrange this by contacting Mrs N Fitzgerald, PA to Headteacher – n.fitzgerald@invicta.viat.org.uk.

When ready to apply, suitable and interested candidates are invited to complete an online application detailing why they are suitable for the role.

If you have any queries on any aspect of the application process or need additional information, please contact Mrs N Fitzgerald, PA to the Headteacher.

The Trust is committed to safeguarding children and successful candidates will be subject to an Enhanced DBS check.

Our commitment to safeguarding is underpinned by robust processes and checks which are in place across the Trust.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Closing date for applications

Monday 19 June 2023, however, we reserve the right to close this vacancy early should we receive an overwhelming response.

Interviews and assessment activities

To be confirmed.



Job Description

Responsible to: Headteacher

Responsible for: Attendance Officer

Duties and Responsibilities

- Ensure daily attendance registers are accurate and complete, and follow up with staff members about any incomplete data
- Follow up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school procedures
- Initiate and oversee the administration of absence procedures, for example letters home, attendance clinics and engagement with local authorities/ other external agencies and partners
- Manage attendance returns for the school census
- Manage the process of issuing penalty notices to parents
- Maintain accurate records of communications with parents/carers and relevant interventions
- Build and refresh knowledge of the school's MIS and other relevant systems

Monitoring and Reporting

- Produce and interpret attendance reports for school leaders, identifying key statistics, reasons for absence and any patterns of concern
- Track attendance of vulnerable groups of students and share information with school leaders
- Identify students that need additional support to improve their attendance
- Work with school leaders to identify appropriate interventions to improve attendance for particular groups or individual students
- Lead daily or weekly check-ins to review progress and the impact of support/interventions
- Work with school leaders to develop and revise the school's attendance policy
- Implement children missing education (CME) procedures when appropriate
- Provide regular reports to attendance organisations to raise awareness of emerging at-risk students

Working with Parents/Carers

- Coordinate meetings with students and parents/carers to implement interventions and track progress
- Build positive relations with parents/carers to encourage family involvement in their child's attendance
- Identify, and where possible, mitigate potential barriers to attendance in partnership with families

Professional Development

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Other Areas of Responsibility

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Headteacher or Head of School.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, the Prevent duty guidance) and our safeguarding and child protection policies.
- Work with the Designated Safeguarding Lead to promote the best interests of students, including sharing concerns where necessary.

Other

- Complete projects and tasks as directed by the Headteacher.

Notes

This job description may be amended at any time in consultation with the postholder.



Person Specification

Qualifications and Training

- GCSE or equivalent level, including at least a Grade C (or equivalent) in English and Mathematics

Experience

- Experience working in a school environment or other educational setting
- Experience identifying interventions to raise attendance of students
- Experience working directly with students and parents
- Experience working collaboratively with colleagues
- Experience analysing data and producing reports and identifying key insights

Skills and Knowledge

- Good listening skills
- Effective written and verbal communication skills
- Knowledge of the possible interventions to raise attendance
- Knowledge of the potential barriers to high attendance that students may face
- Ability to tailor interventions to individual students
- Ability to use IT systems and to conduct analysis and produce reports
- Good knowledge of Excel
- Ability to create good relationships with students, staff and parents

Personal Qualities

- Willingness to provide the best possible opportunities for all students
- Organised, proactive and self-motivated
- Good time management skills
- Commitment to upholding and promoting the ethos and values of the school
- Ability to work under pressure and prioritise effectively
- Ability to maintain confidentiality at all times
- Committed to safeguarding, equality, diversity and inclusion.

Desirable Criteria

- Experience of using SIMs database
- Working knowledge of the Data Protection Act

Additional Duties

- Attend team meetings and staff meetings as required
- Attend additional meeting which take place outside of school hours – for example relevant CPD sessions

Benefits at Valley Invicta Academies Trust and Invicta Grammar School

VIAT is a dynamic organisation with many career opportunities for new and existing staff.

Here are just some of the benefits the Trust offers:

- An open and collaborative working environment, not just within Invicta Grammar School but across the Trust;
- A career in an organisation that values individuality and diversity.

Professional development opportunities:

- Regular training and access to a range of internal and external programmes tailored to your learning needs throughout your career;
- Opportunities for career progression across our family of schools;
- Subsidised MA opportunities with local and national universities;
- Coaching and Mentoring Programmes.

Financial:

- A competitive salary whereby pay progression is possible on an annual basis, following successful performance;
- Access to an attractive pension plan;
- Private health care;
- Subsidised childcare;
- Access to a range of benefits and discounts through Kent Rewards.

Equipment and facilities:

- A great working environment with some brand new facilities, and further developments in discussion;
- Free car parking;
- On-site catering, reasonably priced for staff;
- Social networking opportunities across the Trust to create new relationships both inside and outside the work setting.

VIAT also offers access to a range of health, wellbeing and personal support.

Our schools continually evolve in our drive for excellence; we aspire to provide Outstanding Care, Outstanding Education and Outstanding Opportunities.





Trust Vision and Values

VIAT believes in the benefits of cross-phase education whereby all pupils, regardless of background, are taught a broad curriculum by specialist teachers across all ages; thereby enabling them to master the knowledge and skills they need to achieve their full educational and personal potential.

Our team work tirelessly to ensure that every child can be the best they can be along with providing an innovative and interactive curriculum based on the arts and academia; we aim to be at the forefront of developing new approaches to learning, embedding the 'mastery' approach to teaching and learning; securing the very best outcomes for pupils.

Our children only get one chance in their education, and it is our responsibility to provide the very best for them.

All our schools have a strong and cohesive outlook, reflecting our inclusive vision; staff and pupils are inspired to embed the values of respect and resilience, while developing personal character through additional wider curriculum activities and opportunities which motivate and enable them to grow in confidence, while cultivating thinking skills, and creative potential beyond typical expectations.

This secure foundation ensures an ambitious and aspirational approach, as well as a broader commitment to, and proactive engagement in, wider society, enabling our pupils to be fully ready - academically and personally - for their transition from primary into secondary school and a lifetime of influence beyond.



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Huntsman Lane

Maidstone

Kent

ME14 5DS

0303 303 0000

www.viat.org.uk