

ATTENDANCE COORDINATOR

FTE Salary: £19,818 to £25,463 (Grade 3)

Pro Rata Salary: £17,331 to £22,266

Hours of work: 36.5 hours a week, 39 weeks of the year (term time only)

Required for: ASAP

Closing date for applications: Monday 21 January 2019

The Role:

Your role will be to make a significant impact on raising levels of pupil attendance by implementing and developing the Academy's attendance management systems.

Non-attendance at school has a dramatic impact on student outcomes at the end of KS4. Your role will be to work with a caseload of children and their parents to identify and overcome barriers to attendance, and ultimately to initiate court action through the appropriate structured procedure where necessary.

With an assistant, you will monitor registers daily, make calls to parents, work closely with the pastoral team and support the work of a third party organisation who we have engaged to handle a caseload of our most serious persistent non-attenders. You will report regularly on your progress in resolving non-attendance cases and increasing overall school attendance.

The Candidate:

You will have experience of working with children and parents on school attendance. You will be highly organised and systematic and will be able to manage a large caseload independently. You will have excellent communication skills, including the ability to manage difficult conversations productively and de-escalate conflict. You will be a good team player with a demonstrated track record of making a positive impact in a previous role.

How to Apply:

For informal discussions, please contact Steven Forster, HR Manager, on 0121 366 7825 or email at s.forster@greatbarr.bham.sch.uk.

Application forms & further details available to download from our website at <http://greatbarracademy.org.uk/>

Please submit all electronic applications only by email to the address below. Applications must be made using the Academy's application form.

To apply for this job, please download and either save or print the application form. You should read the Guidance Notes before completing your application. Once you have completed your application, there are three ways you can send it to us:

1. Email your application form and covering letter to secretariat@greatbarr.bham.sch.uk
2. Physically hand in your application form and covering letter into Reception.
3. Post your application form and covering letter to Mrs I Abrahams, Headteacher, at the address below.

Great Barr Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.