



Job Application Pack

# **Djanogly Learning Trust**

## **Attendance Officer**

**37 hours per week - Term time only**

**Salary: Djanogly Learning Trust Support Staff Scale Point 35 - 40**

**£19,670 - £21,108 per annum pro rata (£23,273 - £24,975 FTE)**

**Closing Date: 9am, Tuesday 2 November 2021**

**Interview Date: Week commencing 8 November 2021**

## Welcome from the Chief Exec



Dear Candidate

Thank you for showing an interest in joining our team at Djanogly Learning Trust. We have a simple shared mission here at Djanogly – to make a difference to the lives of our children and their families.

Children at our established academies are leaving well prepared for the next stage in their learning. End of key stage achievements are in line, above or rapidly catching up with national averages. Children make great progress in our academies, both in terms of academic achievement and in their development as future citizens. Our children are engaged and keen to learn, they are polite and supportive towards each other. Visitors to our academies always comment on the warm welcome and the calm atmosphere.

Where newer academies have joined our Djanogly family it's because they share our commitment to our children and communities as well as our drive to be the best we can be.

As professionals, we know that this doesn't happen by accident. We are committed to providing high quality support to all our staff, whatever their role. Our continuous professional development strategy is called 'Journey to Excellence' and through this, we ensure that everyone has opportunities that are unique to them.

A recent Ofsted at one of our primary schools states:

*"The journey to excellence ethos permeates all aspects of the school...Staff are extremely positive about this approach and said that it helped them to improve"*

This is a tremendous opportunity to make a difference and to be part of a dynamic and innovative staff team. We look forward to receiving your application and working with you on your own professional journey to excellence.

Best regards



Liz Anderson  
CEO  
Djanogly Learning Trust

## Application Details

**Djanogly Learning Trust is committed to working alongside families and the community to engage, encourage and inspire consistent attendance and punctuality. At Djanogly we know that those children who miss days in school consistently, fall behind quickly. Our values keep children at the heart of everything we do and our staff are committed to working together to give every child the best education.**

As the post holder you will be working directly with three of our academies in diverse communities in Nottingham City. Your role will be to ensure attendance is improved or persistent absentees are pursued in accordance with trust policy. You will be supported to engage with families and outside agencies to support pupils and families who are identified as having problems with attendance and punctuality.

Due to the requirement to work across three schools and visit families the successful candidate must have access to their own transport/be responsible for their own travel.

You will be an active team player working alongside senior leadership teams and office managers to identify patterns in data, suggest and implement measures to improve attendance. This role is hugely valuable to our academies and communities. If you are ready to make a difference to the lives of children in our community, if you have the passion, drive and commitment to improve outcomes for children apply here!

At Djanogly we are committed to a great pension package, an excellent company paid healthcare scheme and employee engagement. For more information about why working for us will be the best next step you take [use the link here](#) to visit our website.

### How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter addressed to Hayley Wheat, which clearly demonstrates your suitability for this role. Applications can be submitted via email to [hr@djanogly.org](mailto:hr@djanogly.org) with "**Attendance Officer**" in the subject line, or by post, for the attention of The HR Team, to the following address:

Djanogly Learning Trust  
Sherwood Rise  
New Basford  
Nottingham  
NG7 7AR

### Application forms

This job pack can be found electronically at <https://www.djanogly.org/working-for-us/>. Wherever possible, please provide email addresses for your referees.

### Closing Date

Please ensure your application form arrives by, 9am, Tuesday 2 November 2021

### Interview

Interviews for the role will take place week commencing, 8 November 2021

### **General Data Protection Regulation**

Our privacy notice can be found at [www.djanogly.org/privacy-notice](http://www.djanogly.org/privacy-notice).

### **Safeguarding and Child Protection**

Djanogly Learning Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. All new staff with the Trust will be subject to an enhanced DBS check and all other safeguarding requirements in accordance with DfE legislation.

Senior leaders are all accredited Designated Safeguarding Leads who staff should refer any safeguarding concerns to straight away. All members of staff will receive training in line with our Safeguarding and Child Protection Policy.

### **Equal Opportunities**

Djanogly Learning Trust welcomes enquiries from everyone and values diversity in our workplace. A commitment to promoting diversity and developing a workplace environment where all staff are treated with dignity and respect is central to our recruitment process.

## **Djanogly Learning Trust Job Description**

### **Djanogly Learning Trust Vision**

We believe that every child has the right to an education that gives them the best opportunity to succeed and prosper. We know that this takes great people, hard work and attention to detail. This is a considerable responsibility and we take it very seriously. Everyone within our trust is fully committed to learning. Our ethos is to be innovative in order to improve, to develop resilience in order to face challenges, and to strive for excellence in everything we do.

<b>Job title</b>	Attendance Improvement Officer
<b>Hours and weeks</b>	37 hours per week, term time only

### **Djanogly Values**

Employees who demonstrate a commitment to our core values of Excellence, Resilience and Innovation will:

- Embody the belief that every child has the right to an excellent education and constantly strive to give every child the best opportunity to succeed and prosper through their contribution to the Trust
- Recognise and demonstrate the importance of working hard, showing resilience and paying close attention to detail to ensure every child achieves their best.
- Strive for excellence by demonstrating a commitment to innovation, engaging in CPD and constantly striving to improve provision and outcomes for pupils.

### **Djanogly Behaviours**

Employees will demonstrate their professionalism and promote a positive culture by:

- Behaving in a professional manner at all times
- Developing professional working relationships with all colleagues and stakeholders, showing understanding and mutual respect in all aspects of their role
- Taking personal responsibility by paying attention to the small things to intercept issues before they become a larger problem
- Resolving any issues in a professional, calm manner, seeking support where necessary and always demonstrating kindness and respect for others
- Starting and ending the day with the same emotional constancy with every interaction.



### Job Purpose:

Across 3 academies assigned to this role:

- To contribute to the ultimate aim of raising achievement and outcomes by improving individual pupil and overall academy attendance and reducing persistent absence, including improving punctuality.
- To promote positive attitudes in pupils and families towards education and to ensure that parents are made fully aware of their statutory responsibilities.
- To provide support to the academy in meeting their obligations and targets in relation to school attendance, especially persistent absence and punctuality.

### Job Responsibilities:

- To make unsupervised contact with families in their own homes and elsewhere to assess the reasons impacting on the attendance of individual students, facilitating their return or access to regular full time education provision.
- Monitoring and improvement of attendance and punctuality of all pupils across those academies supported by this role.
- To advise the academy on strategies to promote the regular and punctual attendance of all pupils and assist with the implementation of these strategies.
- To be fully aware of and carry out all work in line with Child Protection Procedures.
- Meet with academy staff, pupils and parents to identify individual problems and possible solutions.
- To make unsupervised contact with families in response to allocated referrals i.e. home visits and /or meetings in the academy.
- To follow up home visit intervention with appropriate letters to parents and carers in line with academy protocol.
- To establish the reason for poor attendance or punctuality, make assessments and agree a plan for facilitating an improvement in attendance / punctuality at school using appropriate strategies within specified timescales.
- To establish the reason for non-attendance, make assessments and agree a plan for facilitating a return to school using appropriate strategies within specified timescales.
- When appropriate, initiate appropriate legal action with Education Welfare Service (EWS) to ensure the academy is carrying out its statutory responsibility in respect of pupils. This will include preparing statements, attending and presenting evidence at panels or request the issuing of penalty notice fines or other legal sanctions. This may involve attending case conferences, strategy and planning meetings as well as core groups or other meetings in relation to child protection cases that require input linked to attendance or punctuality.
- To liaise and work with other members of EWS as well as other professionals in police, Social Services, Housing , Health and any other statutory and voluntary organisations to support improvements in attendance.
- To keep clear and concise records of all consultations and to write any other reports i.e. annual action plan and summaries, as required for the academy or by the role.
- To produce management reports and other information which demonstrate the effectiveness of intervention strategies and direct resources to where they are needed.
- To use IT systems to produce reports, using word processing and record information including statistical data, providing reports to senior managers and other professionals.
- To manage and prioritise your own workload in line with Trust and role requirements.
- To acquire and maintain a working knowledge of the statutory framework relating to school attendance, child employment, child protection and special needs in order to be able to offer informed advice to parents, academy staff, governors and others.

- To support the academy's pastoral team and senior managers in advising them on all matters relating to attendance and where necessary take the lead role in developing work processes to improve academy attendance and academy processes.
- To work on initiatives which raise the awareness of academy staff, parents and the community on the importance of school attendance.
- Tracking, monitoring and reporting of children missing education (CME) cases across assigned academies ensuring timely referrals are made.
- To organise, attend and facilitate meetings as required by the role in order to increase attendance
- Other responsibilities as required by this role in supporting, promoting and increasing attendance and punctuality of pupils in school

### **Djanogly Learning Trust General Requirements:**

#### **Policies and procedures**

You will comply with all policies and procedures at all times which include:

- Ensuring the safeguarding of young people by adherence to the child protection and safeguarding policies.
- Ensuring all equality, diversity and health and safety requirements are upheld in the performance of your duties.
- Ensuring you comply with the Trust's Staff Behaviour policy, including outside of work where applicable.

#### **Professional Development**

- You are required to undertake professional development as part of your job description. This includes contributing to regular 'check in's' and Journey to Excellence reviews with your J2E reviewer, proactively seeking professional development to improve your performance.

This job description is not a complete description of the role, as you are required to undertake any other reasonable duties as directed by the academy leader and the leadership team.

## Djanogly Learning Trust Person Specification

In order to be considered for interview all essential criteria must be met.

<b>JOB TITLE</b>	Attendance Improvement Officer
------------------	--------------------------------

Requirements	Essential	Desirable	Short listing criteria
<b>Qualifications</b>			
Good standard of education with at least level 3 qualifications including GCSE at English and Maths (or equivalent levels of qualifications)	X		X
Qualification or training in school attendance interventions		X	
<b>Experience</b>			
Experience of working on school attendance issues		X	X
Experience of using school systems, such as MIS systems and Microsoft office		X	X
Experience of working in education in a similar role and building positive relationships with students		X	X
<b>Skills</b>			
Ability to produce work to a high level of accuracy and attention to detail	X		
Ability to work well under sustained pressure and within fixed deadlines		X	
Have good organizational and administrative skills	X		
Effective interpersonal skills with a wide range of people	X		
Demonstrate an ability to identify, discuss and report safeguarding issues with relevant representatives	X		
<b>Personal Qualities</b>			
Organised and ability to multi-task and prioritise	X		
Good communicator at all levels	X		X
Team player	X		
Enthusiastic and positive	X		
Use of initiative and able to apply common sense to solving problems	X		



Flexible and adaptable approach to work	X		
<b>Personal Qualities</b>			
Belief in the values and behaviours of DLT	X		X
Evidence of continuing professional development		X	
Commitment to equal opportunities and diversity in the performance of duties	X		
Access to transportation to enable travel between schools and home visits.	X		

## What is it like to work at Djanogly Learning Trust?

The best way for us to know what it is like to work for the Trust is to seek staff opinion. This is very important to us and we use a variety of methods to gather feedback. For example we undertake an annual staff survey. **In 2019, 88% of our staff said that they feel proud to work for the Trust and 84% would recommend others to work for us.**

Our values are at the heart of everything we do and we are very proud that **91% of staff say that there is a clear and consistent set of values that we use on a daily basis. Even better, 93% say that our actions are in line with our Trust values to put children first.**

As part of our journey to excellence and our commitment to active employee engagement, we have an **employee voice forum and a wellbeing committee.** Both of these are attended by staff from across the Trust at all levels to feedback to the CEO and HR about areas for development.

We hold an annual Trust INSET event which all staff attend. This year we asked staff to use words to describe their overriding feelings about working in the Trust. We are so proud to share their thoughts below.



## Overview of the Trust

Djanogly Learning Trust is a dynamic Multi Academy Trust based in the East Midlands. Our Trust group is committed to providing high quality education for all our children, regardless of their backgrounds. Our track record demonstrates our ability to deliver on our core purpose; achievement for every child. Our portfolio of schools serve a range of communities, all have their challenges but all are fully inclusive and firmly believe that where a child starts out in life should not determine what they can achieve in their lives.

Our values are central to the strong, positive ethos that we share throughout our family of schools. This approach focusses on securing success for all our learners and providing them with the very best life opportunities. We believe nothing is more important than making a difference for our children. We are proud to bear the name of our founding sponsor Sir Harry Djanogly. Sir Harry is a great supporter of education and the arts, his textile business was based in the East Midlands and he remains committed to the region despite now living in the capital.

### Our Vision and Ethos

We believe that every child has the right to an education that gives them the best opportunity to succeed and prosper. We know that this takes great people, hard work and attention to detail. This is a considerable responsibility and we take it very seriously. Everyone within our trust is fully committed to learning. Our ethos is to be innovative in order to improve, to develop resilience in order to face challenges, and to strive for excellence in everything we do.

### Innovation

We believe it's vital to look for new and creative approaches in order to maintain our ongoing commitment to improving our teaching and learning provision. We strive tirelessly to achieve the best, are not afraid to take risks and are never complacent. All of our staff are actively encouraged to look for improved ways of working and to promote an atmosphere of trust.

### Resilience

We believe it's crucial for both children and adults to develop a strong sense of self in order to succeed in challenging times. Our mission is to ensure that our children and staff have the independence to work things out for themselves, the confidence to ask for help when they need it and the courage to never give up.

### Excellence

We believe that everyone deserves to experience excellence. Our organisation is ambitious and we endeavour to support all our children and staff to reach their full potential. We commit to delivering high quality professional support at all levels as part of our journey to excellence. By providing this excellence in teaching and learning, we ensure that all our children have the necessary knowledge and skills to succeed.

### Achievement

Learning is at the very heart of everything we do. We believe that academic success provides the foundation that allows all children the opportunities to make the most of their lives and the opportunities available to them.

Exciting, engaging and inspiring lessons lie at the centre of our curriculum and we constantly strive to provide every child with the very best educational experiences.

Should a child require additional support, a range of services are available to ensure every child's success, whatever their individual educational needs.

### **Djanogly City Academy**



Originally one of the first City Technology Colleges in the country, DCA is a 7-form entry secondary school in Nottingham. It is based across two sites 5 minutes apart; Sherwood Rise site for years 7 and 11 and Gregory Boulevard site in Hyson Green for years 8-9-10. We plan to extend our post-16 provision from September 2023. Judged 'Good' by Ofsted in 2018, our scholars make significantly better progress than national average.

### **Djanogly Northgate Academy**

Northgate is a 2-form entry primary school in New Basford, Nottingham and a founding member of Djanogly Learning Trust in 2011. A popular and over-subscribed school where everyone is valued, they have been judged consistently 'Good' since 2009.



### **Djanogly Strelley Academy**



Strelley is a 2-form entry primary based to the north of Nottingham. It has gained a strong reputation locally for its support for some of our most vulnerable children and their families. It was judged 'Good' in 2017 and strives to be a school where everyone is recognised, welcomed and respected.

### **Djanogly Sherwood Academy**

Sherwood shares our Sherwood Rise site with Djanogly City Academy. It is a 2-form entry primary with provision for children from 2 to 11 years. It was established in 2014 to provide high quality education provision for the growing local community. Judged 'Good' in 2018 in partnership with Northgate it has strong support from its diverse community where everyone belongs.



### **Springfield Academy**



Springfield is a single form entry primary in Bulwell, north Nottingham. The school moved to a fantastic new building in 2017, with improved resources and environment for all the children and particularly the youngest. Springfield knows that success comes through cooperation; we do better working together.

### **Langley Mill Academy**

Langley Mill is a 3-form entry junior school in Langley Mill, Derbyshire. It has recently expanded from 2-form entry to cope with a rising demand for places at this popular community school. Langley Mill's motto is 'Live Laugh Learn' and they do plenty of all three.



### **Laceyfields Academy**



Laceyfields is a small infant school in Langley Mill, catering children from 3 to 7 years. They joined the Trust in 2019 to ensure that their children could benefit from being part of something bigger. This has helped them to provide an even broader range of opportunities to achieve their ambition to 'Help Little Minds Grow'.

### **Kensington Junior Academy**

Kensington is a 2-form entry junior school in Ilkeston, Derbyshire. They actively promote a culture where children care for themselves and each other, for their school and their community, and where they can develop as happy, responsible and self-disciplined members of society.

