



Thomas Deacon Academy



Thomas Deacon Academy

Application Information Pack

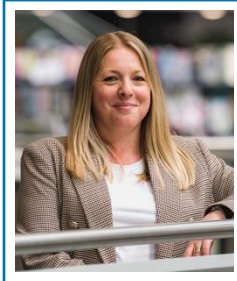
Attendance Support Officer



Working together to transform lives through education



Principal's Welcome



Dear Applicant,

Thank you for your interest in working at Thomas Deacon Academy (TDA) and I hope that you will find this pack useful and informative in helping you to complete your application.

Thomas Deacon Academy is a genuinely special school with a talented team of staff committed to improving the life chances of their pupils.

Whilst TDA secured a good Ofsted grade in its last inspection, there is no room for complacency and we are committed to making further improvements to the overall quality of education for our pupils.

We believe our young people should leave us as citizens that are fully equipped with the character and qualifications to take their place in the world. We place great emphasis on ensuring they experience a broad and balanced curriculum, with a wide range of extra-curricular activities, opportunities for them to develop their 'character' and a strong pastoral system to support them with life's challenges.

Our students benefit from our outstanding facilities. These include our Norman Foster designed Academy building and purpose built Key Stage 2 Juniors building located in our 43-acre campus. Amongst other facilities we also incorporate an excellent Sixth Form Study Centre and expansive playing fields and sporting facilities

We are proud to be part of Thomas Deacon Education Trust which, like us, is dedicated to raising educational outcomes for all its students across its range of primary and secondary phase academies. As a member of staff here you will benefit from high quality professional development and support both from this school, and also directly from an exciting range of development and training opportunities our locally based trust allows us to share in. Sharing expertise with a variety of like-minded schools ensures we provide the best possible opportunities for our staff to grow and develop regardless of the point in their career they join us.

We think Thomas Deacon Academy is an exciting and vibrant place to be and we would warmly welcome visits from prospective candidates interested in being part of our team. I am delighted that you are interested in finding out more about our Academy and we look forward to seeing or hearing from you soon.

Warm regards,

Emily Gaunt | Principal



Job Description

Job Title	Attendance Support Officer
Reports to	Attendance Manager
Salary/Grade	Pathway 4
Date Last Evaluated	April 2026
Core Purpose	To work as part of the attendance team in monitoring and supporting the academy's high expectations of students' regular and prompt attendance to the academy, and to lessons. This is a key aspect which supports the academy's core purpose and character values.

Key Responsibilities

Leading and managing:

- 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 manage and deliver a breakfast club offering to students every morning, primarily for Year 7 and Year 8 but also to include other students as required.
- To monitor and challenge students who are late to the academy in the morning and support and apply sanctions in line with academy policy.
- To work with those students and families who require additional support to overcome barriers to punctuality and attendance.
- To liaise with pastoral and subject staff, regarding patterns of student attendance to lessons, enabling targeted support to be put in place.
- To maintain a high profile around the academy to ensure that appropriate student behaviour is maintained during lesson changeovers including prompt and full attendance to lessons and tutor times.
- To support the On-Call system so that it provides a comprehensive and consistent level of support to classroom practitioners in helping to establish a climate which supports effective teaching & learning.
- To support with lunchtime enrichment and oversee homework club at the end of the school day and support with after school detentions if required.
- To support the attendance, and management, of students who are placed in the Isolation Room.
- To maintain records of interventions with students, meetings with parents and external agencies.



Student Wellbeing:

- To discuss sensitive issues with parents/carers with regard to student punctuality or attendance to lessons.
- To liaise with relevant pastoral staff regarding specific students, discussing punctuality & behaviour and share information as necessary/appropriate.
- To promote inclusivity by modelling and suggesting strategies which support the improvement of punctuality and attendance in the academy.
- To maintain regular contact with parents/carers of students needing extra support to keep them informed of their child's progress and to secure positive family support and involvement.

Character Development:

- To promote the development of the academy's character values.
- To support students in reflecting on their punctuality and attendance in order to make more successful choices in the future.

General Responsibilities

- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Create and maintain positive and supportive relationships with staff, parents, business, community and other stakeholders.
- Be aware of the School's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To engage with appropriate training opportunities to promote professional effectiveness in this role.
- Participate in the ongoing development, implementation and monitoring of the Trust and Academy Improvement Plans.
- To treat all information acquired through employment, both formally and informally, in strict confidence.
- To be aware of the school's responsibilities under the General Data Protection regulations (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
- Be aware of and comply with policies and procedures relating to child protection, reporting all



concerns to the Designated Safeguarding Lead.

- Be aware of and comply with the codes of conduct, regulations and policies of the Trust and Academy and its commitment to equal opportunities.

The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.

Note: Every job description in the organisation will be subject to a review either:

- On an annual basis at the time of the annual appraisal meeting, or
- As a result of a change in strategic direction, or
- As a result of a team/operational requirements, or

It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.



Person Specification

Attribute	Essential or Desirable	Assessment
Qualifications		
Minimum Level 2 qualification in Maths and English.	E	A
Knowledge & Understanding		
Knowledge and understanding of the principles of good customer care practices and how they relate to working with students, staff, parents, visitors and other contacts both internal and external to the Academy.	E	A/I
Practical knowledge of a wide range of IT packages including Microsoft Word, Excel, Outlook.	D	A/I
Practical knowledge of office procedures and management information skills.	D	A/I
Skills & Abilities		
Ability to defuse situations involving conflict and manage students who may be in an emotive state.	E	A/I
Ability to use own initiative to prioritise and organise conflicting ongoing and immediate demands.	E	A/I
Ability to use ICT effectively and appropriately, with high accuracy levels.	E	A/T/I
Ability to ensure tasks are seen through to completion, ensuring all stakeholders are kept up to date with progress.	E	A/I
Ability to deal with callers and deal with staff and students, efficiently, politely, and helpfully.	E	A/I
Ability to communicate appropriately at all levels within the Academy and with visitors and external organisations.	E	A/I
Ability to build good working relationships with colleagues.	E	A/I
Ability to adapt to change and the introduction of new working practices.	E	A/I
Ability to work without direct supervision.	E	A/I
Experience		
Experience of working with young people.	E	A/I
Experience of managing challenging behaviours.	E	A/I
Experience of working in a school environment.	D	A
Personal Commitment		
Demonstrate and adhere to TDET and Academy's Core Values.	E	A/I
Commitment to equality and diversity in the workplace.	E	A



Adhere to GDPR guidelines and the Academy's internal procedures.	E	A
Adhere to the Academy's Safeguarding and Prevent policy and procedures.	E	A/I
Adhere to TDET's Health and Safety policy and procedures.	E	A

Assessment methods

A – Application

I – Interview

T – Task/Activity

L – Lesson Observation

R – References





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