



Dyson Perrins

CHURCH OF ENGLAND ACADEMY

LIFE IN ALL ITS FULLNESS

BRIEF FOR THE POSITION OF ATTENDANCE SUPPORT OFFICER



DYSON PERRINS CHURCH OF ENGLAND ACADEMY

Our Mission:

A Christian school which enables all students, regardless of beliefs, abilities or background, to reach their potential and flourish. 'Life in all its fullness' John 10:10.

Our Vision:

- To deliver academic excellence every day.
- To enable character development and personal growth.
- To provide extra-ordinary experiences that create life-long memories.
- To create a supportive and happy learning community with a sense of togetherness
- To work in effective partnerships to have a positive influence across our community.

Our School values:

Belief

Trust

Resilience

Challenge

Dear Applicant,

Thank you for showing an interest in joining Dyson Perrins.

This is an exciting opportunity and your contribution will help improve the life chances of our young people. Our students are wonderful and deserve the very best. You will join a supportive, committed and highly talented staff team who share high ambitions for our students. You will need to bring a sense of energy, a desire to continually improve and share our commitment to raising the achievement of every student. In return we will invest in your professional development and offer opportunities for further career development in the future.

“Ofsted confirmed that Dyson Perrins is a ‘Good’ school across all areas of their inspection framework. The report highlights many strengths: I am particularly pleased it acknowledges that our students “are happy and feel safe at this inclusive school.” Inspectors spoke with a large number of students during the inspection and took their views into account. All our students were ambassadors for our school and should share our sense of pride.” Ofsted, June 2023.

Equality and diversity are important to us and we welcome applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race. Dyson Perrins is a Church of England Academy so applicants should be in sympathy with the aims and philosophy of a Church School and willing to lead through our Christian values of belief, trust, challenge and resilience.

I hope you have been inspired to apply and I look forward to reading your application. We are happy to offer informal visits to the school so please do get in contact with any questions, for a conversation about the post or to arrange a visit.

Best wishes with your application.



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Permanent: Attendance Support Officer
37 hours per week, term time only (including TE Days)
Salary: FTE £26,403 Pro Rata £22,584
Grade: TA3

We are seeking an enthusiastic and motivated Attendance Support Officer at Dyson Perrins.

Our Attendance Support Officer will work alongside the Attendance Officer and key school staff to promote excellent attendance, reduce levels of absence and work with children and families to promote high levels of attendance. To ensure that children are safeguarded through the effective implementation of school policies and procedures.

It is important to:

- Work effectively with students, families, pastoral support teams and other agencies, analysing data to guide interventions and evaluating their impact.
- Promote and support high levels of attendance, to support students in achieving their full potential.

Dyson Perrins is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful for this position you will be expected to apply for an enhanced disclosure from the Disclosure and Barring Service before appointment is confirmed. References will be sought on shortlisted candidates before interview.

We strive to be an Employer of Choice and are committed to the wellbeing and development of our colleagues. You will join a supportive, warm and friendly community.

We reserve the right to close this vacancy early if we receive suitable strong applications. If you are interested in working with us, please apply without delay.

For a confidential discussion about this post, more information or to arrange a visit, please contact our HR team.

Email: HR@dysonperrins.co.uk

Telephone: 01684 564751

Application forms can be found using the following link to our website

https://www.dysonperrins.worcs.sch.uk/uploads/Vacancies/Application%20Form-Non%20Teaching_Sept22.doc

Please email completed application forms to the Office Manager HR@dysonperrins.co.uk.

Alternatively our address can be found on the back cover.

Thank you for your interest in Dyson Perrins Church of England Academy, We look forward to receiving your application form



JOB DESCRIPTION

Our Attendance Support Officer will work alongside key members of school, staff, young people, families and other agencies to:

- Identify barriers to good attendance and cause of persistent absence
- Promote a positive attendance and punctuality culture
- Support students in achieving their full academic potential.

Main Duties / Responsibilities

- To play a key role in developing and implementing the academy's vision for inclusion and high expectations of students' attendance both to the academy itself, and to lessons.
- To work closely with the Attendance Officer and other relevant staff on improving whole school attendance to consistently be in excess of 95%, with a specific focus on disadvantaged students.
- To support the Attendance Officer in the accuracy of registers in line with the DFE guidelines.
- Arrange and undertake home visits to school refusers, implementing strategies to improve their attendance.
- To monitor and challenge students who are late to the academy in the morning and support and apply sanctions in line with academy policy.
- Hold regular link meetings with the Head of Year, Safeguarding Lead and members of the Senior Leadership Team to discuss students.
- To liaise with pastoral and subject staff, regarding patterns of student attendance to lesson enabling targeted support to be put in place.
- Attend Attendance Action Plan meetings with parents where a student has fallen into/was about to fall into persistent absence. Medical evidence/return to school meetings would be required to authorise all further absence.
- Design and deliver attendance interventions.
- Maintain intervention tracking documents and ensure they are kept up to date with new interventions and targets.
- Collate evidence and prepare paperwork for referrals to other agencies and legal proceedings.
- To work with those students and families who require additional support to overcome barriers to punctuality and attendance.
- Focus on those students who may struggle with returning to school after a holiday and prepare them for the start of a new term.
- Complete CME, Child Missing in Education referrals to Worcester County Council.
- To attend multi-agency meetings as necessary.
- To offer lunch time and after school extracurricular activities that promote good attendance.
- To support the pastoral team when required by making a positive contribution to operational tasks such as on-call, monitoring lesson change overs and detentions.



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- To support the Year Leaders in the use of attendance statistics for the monitoring and management of school attendance.
- To maintain appropriate records, prepare assessments and reports and provide statistics as required.
- To deal with all confidential matters with tact and discretion.
- To design and deliver attendance initiatives and rewards to improve attendance

Additional Requirements

- Be trained as a First Aider, and help with the provision on a day-to-day basis at school.
- Participate in annual reviews of performance and training as appropriate.
- Ensure all appropriate information and communications are disseminated to appropriate staff.
- Work with the Designated Safeguarding Lead and Deputy Designated Safeguarding Lead to assist with Child Protection matters.

Training Provided

- First Aid at Work

Notes

- The job description allocates duties and responsibilities. It does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder will have regard to the needs and priorities of the school.
- The job description is not a comprehensive definition of the post and you may be required to undertake such other tasks appropriate to the level of appointment as the line manager may reasonably require. It may be reviewed annually or earlier if necessary. You may discuss your job description with your line manager or the Headteacher at any arranged time.



Person Specification

	Essential	Desirable
Qualifications:		
Honours degree or equivalent		✓
A good relevant education to A Level or equivalent	✓	
Have 5 GCSE's at Grade C or above including Maths and English (or equivalent)	✓	
Evidence of professional development in a relevant discipline		✓
Further qualifications or training relevant to the role		✓
Full driving licence	✓	
Knowledge & Experience		
Experience in Pastoral support or relevant work with young people in one of a range of fields such as education,, youth work, health and social work	✓	
Knowledge of relevant policies and procedures		✓
Understanding of procedures and legislation relating to confidentiality in schools	✓	
Clear understanding of safeguarding procedures		✓
Experience of working in a school environment and an understanding of the various roles adults play in the education of young people		✓
Experience of using SIMS within a secondary school setting		✓
Effective use of ICT packages	✓	
Skills & Abilities		
Ability to understand and apply school policies		✓
Ability to use own initiative as well as working within a team environment	✓	
Excellent communication and interpersonal skills	✓	
Ability to communicate clearly and sensitively with children and adults	✓	
Ability to support children who may be unwell, understanding the importance of physical and emotional wellbeing	✓	
Ability to establish respectful and trusting relationships with students, staff and other professionals.	✓	
Ability to adapt to changing role requirements	✓	
Ability to provide timely and accurate information	✓	
Flexible in approach to all work undertaken; be able to multi task	✓	
Ability to complete and maintain accurate manual and computerised records	✓	
Ability to adhere to working procedures and policies within the school environment	✓	
Personal Qualities		
Enthusiasm and a positive outlook	✓	
An open and friendly personality, willing attitude and intelligent approach to tasks.	✓	
Well organised, energetic and self-motivated	✓	
Able to work calmly under pressure and withstand stress	✓	
High Levels of professional integrity, energy and enthusiasm	✓	
A sense of humour	✓	
Be prepared to develop and learn in the role and undertake training as and when required	✓	



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Staff Benefits:

- A supportive and caring community
- Excellent CPD opportunities and career progression/ Professional development of support staff
- Weekly one to one coaching for teaching staff
- Centralised behaviour systems
- Employer Contributions to Teachers Pension Scheme or Local Government Pension Scheme
- Employee Assistance Programme for free and confidential advice
- Family friendly working arrangements and policies
- Eye Care Voucher scheme / Annual Flu Vaccination
- Free parking
- Member of Dyson Perrins Staff Association
- Laptop available for staff for business use
- Mental health and well-being support

Our Commitment to Safeguarding:

Dyson Perrins Church of England Academy is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

An offer of employment will be conditional until an Enhanced DBS and medical clearance have been received. References will include your most recent employer and may be sought prior to interview. Any offer of employment will be conditional on the receipt of at least two satisfactory references.





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