



# Transforming Lives

EDUCATIONAL TRUST

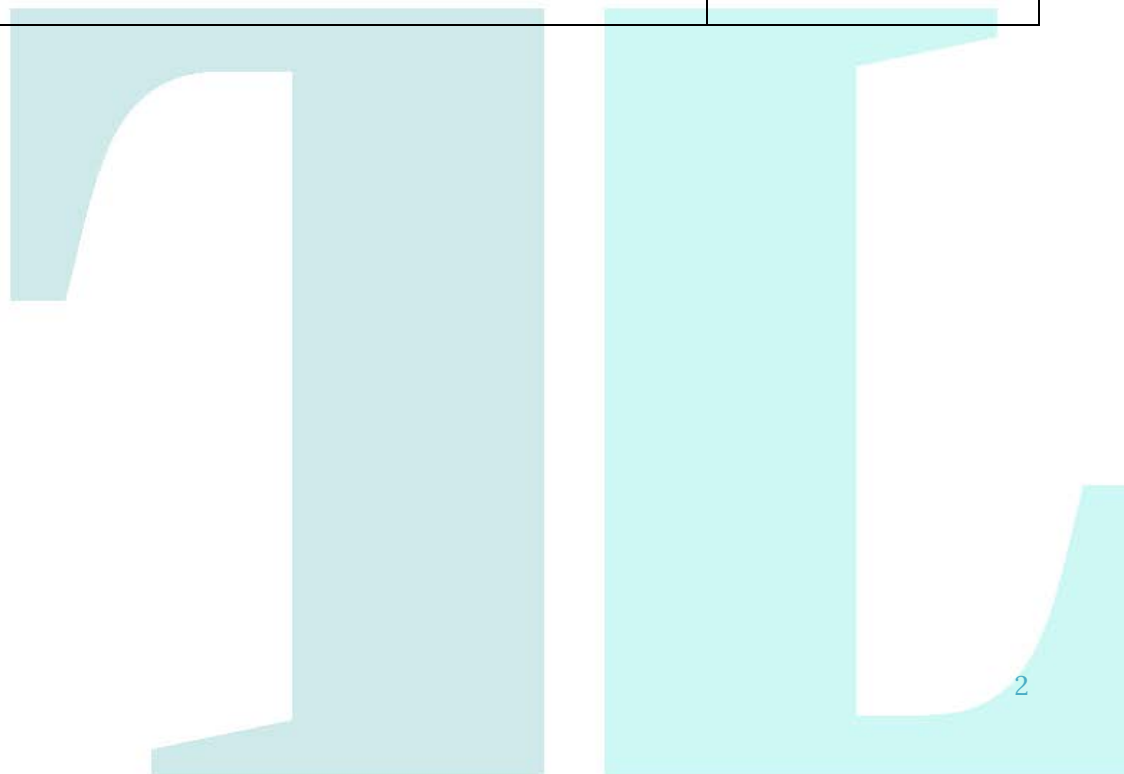
**Ashlawn School**

**Welfare & Attendance Officer**

**Recruitment Pack December 2023**

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# About Transforming Lives Educational Trust

## Our History

The Transforming Lives Educational Trust (TLET) was established in October 2016 and is a Charitable Trust and Company Limited by Guarantee. TLET grew out of a partnership between a high performing secondary school and primary school in Rugby, Warwickshire. The desire to work together arose from continuing population growth in the local community, our belief that we can shape and influence practice wider than our current schools, and the desire to provide the community with more high-quality school places. The Trust is set to grow over the coming years and currently comprises of two secondary-phase academies, Ashlawn School and Houlton School, and two primary-phase academies, Henry Hinde Infant School and Henry Hinde Junior School. Currently we are responsible for approximately 2400 children and young people and, along with the Trust's Central team, 350 employees and £13m of public money annually.

## Our Vision

We believe in the transformative power of learning and its singular ability to broaden horizons, deepen perspectives and extend potential.

Our family of academies will be recognised as the most forward-thinking and innovative organisations within the communities they serve, providing a springboard for our children, young people and staff so that they become exemplary citizens who strive to stretch their potential and become transformers in a diverse and ever-changing world.

## Our Strapline

Transforming tomorrow, today.

## Our Standards

### One team, one goal

- ◆ We are totally united and committed to improve life chances.

### Best daily deal, everyday

- ◆ We have the highest expectations for all, in all, from all, always.

### No excuses

- ◆ We see it, own it, sort it.

### Community First

- ◆ If it's important to you, it's important to us – we care.

## Our Values

**T**end the team – *listening to, sharing with, and learning from others so that we nurture the potential of all (loyalty)*  
**R**each for excellence – *only comparing ourselves to the best – seeking to match and then surpass it (excellence)*  
**U**tilise innovation – *seeking forefront thinking and creativity, and leading the change (courage)*  
**S**eize success – *holding onto our vision and building on our achievements (tenacity)*  
**T**hank as you go – *recognising the contribution of others to the Trust's successes (kindness)*

## Our Academies



## Our Team

Without exception, everyone is deeply committed to the very highest outcomes, regardless of their role, recognising the strength of collective contribution and effort.

### Leaders

Academy leaders, driven by exceptional Principals, focus relentlessly on pupils and their outcomes, with everything else as peripheral. They are restless in their leadership, seeking ever better ways to improve in a culture of success. They do what it takes to make the difference.

Central team leaders, motivated by an inspiring Executive, lead high performing teams who add value to our academies by providing the environment in which others thrive. They unburden academy leaders, enabling them to keep the main thing, the main thing – pupil outcomes.

Governance, for our academies and for the Trust, is robust, rigorous and proportionate, providing professional support and challenge so that leaders strive to the limit of what is possible with a sharp focus on outcomes and excellence.

Our leaders never allow the urgent to distract them from the important, navigating a clear route to long-term success.

### Teachers

Our teachers are highly effective in the classroom, both in the uncompromising quality of their teaching and in the perceptive and individualised attention they give to pupils. They are passionate about the subjects they teach and dedicated to the children in their care. Our teachers are carefully recruited and expertly supported to make sure they, like our pupils, are always at the top of their game.

### Support Staff

Our support staff are the backbone of our organisation and are specialists in their areas of responsibility. Like our teachers, they are well-trained and highly effective at ensuring the smooth operation of our Trust day in, day out.

## Our Aims

1. Our children achieve more, and make better progress, by attending a TLET academy than would otherwise be expected.
2. Others hold our academies, and the Trust, in the highest regard.
3. Our accommodation and premises are safe, well maintained and with facilities that are constantly improving.
4. Infrastructure and management systems are effective and cohesive, underpinned by sound financial management.
5. Our Trust operates at least seven academies, with due regard to growing responsibly, sustainably and with a mix of primary and secondary phased academies.
6. The welfare of our children and staff is promoted effectively in a safe environment where they are protected from harm.

# Why Work for TLET?

At TLET, we want to be an employer of choice for our employees.

We believe that the children and young people in our care deserve the very best staff who are highly effective at what they do. We want our employees to take great pride and satisfaction in their work. This means that one of our fundamental priorities is to ensure that all of our employees feel valued, knowing that the role they fulfil is vital to transforming the life chances of others. Put simply, we are loyal to our employees and receive their loyalty in return.

## Comprehensive Induction

When joining TLET, you will have access to a detailed induction programme which is designed to ensure you feel confident in your new role from your first day with us. This is led by our HR team in partnership with your line manager and focuses on our culture, safeguarding, site orientation, key people and TLET expectations, among other things. We know the importance of a great start for our children and young people when they join one of our academies, so we place just as much importance on the way new employees transition into TLET.

## Tailored Training

We believe in giving our children and young people the best daily deal. To this end, all of our employees have access to individualised performance development programmes and tailored training to ensure we are all restless in our pursuit of excellence. We work with respected training providers such as ECM Consultants, Challenge Partners and our own TLET Education Improvement Service, harnessing a blended training platform of virtual and face-to-face sessions.

## Tending the Team

At TLET, we recognize that working in schools is extremely rewarding, but we haven't lost sight of the fact that it is often challenging and burdensome. All our employees have access to our TLET wellbeing offer to promote your mental and emotional wellness. This centres around a suite of staff provision such as bitesize online wellbeing training to help maintain work-life balance, free access to professional counselling and even shopping vouchers! In short, we take care to care.

## TLET Central Team

As an employee at TLET, you will benefit from our extensive and expert Central Team who are based in Rugby making them highly accessible and responsive. The Central Team deliver leadership, finance, estates, business operations, SEND, HR and IT expertise to our academies with the intention of making it easier for others to do their job. Our Central Team work in partnership with our academy leaders to ensure that support is tailored to the needs of each academy.

Furthermore, we follow the School Teachers' Pay and Conditions Document, the National Joint Council guidelines and recognize continuity of service for all employees joining TLET to ensure that our employees are looked after well compared with others in different settings.

## About the Role

Thank you for your interest in the position of Welfare & Attendance Officer at Ashlawn School.

This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. The pack aims to answer all of your initial questions, but if not, please do not hesitate to contact us. It is extremely important to us that you feel comfortable and confident to proceed with your application as we aim to make the very best appointment possible.

### So, who are we looking for?

Thank you for your interest in becoming part of our Ashlawn family. This post is a role within the admin team and is a pivotal role in improving our school attendance.

The Welfare & Attendance Officer will be an integral member of our support staff team, working with us to formulate and realise our ambitious strategic vision for a world-class education.

Your specific remit will be to work closely with the Admin Services Team Leader to actively monitor pupil attendance and welfare. You will be a positive and proactive individual with prior experience of school attendance. You will be a flexible team player, who responds well to the unique challenges and quickly changing environment of our large secondary school.

Experience of additional areas such as pupil welfare and the Warwickshire Attendance Service (WAS) would be an advantage, but full training will be given. You will be a strong role model who rolls up their sleeves and gets stuck in with day-to-day operations. You actively seek out ways of improving your own performance and that of others, in order to ensure Attendance Monitoring and the wider organisation are highly efficient, effective and sustainable. At your core is a strong moral purpose to provide the best deal for all stakeholders, but especially for the children and young people whom we serve.

*I am looking forward to reading your application. I am passionately committed to Ashlawn School and to transforming children's lives through innovation and excellence and the successful candidate will be the key member team to support us in achieving that in this core subject.*

*I want to hear from you if you are as excited as I am about this new opportunity within our successful and growing Trust. In return, I can offer the right candidate the chance to lead within our innovative and forward-thinking family ethos as well as offering excellent professional development.*

*I encourage you to consider the information in this pack carefully and use it to picture yourself within the role of Attendance Officer at Ashlawn School. Should you wish to discuss any element of the pack in more detail, please do not hesitate to get in touch. I look forward to receiving your application.*

Yours faithfully,

Paul Brockwell

Associate Principal

## What next?

We want to hear from you if you are as excited as we are about this fresh opportunity within our successful and growing Trust. In return, we can offer the right candidate the chance to work within our innovative and forward-thinking Trust as well as offering excellent professional development and progression.

We encourage you to consider the information in this pack carefully and use it to picture yourself within the role at Ashlawn School. Should you wish to discuss any element of the pack in more detail, please don't hesitate to contact us. We look forward to receiving your application.

## How to Visit & Apply

Please read the information in this pack. If you are interested in this job opportunity, please apply by downloading the application form from our website [website \(www.tlet.org.uk\)](http://www.tlet.org.uk). Completed application forms should be emailed to [careers@tlet.org.uk](mailto:careers@tlet.org.uk) or posted to:

HR Department (Careers)  
c/o Houlton School  
Signal Drive  
Houlton  
Rugby  
Warwickshire  
CV23 1ED

If you have any questions about the role or would like to visit Transforming Lives Educational Trust or one of our Academies, please don't hesitate to contact us by emailing [careers@tlet.org.uk](mailto:careers@tlet.org.uk) or selecting option 1 on our telephone menu – 01788 593900.

If you decide to apply you should include a supporting statement with your application form (either in the application or as a covering letter) on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the Trust.

Please do not send a general letter; we are really looking for someone who is prepared to respond to us as an individual Trust. You can be sure that we will take time and care in reading your letter; we appreciate how much time and energy goes into writing it.

| Recruitment Timeline* |                                                                                              |
|-----------------------|----------------------------------------------------------------------------------------------|
| w/c 18/12/23          | Position advertised                                                                          |
| 22/01/2024            | Closing date for applications (9am)                                                          |
| w/c 22/01/2024        | Final Shortlisting and contact with candidates<br>References will be requested at this stage |
| TBC                   | Final Panel Process                                                                          |

*\*Timeline may be subject to change*

## Job Description

|                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Location:</b>          | Ashlawn School                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Job Title:</b>         | Welfare & Attendance Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Salary:</b>            | NJC12 to NJC17                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Contract:</b>          | Permanent. Term Time plus 5 days                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Start date:</b>        | ASAP following completed recruitment checks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Responsible to:</b>    | Admin Services Team Leader                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Key relationships:</b> | All pupils and staff at Ashlawn School.<br>All staff at Ashlawn School represent the values, ethos and practice of the school to all of its stakeholders and wider community.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Job purpose:</b>       | <ol style="list-style-type: none"> <li>1. To work with the Admin Services team Leader and Warwickshire Attendance Service (WAS) to monitor, support and challenge families so that attendance at Ashlawn School is World Class.</li> <li>2. To carry out home visits to ensure every child is safe and well.</li> <li>3. To monitor requests for holidays and liaise with the Admin Services Team Leader and WAS regarding fines.</li> <li>4. To undertake work in accordance with any rules and regulations relating to safeguarding and promoting the safety and welfare of children.</li> <li>5. To work collaboratively with the Administration team.</li> </ol> |

### MAIN ROLE AND RESPONSIBILITIES:

Under the direction of the Admin Services Team Leader:

- To work with the Admin Services Team Leader and pastoral team to monitor and support pupil attendance, including the management of the staged letter process in accordance with the Attendance Policy.
- To ensure the school meets the attendance target of 95% for all students where possible
- To work in line with Working together to improve school attendance – May 2022
- To carry out home visits in accordance with the 'Missing from Education' flowchart
- To monitor, track and report the punctuality of all students
- To monitor, track and report the truancy of all students
- To contact parents/carers or wider stakeholders as directed
- To answer the phone energetically and with enthusiasm, managing and directing calls effectively
- To deal with difficult or challenging parents/carers, de-escalating and ensuring that the school's policies are followed at all times
- To carry out general administration duties as required



- To actively contribute to the wider culture and ethos of the school.
- Any other duties deemed reasonable by the line manager.

This job description sets out the duties and responsibilities of the post at the time 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. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

### **Staff, Performance Management and Professional Development**

To work with your line manager in order to ensure you fulfil the expectations of the annual performance cycle.

### **Premises and Administration**

To ensure that the office environment is safe, well maintained and in keeping with the School Health and Safety policy, reporting any concerns directly to the Site Services Officer.

### **Safeguarding**

To be aware that all staff are responsible for the safeguarding and promotion of the welfare of children.



## Person Specification

|                    |                              |
|--------------------|------------------------------|
| <b>Job Title:</b>  | Welfare & Attendance Officer |
| <b>Reports to:</b> | Admin Services Team Leader   |

**The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.**

| SPECIFICATION                            | ESSENTIAL                                                                                                                                                                                                                                                                                                                                                                          | DESIRABLE                                                                                                                                                                                                                                      |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Qualifications/<br/>Training</b>      | <p>Minimum GCSE (or equivalent) grade 4 in English and Maths</p> <p>To hold a Full UK Driving License with appropriate insurance</p>                                                                                                                                                                                                                                               | <p>Further relevant qualifications, e.g. A Levels, Bachelors level qualification, DSL Training, First Aid Training.</p> <p>Relevant administration or Business Management qualifications.</p> <p>Capita SIMS / EDULINK / CPOMS / Studybugs</p> |
| <b>Experience</b>                        | <p>Experience of Attendance Monitoring</p> <p>Demonstrable enthusiasm for working with young people and as part of a team</p> <p>Experience of supporting children / young people</p> <p>Experience of front of house / administrative roles</p> <p>Demonstrate a commitment to understand the CARE values and those values of the wider Transforming Lives Educational Trust.</p> | <p>Experience of safeguarding protocols</p> <p>Experience in a secondary school setting</p> <p>Experience of working in similar roles</p> <p>Experience of administrative roles</p>                                                            |
| <b>Knowledge/Skills<br/>(Ability to)</b> | <p>Able to communicate with a variety of stakeholders (e.g. pupils, colleagues, parents, external agencies)</p> <p>Able to work collaboratively with others</p> <p>Able to use IT to support both the organisation and the department</p> <p>Able to work as part of, and contribute to, a whole school, multi-disciplinary team</p>                                               | <p>Experience of managing challenging behaviour or challenging individuals</p> <p>Understanding of relevant codes of practice and legislation e.g. GDPR/Safeguarding</p> <p>Knowledge of the Warwickshire Attendance Service's protocols</p>   |

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                        |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| <b>Personal Qualities</b>     | <p>Able to demonstrate the appropriate motivation to work with young people</p> <p>Able to form appropriate relationships</p> <p>Able to maintain exemplary levels of adherence to safeguarding expectations</p> <p>Able to demonstrate initiative and work constructively as part of a team</p> <p>Having an exemplary eye for detail</p> <p>Flexible approach</p> <p>Good communication skills</p> <p>Self-motivated, hardworking, able to use initiative and requiring minimal guidance and supervision</p> <p>Demonstrates tact, discretion and confidentiality</p> <p>Demonstrate leadership skills</p> |                                                                                                        |
| <b>Equality</b>               | <p>Demonstrable commitment to inclusive education</p> <p>Awareness of the effects of discrimination on pupils, parents, colleagues and policy</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                        |
| <b>Specialist Knowledge</b>   | <p>Administrative skills in one or more area</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p>Any additional experience or training that could provide additional support to the organisation</p> |
| <b>Education and Training</b> | <p>Evidence of ongoing professional development</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                        |

All posts within TLET are subject to pre-employment and vetting checks, including reference checking and enhanced disclosures checks with the Disclosure and Barring Service (DBS).