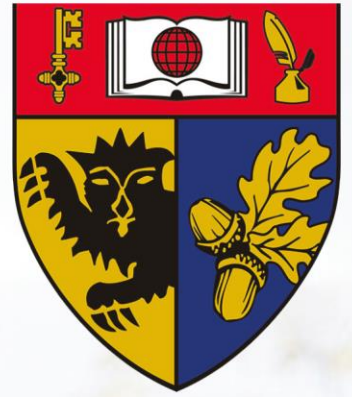




GREENSHAW
LEARNING TRUST



**Duty Manager
(Casual)
Recruitment Pack**

**ALWAYS
LEARNING**

Oct 2021

Dear Candidate

Thank you for your interest in the post of Attendance and Engagement Support Worker at Yate Academy. This post is temporary as it is funded by through the 'Recovery Premium' with funding ceasing on 21st July 2022.

Our school is a well-established secondary school and sixth form, which caters for up to 900 pupils. We have achieved a set of outstanding GCSE results which put them well above the national average for progress. A relentless focus on high expectations has resulted in this exceptional GCSE performance. The results are not only the best in the school's history but will put Yate Academy amongst some of the best schools in the country. As well as having the full support of an active Teaching Team and Leadership team the school benefits from the experience and support that comes with being part of the Greenshaw Learning Trust.

Our website provides a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours. If you would like an opportunity to visit our school, please contact Mrs K Sims on 01454 333592 to arrange a suitable time.

We are committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

How to apply

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website www.yateacademy.co.uk under 'About us' > 'Current Vacancies'

The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Closing date: 01/11/2021

Interview date: TBC

Start Date: ASAP

Yours sincerely

Natalie Wilcox
Headteacher

Greenshaw Learning Trust – About us

The Greenshaw Learning Trust (GLT) provides an effective structure for schools to achieve real benefits from school-to-school collaboration, and a culture of trust and openness that promotes honest and transparent dialogue and mutual support.

At the heart of the Trust is proven school improvement advice and guidance – with regular meetings with school leaders, input from specialist primary and secondary experts and staff training and development in all our schools.

All schools in the Trust receive expert advice and fast-response support on budget planning and monitoring, payroll, human resources, employment and legal advice, purchasing, capital projects, admissions, policy development and audit. Our catering team provides advice and guidance on meeting the statutory responsibilities for food standards, healthy eating and safety, and helps our schools achieve higher take-up of meals and significant cost savings through quality improvement and the central procurement of food supplies.

Each school's local governing body receives support and advice to ensure that they can contribute effectively to the governance and leadership of their school, including tailored guidance to chairs and clerks and governor training.

The Greenshaw Learning Trust is committed to meeting the needs of every student – our schools offer a wide range of special needs provision and across the Trust we have extensive expertise in behaviour, attendance, family liaison and therapies to support our students and their teachers.

The Greenshaw Learning Trust Mission Statement

- *We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.*
- *We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.*
- *We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.*

Greenshaw Learning Trust Employee Benefits

The Greenshaw Learning Trust recognises that our employees are our most important asset and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- Excellent CPD opportunities and career progression.
- Employer Contributions to Teachers Pension Scheme.
- Cycle to work scheme.
- Gym membership scheme.
- Employee Assistance Programme.
- Eye Care Voucher scheme.

Job Description – Attendance and Engagement Support Worker

Reporting to: Assistant Headteacher Behaviour and Attendance
Salary: £16,584.62 - £16,916.11 per annum / G11 SCP 5-6
Hours: 36 Hours per week, term time only plus all INSETS
08:00am-16:00pm Monday to Thursday and 08:00am – 15:30pm Friday

Job Purpose

- To provide administrative support for teaching staff by monitoring attendance across Yate Academy
- To provide family engagement support to include home visits where necessary

Key Duties

- Check for absences/any other reasons for absence other than sickness. Contact parent/carers on first day of student absence.
- To discuss reasons for absence with parents/carers, offering support and challenge where appropriate
- Ensure up to date and accurate records of attendance are maintained across the secondary phase, including ensuring teachers/mentors are recorded accurately and on time.
- To participate in student home visits to address concerns regarding student absence
- Input Attendance Data into SIMS Attendance Module mornings/afternoons.
- Provide reports/data for other members of staff as and when required.
- To monitor the attendance of vulnerable groups of students and liaise with the relevant staff.
- To assist with the identification of students who need support in improving their attendance record.
- To hold discussions and meetings with students, either individuals or groups, to improve their levels of attendance. To mentor individual students where appropriate
- To identify those students in need of support by reason of their absence from school.
- To work alongside relevant staff and other agencies to exchange information and determine appropriate levels of intervention
- To work with parents/carers and other agencies in improving the relevant student's attendance record and coordinating parental support and training where appropriate.
- To liaise with the designated colleagues for child protection/safeguarding
- To keep up to date with SIMs training.
- To maintain the utmost confidentiality of information acquired during the course of the work.
- Assist with student first aid/welfare duties, looking after sick students, liaising with parents/carers and staff.
- To be willing to provide cover if necessary for other administrative jobs within the academy
- To provide Reception cover when necessary.
- To work with the wider school body and provide lunch time supervision as necessary.

Other job requirements

Safeguarding Children

The Trust is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks.

Special Notes on Conditions

There may be occasions when the attendance outside of your normal working hours is necessary to fulfil this role therefore flexibility is required.

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change.

Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Qualifications	Essential	Desirable
At least five GCSE's or equivalent, which must include at least a C grade in Maths and English.	●	
NVQ Level 2 Administration qualification or equivalent or willingness to train.	●	
Evidence of personal commitment to CPD.	●	
Familiarity with SIMS (School Information Management System) will be beneficial, but is not essential.		●
Previous administrative experience demonstrating strong organisational skills.	●	
Administrative / Attendance experience within the field of education.		●
A need to determine which problems can be resolved by the postholder and which need referral to ICT support or to the Senior Management.	●	
Ability to demonstrate literacy and numeracy skills.	●	
Be able to communicate clearly, both written and orally.	●	
Possess strong interpersonal skills, especially telephone communication	●	
Be dependable, able to follow instructions and respond to management directions.	●	
Have a willingness to extend skills through appropriate training	●	
Have good working ICT knowledge including Google Mail/Drive	●	
A First Aid certificate, or willingness to train as a first aider is desirable.		●
		Desirable
The ability to remain calm	●	
A willingness to go the extra mile	●	
An ability to quickly adapt to changes	●	
Ability to prioritise own workload	●	