



River Tees Multi Trust
Position: Attendance Officer

Reporting to: Regional Standards Leader and/or Headteacher
Salary: 25-28, Term time only plus 3 weeks (£26,744-£29,758 actual salary)

River Tees Multi Academy Trust

Position: Attendance Officer

Location: River Tees Academies

Grade: 25-28

Hours of work: 37 hours per week, term time only plus 3 weeks

Start Date: As soon as possible

At River Tees Multi-Academy Trust, learning is at the centre of everything that we do. We work with the most vulnerable children and young people, helping them to re-set their learning journey to achieve better outcomes and life chances in the short and longer term. It is recognised that each learner requires a unique setting and support programme to help them back into either mainstream education or a specialised educational setting.

The Trust believes that Alternative Provision (AP) should give every learner the chance to be the best that they can be. We believe that this is achieved through the removal of barriers to learning, and the delivery of personalised programmes which lead to valued and valid qualifications.

River Tees Multi-Academy Trust is dedicated to providing high quality education through an innovative structure, so that vulnerable students have access to advanced and energising centres of learning. They are supported to develop lively and enquiring minds, whilst ensuring that they feel safe and valued in an inclusive environment. The ethos of inclusion is central to all of the work of the trust in helping young people to achieve aims and ambitions.

The role of Attendance Officer at River Tees Academies is to support the development of safeguarding and child protection policies, training and procedures and guidance for the Trust and to assist in the coordination of referrals, arranging action and reviewing services for children and families.

Application form to be sent to HR@rtmat.org.uk

Closing date: 29th January 2021

Interview date: TBC



Job Description

MAIN RESPONSIBILITIES:

- To implement the RTMAT child protection policy and procedures.
- Encourage good practice by promoting the child protection policy and procedures.
- Respond appropriately to disclosures or concerns which relate to the well-being of a child.
- To maintain accurate, confidential and up-to-date documentation on all cases of safeguarding and child protection and report where required.
- To monitor, report and take action to improve attendance.
- To work directly with children in need and their families in the community in order to promote, strengthen and develop the potential of parents/carers and their children in order to prevent children becoming looked after and/or suffering significant harm.
- Where required, liaise with statutory agencies and ensure they have access to all necessary information.
- To initiate and refer pupils to outside agencies and co-ordinate referrals.
- To liaise with school staff in initiating multi-agency referrals for pupils.
- When appropriate, to act as lead professional and coordinate Team Around the Child meetings
- To support the care of children where their living arrangements are at risk of breakdown
- To ensure that vulnerable pupils who are victims of abuse are supported appropriately and sensitively and that all actions assigned to RTMAT from planning and interventions meetings are successfully carried out and monitored
- To collate and produce statistical information with regards to safeguarding, attendance and pupil groups.
- To work with identified pupil premium group pupils and their families to narrow the attainment gap.
- To plan and assist on safeguarding and attendance training within school.
- To compile reports in line with legal processes for attendance.
- To identify areas for development in attendance processes and develop an action plan to implement improvements.
- Analyse attendance, safeguarding data and trends to inform actions and produce reports for a variety of purposes.

ACCOUNTABILITIES

- Where necessary, attend and participate in Child Protection Conferences and Planning and Review meetings whilst working closely with colleague's in Children's Services as required, some of which may take place out of normal working hours.
- In partnership with the Safeguarding Team, plan and complete professional assessments of need and risk in respect of parents and carers using the Local Authority procedures for

children in need and significant harm. Assisting to coordinate the multi-agency approach to prevent and address child protection issues and children in need within RTMAT.

- To maintain confidentiality at all times.
- To liaise and coordinate with colleagues and outside organisations regarding the Common Assessment Framework and to coordinate and monitor all referrals and recommendations with the Trust.
- To adhere to RTMAT policies as outlined in the staff handbook.
- Ensure that all attendance data is complete, accurate and made available in appropriate formats and reports for all staff.

GENERAL DUTIES

- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- To undertake health and safety duties commensurate with the post and/or as detailed in the school health and safety policy.
- To work in accordance to the RTMAT equality policy.

Person Specification

FACTOR	ESSENTIAL	DESIRABLE
Qualifications and training	<ul style="list-style-type: none"> • Good GCSE's including English and Maths • Educated to at least A-Level or equivalent • ICT qualification 	<ul style="list-style-type: none"> • Degree or equivalent
Knowledge and Understanding	<ul style="list-style-type: none"> • Demonstrable knowledge of the principles involved in giving advice and guidance to children/young people, including the place of confidentiality • Knowledge of the responsibilities of agencies towards vulnerable children such as the Child Protection Procedures and intervention work • Demonstrable knowledge of the range of additional support/agencies which can be of assistance to vulnerable pupils/students and families • Knowledge of 'Framework for the Assessment of Children in Need and their Families • Knowledge and understanding of attendance 	<ul style="list-style-type: none"> • Ability to summarise clearly and concisely and articulate concepts and proposals • Ability to produce concise and complex reports • To be able to evaluate theoretical research based information • An understanding of the 'Early Help' process. • Knowledge of Schools Information Systems
Skills and Abilities	<ul style="list-style-type: none"> • Ability to maintain student records and write other short reports as required. • Ability to record and produce minutes from safeguarding and attendance meetings. • Ability to work on one's own initiative, balance competing priorities and organise a work schedule. • Ability to motivate children/young people and families by establishing empathic and supportive working relationships. • Ability to work as part of a team to reach agreed targets and outcomes for children/young people. • The ability to use word processing packages and the internet. 	

	<ul style="list-style-type: none"> • Experience of working with children including work within Child Protection and Multi Agency liaison. 	
Experience	<ul style="list-style-type: none"> • Demonstrable experience of working effectively with vulnerable children/ young people in either education, social work, youth work or another related area of work. • Extensive experience of working effectively with the parents /carers of children / young people. 	<ul style="list-style-type: none"> • Some experience of working effectively with a range of professionals to promote children's/young people's learning or welfare OR Significant recent experience in work with children and families in a statutory childcare agency. • Experience of working in a multi-agency environment.
Other Requirements	<ul style="list-style-type: none"> • Ability to work flexibly • Self-motivated and able to prioritise a demanding workload. • To be professionally assertive and clear thinking, able to negotiate. • To be able to operate as part of a team. 	<ul style="list-style-type: none"> • A full valid driving licence and the use of a car.

RTMAT WELL-BEING OFFER



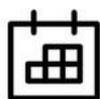
Complementary tea and coffee making facilities.



A buddy for new staff who join RTMAT.



Wellbeing events for all staff



Deadlines well publicised and annual calendar consultation



Complementary Christmas lunch provided for all staff each year



Measured approach to lesson observation, drop-ins and work scrutiny.



The opportunity to make a real difference to the lives of disadvantaged and vulnerable learners.



On-site free parking where possible



SLT open door policy at all times



Greater PPA time than national



Staff social and sporting activities



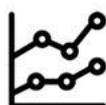
Flexible and generous approach to family appointments, children's events etc.



Personal ICT equipment (iPad or Macbook)



Opportunities for career development always considered



No student or class data is collected for data's sake



Staff marking & workload group guide and develop policy



Counselling service free to all staff both in house and externally



Comprehensive training and development offer



Dedicated classroom wherever possible for all teaching staff



Cake, laughter and friendship

How to Apply

For more information or to request an application form, please email HR@rtmat.org.uk.

If you would like any further information on this post, you can contact Robyn Bulmer on 01642 213799.