



**Ibstock Community College**

Respect and Pride brings Success



## **ATTENDANCE IMPROVEMENT OFFICER**

**37 hours per week – 39 weeks per year  
(0.8559 fte) – permanent post**

**Grade 8, Points 15-18**

**Full time salary: £26,427 - £28,776 pa**

**Actual salary: £22,618.13 - £24,628.57 pa**

**Commencing August 2024**





“ *The college has created a positive environment for learning in which students’ spiritual, moral, social and cultural knowledge and skills are developed well.* ”  
*Ofsted*

## Welcome to Ibstock Community College. Thank you for taking an interest in our school.

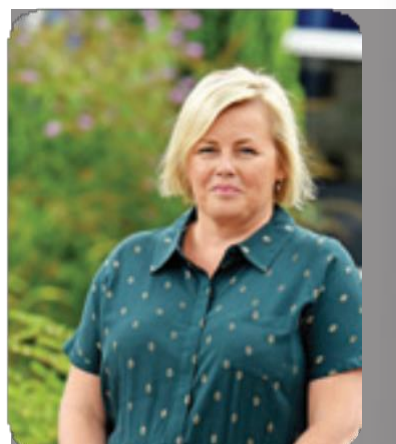
Situated in the heart of the national forest, our aim at Ibstock Community College is deeply rooted in providing an excellent education for all our students, designed specifically to bring out the best in each of them and prepare them for success in life.

We are a caring, friendly and inclusive school, whose success is built on a wonderful staff team, a clear focus on learning and on treating students as individuals. We aim to provide our students with an exceptional foundation for further study, training and employment.

We believe our role is to challenge young people to fulfil their potential both in the classroom and in a wide range of extra-curricular activities. To help them succeed we provide comprehensive and high quality pastoral care.

We have high aspirations for all of our students; we want them to leave us with superb qualifications, great communication skills and the self-confidence, vision and understanding to be successful and happy in a fast changing world.

**Sophie Williams**  
Headteacher





“ We are really pleased with the progress our son has made since joining Ibstock and how well he has settled into secondary school - he loves it! Thank you!  
Parent ”

## Curriculum

Our curriculum is designed to provide young people with the core knowledge they need for success in education and later life; to maximise their cognitive development; to develop the whole person and the talents of the individual; and to allow all children to become active and economically self-sufficient citizens. By drawing on the best that's been thought, said and done in each subject, we believe that our curriculum at Ibstock Community College enables young people to make connections that will help them to understand the world around them and their place in it.

Our 5 year curriculum is rooted in mastery. Students at Ibstock Community College study fewer topics in greater depth. In Year 9, our GCSE options process encourages students to study the EBACC suite of subjects English, maths, science, French, history or geography. In addition, a creative route with a small number of vocational courses is offered to ensure sufficient breadth in the curriculum for all learners is maintained. In our lessons you will typically see students grappling with the same challenging content, with teachers providing additional support for students who need it. Our higher attaining students, will study content in greater depth and will be encouraged to explore enrichment opportunities as well as being introduced to new content which will develop and strengthen their interest and skills even further.

In order to allow the mastery approach to be effective (i.e. students learn what they are expected to in the year they are expected to), early catch up is essential: we identify and support students who start secondary school without a secure grasp of reading, writing and mathematics so that they can access the full curriculum.

Our taught subject timetable, approach to spiritual, moral, social and cultural development, the tutor system and the ethos and 'hidden curriculum' of the school - are interwoven into The RESPECT standards at Ibstock Community College. These opportunities allow our students to grow in strength both academically and through our personal development curriculum. Through this we explore, discover, and celebrate our differences within the college, our community and across the globe. We are also extremely proud of our music and sport extra-curricular activities, just two branches of our co-curricular and enrichment offer.

## Respect standards

Underpinning our ethos are The RESPECT Standards. These embody a mutual respect, built from trusting relationships between our staff and students, parents and carers, our governing body, our local community and partner schools. We communicate with each other calmly, politely and respectfully.

### R esilience

### E quity

### S uccess

### P ride

### E ffort

### C urrency

### T rust

- We aim to develop strength of mind and resilience in all of our students. This is such an important life skill for all
- We believe that all students have the right to the very best learning experience, whatever their starting point
- We want all of our students to reach their potential and beyond - at Ibstock we celebrate success
- At Ibstock all students take pride in their work, always doing their very best. They are proud to wear our uniform, to represent our college and our community. We are proud of our achievements
- Our students are encouraged to get involved in a range of enrichment activities, to step out of their comfort zone and to broaden their horizons. Our students encourage each other to aim high
- We are proud of our knowledge rich curriculum which develops mastery across all subject areas preparing our students for the next stage in their education
- At Ibstock we trust each other, students, staff, parents and governors





## Pastoral Care

At Ibstock Community College we pride ourselves on the quality of our pastoral care. We see all of our staff and students as part of our Ibstock family and our Pastoral Team are dedicated to providing students with a high level of support within school to help them cope with the demands of life and to enable them to have the opportunity to meet their academic potential.

Our Pastoral Team consists of our Form Tutors, Pastoral Managers, Behaviour Support and a wider team of attached staff mentors. We pride ourselves in knowing each child individually and working very closely with students, and their families, to help each child reach their full potential.

Our Pastoral systems are tightly interwoven with our SEND interventions and our highly experienced staff build in further support through the extensive network of external support agencies.

We have high expectations of our students' and their positive attitudes towards their learning. Ensuring every child understands and adheres to behaviour expectations, recognises and responds to our attendance and punctuality processes and is proud to represent our school community in retaining high standards of uniform, is a fundamental part of successful wider academic growth.

Building the skills for students to be respectful towards all, resilient in their learning and proud of being Ibstock students, is something our Pastoral Team excels in nurturing.

## Partnership

Successful learning depends upon a strong partnership between student, school and home. At Ibstock Community College, we have an excellent relationship with parents, underpinned by our commitment to good communication.

Regular meetings, telephone conversations and our ParentLite portal guarantee that parents have ready access to all the information they need about the progress and achievements of their child.

Our nursery and leisure complex are both extremely popular facilities. We are delighted to be able to provide these services for the benefit of the community and to serve the population of Ibstock and the surrounding area.

The college also has valuable links with industry and community groups, enabling students to learn and gain from these relationships. Most important of these are our strong links with our feeder primary schools. Working together enables smooth transition for students joining us in year 7.





## Beyond the classroom

School is about so much more than classroom learning and we provide a wide range of extra-curricular activities both in and out of school. A wide range of clubs in school currently include art, drama, gaming, debate, music and a range of sports.

Our music department offers the opportunity to join several concerts and productions and, of course, individual music lessons can be organised with our peripatetic teachers.

Away from the school site, educational visits offer students a wide range of cross-curricular experiences. These include visits to France and Belgium, Stratford upon Avon and the Bay of Naples.

## Facilities

Our well-maintained campus is equipped with a range of specialist classrooms all with interactive white-boards, projectors and visualisers. Additional technology includes three digital suites and a variety of class sets of laptops and tablets that are used to enhance our curriculum.

We have a spacious Sports hall, all weather pitch, swimming pool and a range of outdoor PE facilities.

Our dedicated music room has adjoining practice rooms and is situated close to the stage which is our drama and performance space.

We have four spacious science labs and the science block also boasts a large ICT suite which is one of the Design and Technology learning zones. We also have an Art studio, textiles room, resistant materials workshop and a food technology kitchen and classroom.

Our library is situated at the heart of the college and has a wide selection of literature which is available to all students via the Accessit booking system. The library is also the base for homework club, book club and is open at lunchtime for students.

## Ibstock Community College is part of the MULTI ACADEMY TRUST.



### Vision

We have a compelling desire to provide high quality, personalised and rounded education for everyone, right in the heart of our local community. We believe that no school can be deemed successful unless all those around it are also successful, popular and flourishing. Hence we believe that dynamic, mutually accountable collaboration and challenge between local schools as members of the LiFE MAT is the cornerstone of our future success.

Each of our schools needs to be seen as a leader of, and vital to, its local community; each school is regarded as fundamental to the identity of its surrounding community. In this capacity we will relentlessly promote the values of inclusion and the celebration of diversity, alongside personal responsibility and respect.

### Values

- Ensuring that every student achieves positive, life changing outcomes
- Providing a whole education: academic excellence co-existing with an exceptional commitment to activity beyond the school gate
- The relentless pursuit of excellence by; expecting this of every person, every day; recognising and celebrating behaviours that lead to great progress and promoting and celebrating elite performance inside school and in the wider world
- Valuing and promoting the celebration and understanding of diversity and qualities of our staff and students
- Ensuring that all students and staff feel known, appreciated and supported
- Committing whole-heartedly to collaboration within, between and beyond our academies
- Ensuring our curricula are agents for the promotion of our values

### Mission

#### Long term goal

- Outcomes equal to the best nationally and internationally for every school and every child
- Every child receives a truly rounded education resulting in a strong moral compass, a globally competitive skill set and a confident sense of self
- Every school is a hub for community activities, a centre for extended services and a source of immense pride for students, their families and other local stakeholders.
- Providing high quality buildings, engaging classrooms and excellent sporting facilities
- Delivering innovative learning resources and materials
- Ensuring a well-disciplined and caring environment
- Exploiting cutting edge technologies to expand the opportunities for students, staff and our community to benefit from learning in a digital age.

#### Medium term objectives

- Each school is confident and thriving in its development; schools are beyond challenge from Ofsted in achieving the aims and values of the LiFE MAT.”



**Ibstock Community College**

Respect and Pride brings Success

June 2024

Dear applicant,

### **Attendance Improvement Officer**

Thank you for your interest in the post of Attendance Officer at Ibstock Community College. We are looking to recruit a highly motivated and suitably experienced individual to work alongside key school staff in school to promote excellent attendance, reduce levels of absence and work with students and families to promote high levels of attendance. This is a key post in our continuing development.

### **Context**

This is an exciting time to be joining Ibstock Community College! With over 800 students on roll, the college is at the heart of the local community, serving families in Ibstock and the surrounding villages of North-West Leicestershire. We joined LIFE Multi Academy Trust in July 2021 and are now at a pivotal stage in our development to become an 11-16 school, as we await our first ever GCSE result in the summer.

### **About the role and you**

The role involves implementing strategies that support the college in ensuring that all students attend school regularly, in conjunction with the wider pastoral team, form tutors, students' families and other agencies. The successful candidate will need to have the following:-

- an understanding of the importance of confidentiality and an appreciation of the implications of the Data Protection Act
- an ability to relate well to students and adults in a variety of situations
- have empathy in difficult situations and ability to agree appropriate outcomes
- be able to operate effectively as a part of a team and with minimum supervision
- hold a relevant qualification, or the proven ability of working at this level in a similar role in either an education or health and social care setting
- be a team player with excellent communication skills and the ability to work in partnership with a range of professionals.

### **How to apply**

We encourage you to visit our website for more detailed information about the college and further information about the vacancy. Informal enquiries about the post are welcomed by emailing [jobs@ibstockcollege.co.uk](mailto:jobs@ibstockcollege.co.uk).

Please send a letter, maximum 2 sides A4, which specifically addresses the requirements of this post, together with your application form. To comply with Safer Recruitment guidelines, please do not send a CV as we do not accept them. Completed application forms should be emailed to [jobs@ibstockcollege.co.uk](mailto:jobs@ibstockcollege.co.uk), or returned directly to the college and should be received by **9.00 am on Thursday 4 July 2024**. Interviews for shortlisted applicants will be held week commencing 8 July 2024.

### **The application process**

#### Safeguarding

We are committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to behave in such a way that supports this commitment. Appointment to this post will be subject to satisfactory pre-employment checks, including an online check.

### Data Protection

Should you be unsuccessful with your application, the school will confidentially destroy your application form after six months of its submission. If you are successful in your application, this information will be kept securely as part of your personal employment record.

### References

Applicants must provide the details of two referees. One reference should be from your current employer or if unemployed, your last employer. Where possible, references should be from separate sources and not from the same organisation or employer. All referees should have known you for at least one year or more and cannot be from a spouse, partner, friend or relation or from someone with whom you live. The school will contact referees for verification. Please ensure that you have permission to provide their details on the application form and note that references will be sought prior to interview for all shortlisted candidates.

### Equal Opportunities

We are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justified.

I look forward to receiving your application. Thank you in advance for your interest in working with us and for the effort that you have made with your application. If you wish to discuss or clarify anything arising from the information attached, please do not hesitate to contact us.

With best wishes

A handwritten signature in black ink, appearing to read 'Sophie Williams', with a long horizontal flourish extending to the right.

Sophie Williams

Headteacher





## Attendance Officer

**Grade 8 (Point 15 to Point 18)**

**Line manager: Assistant Headteacher – Culture and Expectations**

---

### Job purpose

To implement strategies that support the college in ensuring that all students attend school regularly.

To liaise with form tutors, pastoral managers, and the wider inclusion team (LABSS).

To design, develop and implement systems to support the monitoring and improvement of daily attendance and punctuality.

To liaise with all staff, students, parents, visitors, other schools and external agencies and companies.

### Main duties and responsibilities

- Ensure daily attendance registers are accurate and complete, and follow up with staff members about any incomplete data
- Manage and monitor the daily register for non-attendance, truancy, lateness
- Follow up on any unexplained absences with families/carers, escalating issues as appropriate in line with school procedures.
- Initiate and oversee the administration of absence procedures, for example letters home, attendance clinics and engagement with local authorities / other external agencies in coordination with staff in the Attendance Team
- Liaise with parents/carers to improve student's attendance – including making and receiving phone calls /voicemails /text messages/ letters.
- Maintain accurate records of communication families / carers and relevant interventions
- Maintaining accurate records on ARBOR database relating to student attendance. Build and refresh your knowledge of ARBOR and other relevant systems.
- Lead daily or weekly check-ins to review progress and the impact of support / interventions
- Run late initiatives; duty; detention; liaise with families.
- Meet with school staff, students, parents, and relevant external authorities to identify individual problems and possible solutions.
- To acquire and maintain a working knowledge of the statutory framework relating to school attendance
- To support improvements or students at risk in transition to Ibstock through liaison with feeder schools.
- To work directly with the wider inclusion team (LABSS), the Assistant Headteacher, the Lead DSL and senior leadership team to improve attendance.
- Identify students that need additional support to improve their attendance.
- Coordinate meetings with students and families / carers to implement interventions and track progress as part of the wider Attendance Team
- Work with school leaders to identify appropriate interventions to improve attendance for particular groups or individual students.
- Work with school leaders and the wider Attendance Team to develop and revise the school's attendance policy.
- Build positive relations with families / carers to encourage family involvement in their child's attendance.
- Identify, and where possible, mitigate potential barriers to attendance in partnership with families.

- Carry out home visits, where necessary, to address attendance concerns for individual students.
- To complete any paperwork and corresponding attendance information relating to exclusions.
- To work on initiatives and contribute ideas which raise the awareness of school staff, parents, and the community on the importance of school attendance i.e., anti-bullying.
- Coordinate and implement strategies with the pastoral team and exams officer to ensure all exams are attended by 100% of students.
- Design, implement and manage a clear system for whole college detentions including Period 6.
- Provide admin support for the Pastoral team.
- To manage and prioritise own workload.
- Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Be alert to when persistent absence becomes a safeguarding concern and early help may be required.
- Work with the DSL to promote the best interests of students, including sharing concerns where necessary.
- Promote the safeguarding of all students in the school.

### **Tasks – How this will be achieved**

- Implement and monitor first day calling procedures.
- Monitoring student registers am/pm and informing SLT of any anomalies immediately.
- Contacting parents with regard to student attendance.
- Clearing absences – via phone/ first day call / call parents.
- Collate/evaluate data regarding students and their reasons for attendance anomalies and ensure that this is accurately recorded on ARBOR database.
- Where necessary, produce daily reports Send a weekly late report to all tutors detailing attendance, punctuality and any actions required
- Contribute to the production and supply of support and risk assessment processes in line with data sharing protocols with partner agencies.
- Liaise with the Designated Safeguarding Lead to support students identified as vulnerable
- Responding to referrals from designated staff.
- Maintaining attendance records, ensuring they are up to date, amending as necessary from other sources (i.e., after registers in line with absence notes, phone messages etc.).
- Lateness/punctuality: monitor closely and liaise with wider inclusion team to ensure that students' punctuality is prioritised, and staff are supported.
- Monitor punctuality daily and initiate college sanctions for repeated lateness.
- Production of management reports as requested.
- Complete attendance certificates; Pastoral Manager attendance reports; unexplained absence reports for tutors.
- Reporting attendance statistics.
- Undertaking office duties to include incoming calls and messages from parents and forward information to form tutors.
- Produce reports for KS3/4 rewards for highest attendance.

### **Liaison**

- SLT
- Teaching and support staff
- Parents & students
- External agencies
- Corporate & statutory initiatives – equalities/health & safety
- Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace.

## **Considerations**

- a. The nature of the work may involve the post holder carrying out work outside of normal working hours.
- b. The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- c. This post is subject to a check being carried out at an enhanced level by the Disclosure and Barring Service (DBS) regarding any previous criminal record.
- d. This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.



## Attendance Officer

QUALIFICATIONS AND EXPERIENCE	
Essential	Desirable
<ul style="list-style-type: none"> <li>– 5 GCSEs (A-C) including mathematics and English</li> <li>– Two years' experience of working in an education setting or health and social care</li> <li>– Experience of working effectively with young people</li> <li>– Experience of working effectively with parents / carers</li> <li>– Full, clean driving licence</li> </ul>	<ul style="list-style-type: none"> <li>– IT qualification e.g. ECDL / RSA / CLAIT</li> <li>– Experience of working collaboratively with other agencies</li> <li>– Experience of working with young people with complex emotional and behavioural needs</li> </ul>
KNOWLEDGE AND SKILLS	
Essential	Desirable
<ul style="list-style-type: none"> <li>– Good standard of literacy and numeracy</li> <li>– Excellent knowledge of safeguarding and child protection procedures</li> <li>– Good knowledge of effective ways of managing student attendance.</li> <li>– Excellent verbal and non-verbal communication and interpersonal skills.</li> <li>– Able to work effectively with young people with challenging behaviour.</li> <li>– Able to devise and monitor effective programmes for attendance improvement.</li> <li>– High level skills in counselling and mentoring.</li> <li>– Able to work well with external agencies involved in improving attendance.</li> <li>– Highly effective team member.</li> <li>– Able to anticipate and defuse conflict.</li> <li>– Excellent ICT skills and ability to interpret data.</li> <li>– Ability to produce clear reports and keep concise accurate records.</li> <li>– Excellent organisational and presentation skills.</li> <li>– Anticipate problems, develop creative solutions.</li> <li>– Listen to and reflect on feedback from others.</li> <li>– Excellent personal presentation</li> <li>– Able to build and maintain positive relationships with individuals.</li> <li>– Prioritise, plan and organise self.</li> <li>– Use of ARBOR or equivalent school management information system</li> <li>– An interest in educational issues</li> <li>– A commitment to inclusion</li> <li>– Positive attitude</li> <li>– Genuine concern for the welfare of others</li> <li>– Initiative and self-motivator</li> <li>– Calm disposition</li> <li>– Willing to accept the demands and challenges of the post and respond in a flexible manner.</li> </ul>	<ul style="list-style-type: none"> <li>– Knowledge of the impact of special educational needs on behaviour</li> <li>– Knowledge of ARBOR database</li> </ul>

## PERSONAL ATTRIBUTES

Essential	Desirable
<ul style="list-style-type: none"><li>– An enthusiasm for working with young people.</li><li>– Flexible with a 'can-do' approach</li><li>– Integrity, empathy and patience</li><li>– Able to manage sensitive and confidential situations.</li><li>– Able to work under sustained pressure while remaining cheerful and resilient.</li><li>– Able to react appropriately to problems and unexpected situations, making rapid decisions and taking the initiative.</li><li>– Able to operate effectively as a member of a team with minimum supervision.</li><li>– Self-motivated</li><li>– Loyal and dependable</li><li>– Committed to safeguarding and promoting the welfare of students and Ibstock Community College.</li></ul>	