

Apprentice Attendance Officer

Application Pack

The Queen Elizabeth Academy

Witherley Road
Atherstone
CV9 1LZ



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01.Welcome from the CEO

Welcome from the Chief Executive

Thank you for your interest in joining Academy Transformation Trust. Choosing the right next step in your career is an important decision, and I am delighted that you are considering doing so with us.

At ATT we are driven by a simple but profound belief: every child can and should become capable, competent, and confident. Our purpose is to transform lives through education, and our strategy, ATT2030, sets out how we will achieve this for every pupil, every colleague, and every community we serve.

We know that people are at the heart of everything we do. Our trust thrives because of the talent, dedication, and values of our colleagues. If you choose to join us, you will become part of a high-trust, high-accountability organisation where principals are empowered to lead, colleagues are supported to grow, and everyone is united in the moral purpose of education.

We are ambitious for our pupils and ambitious for our people. Across the trust you will find a culture of collaboration, professional excellence, and deep care for one another. We celebrate hard work, integrity, and teamwork, and we create opportunities for everyone to flourish.

I wish you every success with your application. Whether or not you go on to join us, I hope you will recognise that ATT is a community committed to excellence, to belonging and becoming, and to ensuring that all of us – pupils and adults alike – leave more capable, more competent, and more confident than when we arrived.

With best wishes,



Mark McCourt
Chief Executive Officer



02. About Academy Transformation Trust



About Academy Transformation Trust

At Academy Transformation Trust (ATT), our ambition is that every person who passes through our schools and colleges becomes an educated person – able to take a rightful place in the community of educated people and to join what Robert Maynard Hutchins called “the Great Conversation.” An ATT education stresses history, the scientific mode of thinking, the disciplined use of language, a wide-ranging knowledge of the arts and religion, and the continuity of human enterprise. We aspire for everyone, regardless of their starting point, to leave us capable, competent, and confident.

Our Values

ATT2030 sets a values-driven culture that is explicit about how we work and lead:

- **Belonging & Becoming:** we meet each child where they are and refuse to leave them there – giving them both roots and wings.
- **Integrity & Excellence:** we act ethically, celebrate excellence, and pursue high standards in all that we do.
- **High Trust, High Accountability:** decision-making sits close to pupils and communities; principals are trusted as strategic leaders; the central team acts as expert partner; accountability is professional, dialogic, and focused on learning and improvement.

Our Three Goals

Everything in ATT2030 is organised around three interlinked goals that describe the kind of people – pupils and adults – we are forming:

- **Capable:** equipped with the knowledge, skills, and emotional readiness to perform to a high standard, adapt to change, and contribute meaningfully.
- **Competent:** possessing the knowledge, habits, and judgement to get things done – well, reliably, and independently – handling setbacks and making steady progress.
- **Confident:** feeling safe, happy, and known – secure enough to take risks, speak up, and grow with purpose and integrity.



Our Nine Aims (by 2030)

These goals translate into nine aims that define success for ATT by 2030:

Capable

1. Professional Excellence – skilled professionals delivering consistently high standards.
2. Fluent Learners and Thinkers – confident, curious learners fluent in communication and technology.
3. Multiple Pathways to Success – diverse routes that recognise varied talents and passions.

Competent

4. Purposeful, Knowledge-Rich Learning – rigorous, meaningful learning that enriches lives.
5. Unwavering Focus – purposeful use of time and energy on what matters most.
6. Strength Through Challenge – resilience built by tackling challenge and learning from it.

Confident

7. Valued and Empowered Individuals – everyone known, valued, and supported to be their best.
8. Leading with Integrity, Celebrating Excellence – values-led leadership and cultures that recognise excellence.
9. Moments That Shape Us – deliberate rites of passage and significant experiences that foster growth and self-discovery.

Our Approach to Working Together

We are building a high-trust, high-accountability organisation. Principals are empowered as strategic leaders of their academies; the central team provides expert challenge, support, tools, and evidence; accountability is reframed as professional dialogue aimed at continuous improvement, not blame. This is how we ensure that every child leaves us capable, competent, and confident.



03. Academy Information



The Queen Elizabeth Academy

Based in Atherstone, Warwickshire, The Queen Elizabeth Academy is part of the Academy Transformation Trust family of academies.

TQEA is an 11-16 mixed comprehensive academy with a vibrant learning atmosphere, a dedicated and supportive network of staff and exciting plans for the future. With a brand new school building, which opened in November 2016, this really is a great place to work.

The academy's vision is for all students to realise their full potential, equipping them with the skills and qualities required for success in the competitive 21st century. We are committed to raising standards and providing students with exceptional opportunities to support learning. We look for a number of outstanding qualities in our staff: an innovative and creative approach to their work; enthusiasm, positivity and an unfaltering commitment to our students' success, along with an open-minded, proactive attitude to working within a team. We want individuals who want to go the extra mile for our community and have an absolute commitment to safeguard our students.

Teamwork is at the heart of everything we do and by working together we aim to secure a successful future for all. We encourage those interested in joining our school to spend some time with us to gain a real understanding of our ethos and what we have to offer. The dedication of the staff and the enthusiasm of the students, coupled with the support of our parents and carers, makes this a very special place.

To find out more, please visit: tqea.attrust.org.uk



04. Job Description

Job Description

Apprentice Attendance Officer

Purpose of the role:

- The post-holder will receive the training and support required to complete their apprenticeship.
- To support with tracking, monitoring and improving the Pupil Premium attendance at TQEA.
- Work closely with the Attendance Team to continue to close the disadvantaged gap in terms of attendance.
- To improve attendance and punctuality to the academy as a whole and promote the importance of good attendance.
- To manage the operation of legal registration and lesson registration via the academy's BROMCOM system.
- To monitor and analyse attendance data in conjunction with the pastoral team and Vice Principal on a regular basis.

Key responsibilities and duties:

Attendance

- Daily monitoring of attendance for all students.
- Identify children and families who require support with their attendance.
- Liaise with SLT, Head of Years and Teachers and other relevant staff regarding students who are of concern.
- Raise attendance issues with parents; meet with both parents (if applicable) and students in order to support them to improve their attendance.
- Prepare letters for families to address attendance issues as per academy policy.
- Meet with the appropriate external agencies regularly and refer students who are not meeting their attendance targets.
- Attend meetings with any appropriate external agencies as a representative of the academy and liaise with relevant staff in order to support students to successfully improving their attendance.
- Produce a half termly summary of attendance across the academy and any other reporting on attendance as required by staff or Governors.

Responsible for:

- Participating in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- Complying with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensuring that all duties and services provided are in accordance with the academy's Equal Opportunities Policy.
- Using BROMCOM, and any other computer applications which the academy implements.
- Using Microsoft Office programmes – Excel, Word, Outlook etc. – produce reports and letters, applying punctuation, spelling and grammar, contributing to style and presentation of documents (proof-reading skills are essential).
- Answering the telephone and filtering calls and emails, dealing with queries personally, where possible; enlist assistance when necessary and appropriate.
- Recording messages using the academy's standard operating procedure and distribute to members of staff accordingly.
- Filing any necessary documentation appropriate to your specific role.

Resources

- Operate relevant equipment and effectively use resources.
- Provide advice and guidance to staff, pupils and others.
- Undertake research and obtain information to inform decisions.
- Assist with the marketing and promotion of the school.
- Participate in the selection and management of equipment and resources.
- Ensure the production and distribution of high-quality published materials.

The above main tasks are not exclusive, and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by their line manager and/or the Senior Leadership Team.

Academy Ethos:

- Play a full part in the life of the Academy community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example.
- Have professional regard for the ethos, policies and practices of the Academy and maintain high standards in your own attendance and punctuality.
- Be fully committed to the Safeguarding and promotion of welfare for all young people.
- Promote actively ATT's corporate policies.
- Comply with the Academy's health and safety policy and undertake risk assessments as appropriate.

Undertake any other duties as defined by Teachers' Standards or determined by the Principal as being within the scope of the post

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.



05. Person Specification

Person Specification

Apprentice Attendance Officer

	Essential	Desirable	How will this be demonstrated
Professional Qualifications and learning	<ul style="list-style-type: none"> GCSE Maths and English (Grade 4/C or above). 	<ul style="list-style-type: none"> A Level or equivalent qualification. Basic First aid qualification. 	<ul style="list-style-type: none"> Application Form/Checking and Original Copy evidence
Experience	<ul style="list-style-type: none"> Good interpersonal skills including mediation and conflict resolution. Demonstrate the awareness of risk. Literacy and numeracy skills. Ability to build good relationships with students, their families and other agencies. Firm but fair attitude and willingness to support and advocate academy policy. Ability to deal with difficult situations. Effective communication with students, carers and other professionals. Ability to display an understanding of social/welfare issues as they affect students, families and schools. Ability to work to deadlines and use own initia- 	<ul style="list-style-type: none"> Ability to prepare and write reports and produce factual and statistical information as required. Knowledge of education systems. Demonstrate awareness of legislation relating to school attendance, the welfare and protection of children. Understanding of the Admissions process. Experience of working in an educational and/or social care setting with young people. Experience of family liaison. Experience in working within statutory/voluntary agencies dealing with children and families. Delivery of education packages 	<ul style="list-style-type: none">

	tive within the parameters of the academy's protocols and procedures.		
Competencies	<ul style="list-style-type: none"> Ability to maintain a professional manner in challenging situations. Confidence to challenge difficult behaviour and other professionals. Personal integrity and loyalty, remaining confidential at all times. Flexible approach to supporting children and families. Confidence to challenge difficult behaviour and other professionals. Personal integrity and loyalty, remaining confidential at all times. Vision aligned with the academy's high aspirations and high expectations of self and others. Demonstrate commitment to the highest standards of teaching and learning. Articulate the values and mission of the academy. Commitment to the safeguarding and welfares of all students. Commitment to continuous improvement, both personal and organisational. Demonstrate positive commitment to equality and diversity. 	•	•
Expectations of Role	<ul style="list-style-type: none"> Highly approachable, very grounded and makes sensible judgements. Mature approach to emotionally demanding work. Relishes accountability and takes personal 	•	•

	<p>responsibility for their own actions.</p> <ul style="list-style-type: none"> • Able to build trust and mutual respect between students, families, and staff. • Strong interpersonal, written, and oral communication skills. • Flexibility in work pattern may be required occasionally. • Car owner or access to mobility transport. • Full driving licence. 		
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06. Onboarding

Recruitment & Selection

You can expect the following from the Recruitment & Selection process:

Prior to Interview

- Adverts & Candidate packs that give the full detail of the role (responsibilities, pay, development etc)
- A point of contact for the vacancy within the Trusts recruitment team to advise on each step of the recruitment process
- A full and comprehensive vetting process, that meets and exceeds the requirements of Keeping Children Safe in Education 2025 [Keeping children safe in education 2025](#)
- An applicant tracking system that allows you to enter details with ease and receive updates to the progress of your application and or pre-employment checks
- Selection for Interview based upon the Job Description and Person Specification

Interviews

- The opportunity to prepare with enough notice for interview processes
- A meet and greet at the place of work (Academy or Office) with members of the panel. If the Interview is held on Teams an opportunity to meet at later date
- The opportunity to ask questions and have a full interview with discussion around the role

Following the Interview

- You will receive notification as to whether you were or were not successful
- You will be given an opportunity to obtain feedback
- If successful further safer recruitment checks will take place
- You will receive a conditional offer of employment and contracts of employment will not be issued until all checks are received and are satisfactory

Induction

- You will receive a Trust Induction and a localised induction which will give you further information on policies, process and procedures that impact your role
- You should expect regular opportunities to meet with your line manager to address any issues or concerns you may have or to plan any required training you may need
- You should expect to have all the equipment you need to begin your role
- You will have access to the Trusts benefit platform VivUp from day one of employment



07. ATT Institute

What is our Institute?

Our ATT Institute is the cornerstone of ATT colleague professional development for all roles and career stages, bringing the best development opportunities from accredited courses to one off training sessions. All our courses are evidence-based and facilitated by extremely knowledgeable professionals, so we know that all our colleagues receive the best training available. Our offer is designed and delivered by a group of expert colleagues with the needs of all our stakeholders in mind. Whatever your current role and aspirations, there will be something in our offer to support you in reaching the next step of your career journey

Personal Development (PD) Opportunities for our Colleagues

Our Academy Transformation Trust Institute (ATTI) has a suite of training opportunities and professional development pathways across all our directorates: Education, Finance, Governance, Trustees and operations.

These are promoted internally via our dedicated SharePoint and directed communications, and externally via the [ATTI webpage](#). Our ATTI offer is continually evolving to meet the ever-changing professional development needs of our colleagues and includes a range of accredited courses and bespoke training opportunities.

Strategic Collaboration

Collaboration is essential to the continued improvement of our academies and colleagues. We create a culture of collaboration through our professional networks and enable colleagues to drive our Trust priorities within their domains of expertise





08. How to Apply

Apprentice Attendance Officer

Applying:

For all our Trust Vacancies, please follow the link here: [Vacancies - Academy Transformation Trust](#)



Status: Permanent- fixed term 16 months

37 Hours per Week
39 weeks per year (Term Time Only)

Salary:

National Apprenticeship wage (currently £7.55 per hour)

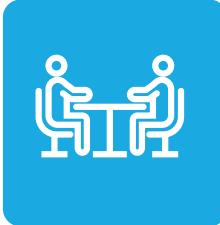


Closing Date:

Wednesday 11th February 2026 at 9am or sooner should we receive sufficient applications.

Start Date:

As soon as possible



Interviews:

To be confirmed

We utilise an application tracking system which will require data from you in order to complete the application process. If you are struggling to access this system or wish to have an informal conversation regarding the role, please reach out to the contact on the advert and they will be able to support you.



Academy Transformation Trust

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