

We're Hiring

Recruitment Booklet

Attendance Outreach Worker

COCKBURN SCHOOL
Specialist status in the Performing Arts



**COCKBURN
JOHN CHARLES ACADEMY**



**COCKBURN
LAURENCE CALVERT ACADEMY**



FOOTSTEPS
to success



**MIDDLETON
PRIMARY SCHOOL**



**COCKBURN
REACH ACADEMY**



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recruitment@cockburnmat.org



www.cockburnmat.org

Job Description - Attendance Outreach Worker

Post:	Attendance Outreach Worker
Required:	2nd March 2026
Pay scale and salary:	C3, SCP 19-22
Contract Type:	Permanent, Term Time Only
Hours of work:	Full Time, 37 hours per week

Accountable to: Assistant Headteacher

Purpose of Role:

Promote and support high levels of attendance, so students can achieve their full potential. The Attendance outreach worker will work in conjunction with the Academy's Care Support and Guidance Teams to promote excellent attendance and reduce persistent absentees. Primarily to work with identified individuals and groups of disadvantaged students, using regular attendance checks, regular contact with parents/carers and home visits to promote high levels of attendance.

Main Duties:

- To collate information regarding the attendance of students who may be experiencing attendance difficulties in order to inform schools and parents/carers.
- To ensure all registers are completed and no missing marks or unexplained absences remain
- Support the development of a high quality, multi-agency approach that is sustainable and preventative where possible
- Follow Academy's Policy of 'first day contact'
- Ensure all unexplained absences are accounted for
- Identify a daily list of absences to visit- focus on pupil premium students
- Follow the Academy's attendance protocols and policy
- Maintain an accurate system for students signing in/out of Academy
- Provide updates for staff on attendance of the vulnerable groups of students
- Be part of the team to contact all absent students on a daily basis in line with the Academy's Attendance Policy
- Assist in developing support plans for individual students to improve their attendance
- Liaise with parents/carers and other agencies in improving a student's attendance
- Collate, maintain and update attendance data
- Maintain your daily log of visits and an accurate running record of actions
- Prepare evidence that maybe used when referring to the Local Authority for prosecution for non-attendance
- Be actively involved in the Fast Track fine procedure
- Produce weekly reports for the Academy's to inform of your visits log
- Undertake home visits to bring absent students into Academy
- Provide support and guidance to carers and provide planned interventions as part of agreed plans for students
- Maintain confidentiality at all times
- Signpost/refer parents to other agencies for appropriate support
- Liaise (telephone calls, emails, meetings) with other agencies involved with the families to ensure consistency of support
- Identify additional needs of children and lead an Early Help as required

- To liaise with the designated teachers for child protection
- To keep up to date with SIMS training
- Maintain sound knowledge of the local area and actively promote agencies, support services, recreational activities and community organisations
- Attend and participate in regular meetings, training and other learning activities as required, contributing to the overall ethos and aims of Cockburn MAT
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To undertake other responsibilities as requested by the Head of School

Person Specification

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

QUALIFICATIONS	Essential	Desirable	MOA
Grade C/4 or above in GCSE English	*		A/Q
Degree		*	A/S
Appropriate first aid training		*	A/S
KNOWLEDGE/SKILLS	Essential	Desirable	MOA
Has a valid UK Driving Licence	*		A
Strong administration skills	*		A/Q/R/S
Excellent communication and listening skills	*		A/R/S
Ability to respect and maintain confidentiality	*		A/R/S
Ability to deal with completing priorities	*		A/Q/R/S
Working knowledge of standard computer packages (word processing, email and spreadsheets)	*		A/Q/R/S
Good time management and organisation skills	*		A/R/S
Maintain up to date knowledge of the exams process	*		A/Q/R/S
Ability to relate to students in a pleasant manner and to recognise potential child safeguarding issues	*		A/R/S
Understanding of academy child safeguarding procedures		*	A/R/S
Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation		*	A/R/S
EXPERIENCE	Essential	Desirable	MOA
Experience of working in a school environment	*		A/R/S
Experience of communicating effectively with adults	*		A/R/S

Previous experience of working in a child protection/safeguarding role		*	A/R/S
PERSONAL QUALITIES	Essential	Desirable	MOA
A passion for education and making a difference	*		A/R/S
Excellent communicator	*		A/R/S
Effective team member	*		A/R/S
Energy, enthusiasm, sense of humour	*		A/R/S
Ability to motivate self and others	*		A/R/S
Willingness to contribute to the wider life of the Academy and Trust	*		A/R/S
Emotional resilience - recognising that working in Education can be a demanding job but approach the challenge positively	*		A/R/S
Subscribe to the ethos of the Trust and go the extra mile in terms of time and commitment to get the very best from their students	*		A/S
The postholder must have a command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience.	*		A/Q/R/S
Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.			
This role is subject to a six-month probationary period and satisfactory enhanced DBS check. As one organisation Cockburn Multi-academy Trust expects all its employees to work across any academy within the trust as and when required.			
METHOD OF ASSESSMENT (MOA)	A =	Application Form	
	Q =	Qualification	
	R =	References	
	S =	Selection Process	

COCKBURN

CAREER PATHWAYS

What job roles am I interested in?

Pastoral

Safeguarding Officer, Family Support Worker, Early Intervention Therapeutic Worker, Attendance Outreach Worker, Outreach Co-ordinator, Early Intervention Worker Assistant SENCO, Head of Year

Facilities

Cleaner, Cleaning Supervisor, Caretaker, Site Manager, Premises Assistant, General Kitchen Assistant, Senior Catering Assistant, Catering Supervisor, Catering Manager

Data/technical support

Reprographics, Data Assistant, Data Manager, Trust Data and MIS Officer, IT Technician, Senior IT Technician, IT Manager

Operational

Receptionist, Administrator, Office Manager, School Business Manager, Personal Assistant to Head of School/Executive Headteacher, Exams Officer, Finance Assistant, Finance Officer, Trainee Accountant, Finance Manager, HR Manager, Head of HR, Deputy Chief Operating Officer, Chief Operating Officer

Classroom support

Midday Supervisor, Before/After School Club Assistant, Playworker, Nursery Assistant Child and Family Practitioner Behaviour & Learning Inclusion Practitioner, Teaching Assistant, Learning Mentor, Cover Supervisor, HLTA, DT/Art/Food/Science Technician LRC Coordinator

Routes into teaching

QTS, QTLS, PGCE, SCITT, School Direct Teach First, Teaching Apprenticeship, Straight to Teaching

Our values and ethos

Equality, diversity and inclusion, high quality professional development, internal coaching and individual CPD rewarding jobs, lifelong learning, growth mindset, work life balance, flexibility

SUPPORT STAFF

What career path should I take?

Ongoing training and development

PDD Days, annual updates, staff briefings, departmental specific training, away days

What internal training may there be available?

Shadowing, acting up, secondments, mentor support, volunteering, associate roles

How do I find out more about job roles?

Job adverts/website, line manager, careers officer, departmental heads, teacher training lead, HR

Smart clinic resources

Self-care and personal development

National College resources

Teaching and learning, pedagogy, SEND, admin, finance, staffing, recruitment, facilities, H&S

Annual appraisal

CPD, training and development, career aspiration conversations, succession planning

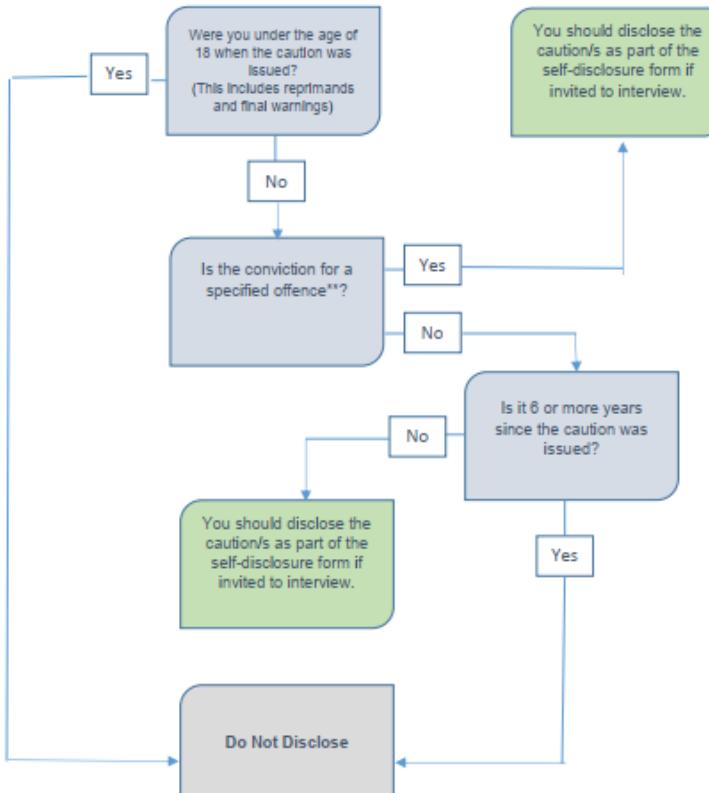
Training for new starters...

Staff induction, statutory training including child protection and safeguarding, online safety, data protection, school policies, behaviour management



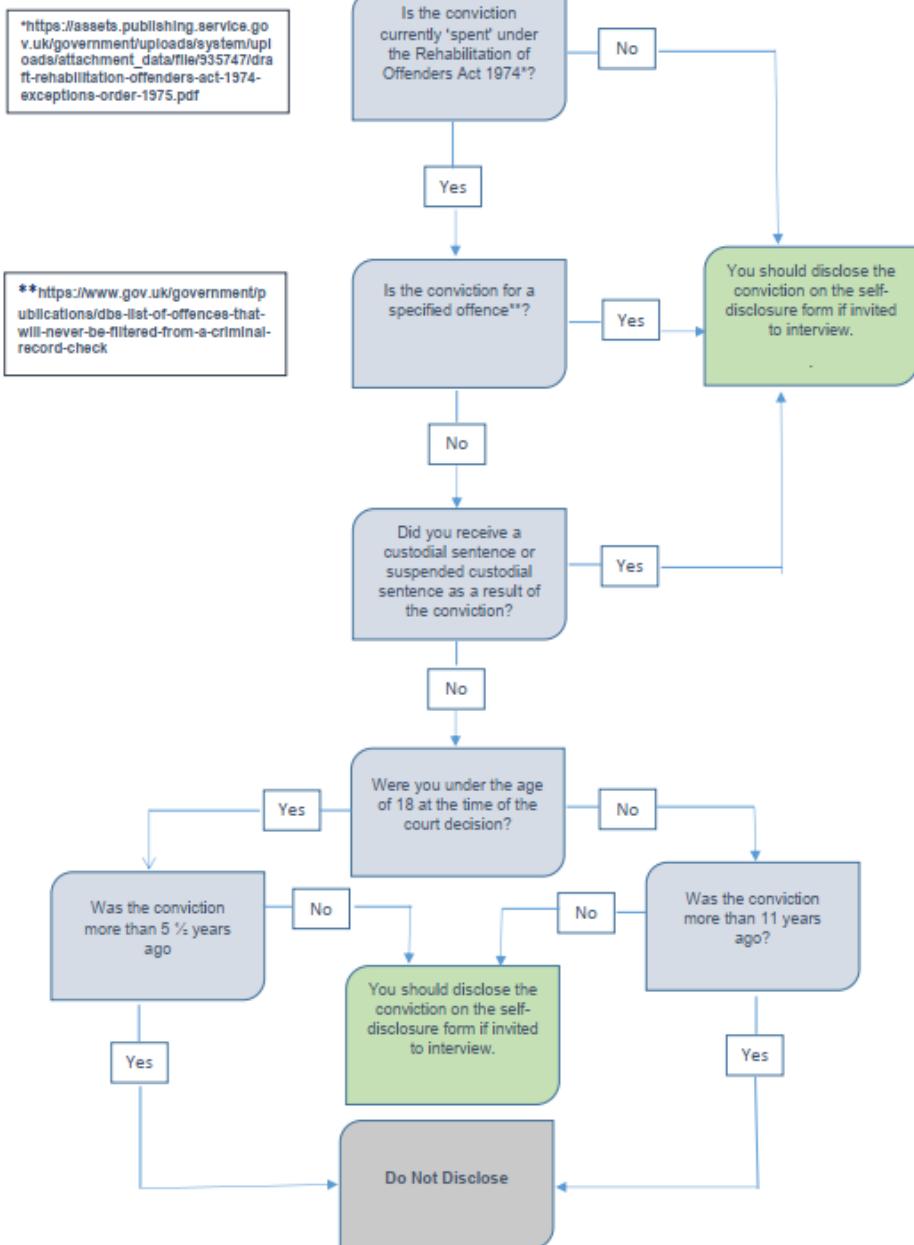
COCKBURN
MULTI-ACADEMY TRUST
TRANSFORMATION TO EXCELLENCE

Disclosure of a Caution
(this includes reprimands and final warnings)



**<https://www.gov.uk/government/publications/db1-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

Disclosure of a Conviction
Please work this through for each conviction you have separately even if they were part of the same legal proceedings



*https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/935747/draft-rehabilitation-offenders-act-1974-exceptions-order-1975.pdf

**<https://www.gov.uk/government/publications/db1-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>