

SHINE
ACADEMIES



**Part time Attendance Officer
Lodge Farm Primary School
Candidate Information Pack**



Message from the CEO



I am privileged to be the Chief Executive Officer of SHINE Academies. Having been part of the SHINE journey since its inception in January 2015, I am incredibly proud of the progress that has been made by all of our pupils, staff and stakeholders over the years.

Children only get one chance for their primary education. Whilst we all understand the importance of the core subjects, our pupils are much more than a numerical outcome. We strongly believe that all pupils should have an opportunity to find their niche and reach their potential in all areas. This is supported by a steadfast commitment to the arts and sport, as well as opportunities for exploring cultural capital making our pupils exceptional citizens. We have high expectations of our pupils and encourage them to have high aspirations – there should be no ceiling.

I am proud that our schools are recognised as inclusive environments for our pupils, and we pride ourselves on having skilled practitioners to support our diverse communities. Our family support team has broad expertise and the capacity to support our pupils and their families in many areas beyond the classroom, including mental health, bereavement and housing support. We offer a range of opportunities to our pupils, creating a high-quality educational experience, in a safe, creative and exciting learning environment.

I am proud that our schools maintain their own identity and characteristics, whilst joining a MAT that supports the strategy and school improvement journey, alongside the business elements of running an educational establishment, such as finance and HR. SHINE Academies has a mission to grow with likeminded schools joining our Trust, and whilst we have the capacity to support schools that need additional help in key areas, we are small enough to listen and work alongside our Headteachers to ensure support is tailored for their needs. All of our leaders recognise the need to evolve and take mitigated risks in order to ensure our pupils are ready for the challenges of secondary school and beyond.

Strong and robust governance is key to a successful MAT and I am lucky to work with some exceptional individuals who volunteer on our Member, Trust and Local Governing Boards. Each governance function aids the MAT delivery of its strategic objectives and ensures accountability of my role and that of other executive leaders within the MAT.

This is an exciting time to be part of SHINE Academies!

Gemma Draycott
Chief Executive Officer



Our Values

In 2024, our stakeholders developed a new set of values and a vision for SHINE Academies. These values are our drivers for change within all of our schools, and underpin everything that we do within the trust. We demonstrate working **COLLABORATIVELY**, with **COURAGE** and **COMPASSION** – we support staff and stakeholders to take calculated risks but always remember that children must be at the heart of everything that we do.

No matter the challenge, **SHINE** works **collaboratively** with **courage** and **compassion**, creating a child centered community

We launched our new values at our first Trust Collaboration Day in September 2024, which saw all our schools come together for the first time.

SHINE Academies Trust
Collaboration Day
4th September 2024



Click [here](#) to watch our values video

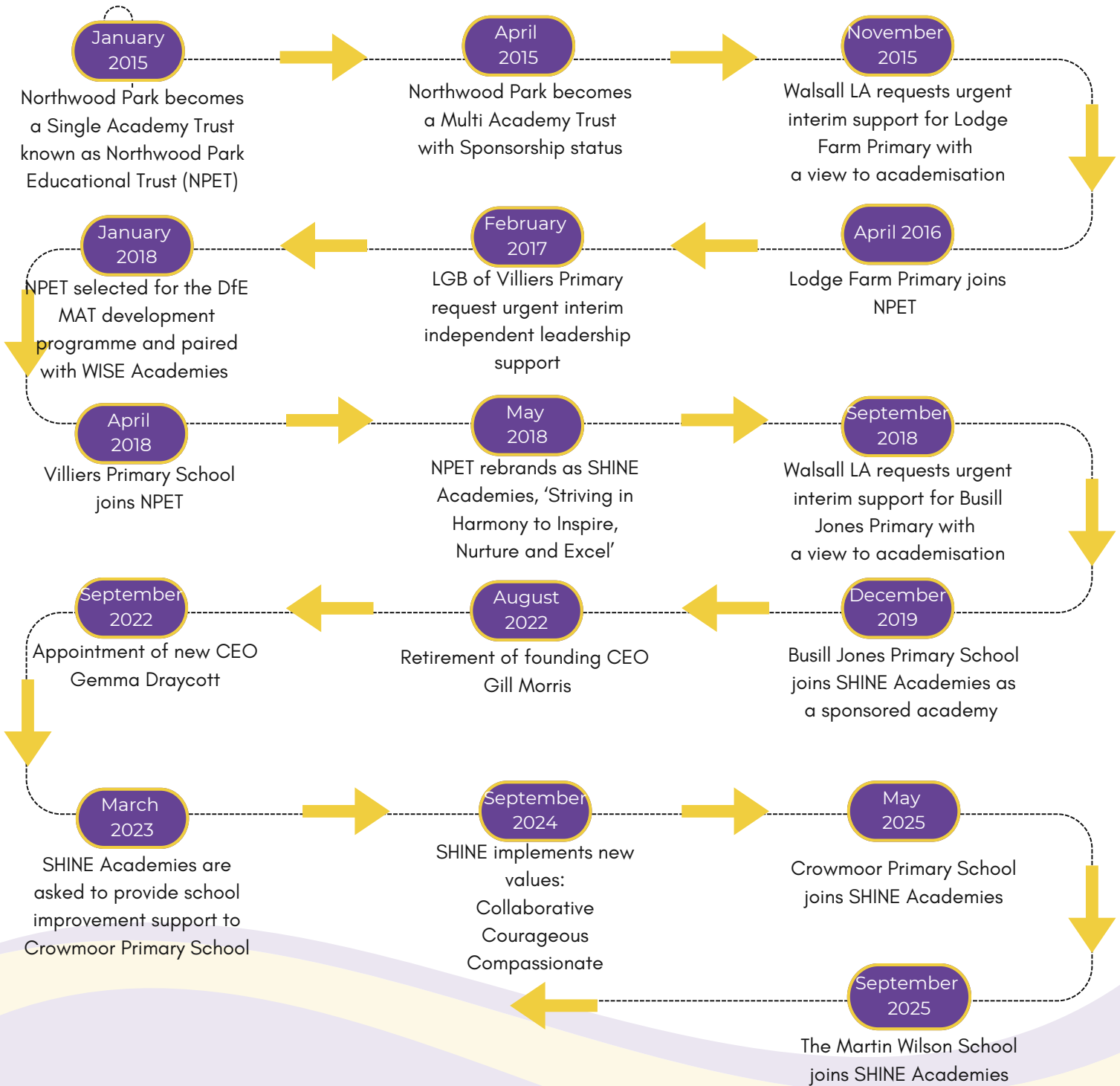
Our Values

Our most recent Trust Day, held on 5th January 2026, focused on our value of Courage. We were inspired by guest speakers Diana Osagie, Stephanie Davies and Matthew Holt, and also heard powerful personal stories from colleagues across the Trust who shared their own experiences of courage. The day also marked a special milestone as we hosted our first-ever SHINE Staff Awards.



We look forward to sharing details of our next Trust Day very soon.

Our Journey So Far



Our Schools

The Trust currently comprises of six schools: Northwood Park Primary School in Bushbury, Lodge Farm Primary School in Willenhall, Villiers Primary School in Bilston, Busill Jones Primary School in Bloxwich, Crowmoor Primary School in Shropshire and The Martin Wilson School in Shropshire. All our schools are large, and therefore progression opportunities are plentiful.

All our schools across SHINE Academies work collaboratively and to the same ethos. Our executive leadership, middle management teams, trust board, and local governing body are compassionate and supportive. Our talented, enthusiastic, and caring pupils are at the center of all that we do, and our staff are proud to be part of the SHINE family.

We recruit highly talented individuals for our schools, which are led by exceptionally talented Headteachers and their teams, who demonstrate a dedication, enthusiasm and commitment to their local community. We recognise talent and develop our staff to be the very best they can be through an intense internal and external CPD programme of support. Our staff and leaders refer to being part of an extended family.

We are proud of our SHINE family of Schools



Employee Benefits

We offer a range of employee benefits, including:



Excellent CPD Opportunities

**One term time wellbeing day
per year**



**Lifestyle & Shopping
Discounts**

**Employee Assistance
Programme**



**Generous Occupational
Pension Schemes**



Your Award-Winning Employee Benefits Provider



Working for SHINE Academies you will have access to our employee benefits platform in partnership with Vivup, a leading and award-winning employee benefits provider



24/7 counselling support, options include telephone, virtual and face to face counselling sessions

Online GP with video and telephone consultation options

Access to health and wellbeing resources such as recipes, podcasts & health assessments

Lodge Farm Primary School Message from the Headteacher



A warm welcome to our school

We take pride in encouraging and enabling children to become positive, independent, confident and ambitious individuals in order to prepare them for the journey of life ahead. We are committed to delivering a rich, exciting, creative, broad and balanced curriculum incorporating a wide range of opportunities and experiences for all.

Please visit our website which contains a lot of relevant information, which we hope gives you an insight into the work of our school. However, we realise it may not answer all of your questions, so please contact the school if you require any further information.

Thank you for your interest in this job role. Please also see our Facebook page and Twitter feed for further insights into daily life at Lodge Farm.

I would be very pleased to welcome you to our school to watch Lodge Farm in action and see for yourself how committed we are to ensuring all children reach their potential.

Mrs R Craine
Headteacher



Post Title: Part time Attendance Intervention Worker
Scale: Grade 4

Job Purpose

To deliver a targeted support and early intervention service for children and families, helping them overcome barriers to school attendance. Working collaboratively with teachers and wider school staff including the family liaison team, the role will identify and address factors affecting pupils' participation in education, promote access to the curriculum, and support every child to reach their full potential.

The post holder will be responsible to a school within the trust but will work with the support of the wider family services team and attendance teams based across the trust. The post holder will be predominantly school based but will have a wider remit including working with families and the local community through the use of the Our Family Assessments (Families First/Early Help Assessments).

The post holder will work with a range of vulnerable pupils and families but give priority to those who need the most help, especially those experiencing multiple disadvantages including:

- Persistently Absent Children
- Looked After Children
- Children who have social care involvement - CIN, CP or who are receiving Early Help Services (EHA)
- Children with emotional, medical or special needs impacting school attendance
- Challenging behaviour which impacts a child's school attendance and engagement
- Children with a statement of special educational needs (Education, Health Care Plan)

Main Duties and Responsibilities:

Support for Pupils:

- Daily monitoring of pupil attendance, including chasing of pupils who have not been reported, liaison with families and conducting home visits when necessary with the support of a colleague
- Establish productive working relationships with pupils, acting as a role model and setting high expectations around attending and engaging with school
- Analyse and report on pupil attendance data to identify patterns or trends
- To complete home visits to discuss with parents/caregivers and children around barriers to school attendance and to identify strategies for support
- Creating and promoting regular attendance incentives across school to promote positive engagement and attendance at school
- Plan and deliver interventions and incentives for pupils including one-to-one, small group and/or whole-class support where appropriate to support school attendance
- Monitor and evaluate pupil responses to incentives and interventions including any support that is provided to pupils through external agencies and update on CPOMs, recording the impact on attendance
- To work with teaching staff and staff around school to implement appropriate adjustments to support a child's access to school and engagement with learning where this has an impact on their attendance at school
- Assess the needs of pupils and identify those most in need of help to overcome barriers to school attendance, making sure these pupils have individual behaviour plans where necessary

Support for Families:

- Arrange and lead on weekly parent meetings at appropriate trigger points (as per attendance policy) to discuss attendance barriers with parents/caregivers and identify appropriate strategies to support attendance and engagement with school
- To lead on the completion of Our Family Assessments and to review these regularly to measure progress with agreed targets around increasing school attendance and engagement
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil attendance

- To liaise, when needed, with parents keeping them fully informed about any issues or concerns that arise
- Attend Termly parent’s evenings to support families and pupils and advise parents on attendance and engagement matters where appropriate
- Attend relevant meetings with Education Welfare Officer (EWO) to support parent engagement around school attendance and provide an overview of support in place including impact/progress
- Attend and contribute to TAF/CIN/CP meetings where appropriate for families where attendance is a concern
- Promote school initiatives and incentives around school attendance and engagement with parents/caregivers

Administration and Data Analysis:

- Analyse and report on pupil attendance data to identify patterns or trends
- Review attendance registers daily with Office Administrator to ensure accurate coding around attendance
- Attend and contribute to weekly attendance team meeting to discuss attendance progress and persistently absent (PA) children, including sharing updates of intervention delivery
- Weekly data/reporting/tracking of intervention delivery around attendance and engagement including impact
- Support in admissions process for new children and families joining the school
- Support in tracking new children starting school and children leaving school to ensure accurate monitoring and recording, including tracking of children missing in education (CME)
- Ad hoc reporting on progress around attendance to Attendance Lead/Trust
- Support Attendance Lead with evidence gathering for legal interventions
- Update CPOMs with relevant intervention delivery, attendance meetings and progress

Other:

- Liaise with relevant professionals and individuals, e.g. education welfare officer, educational psychologists, the police and social services
- Support in the delivery of whole school CPD training around school attendance and engagement
- Seek information about local area and community trends to understand contextual safeguarding to ensure that pupils are educated in support of early intervention in these areas where factors could impact school attendance and engagement
- Work alongside the Family Liaison Team to ensure a collaborative approach to supporting children and families
- Undertake a range of administrative duties relevant to the post, which includes maintaining accurate electronic records, updating data monitoring systems, preparing written reports and evaluations, sending letters to parents and completing EHA forms online
- To attend and engage in supervision to support

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory safer recruitment checks including but not limited to satisfactory references and an enhanced DBS clearance.

Signature of Manager:

Date: / /

Signature of post holder:

Date: / /