



## ATTENDANCE OFFICER APPLICATION PACK

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## Letter From the Headteacher

Dear Applicant,

Thank you for your interest in the post of our Attendance Officer. This is an excellent opportunity for the right person to join Willowfield at an exciting time. You will find further information about the role attached to this letter.

**It is my great pleasure to welcome you to Willowfield school.**

Willowfield school exists to serve children. Children get one chance at education and it is our responsibility and privilege to ensure the educational experience for all children is rich and rewarding. Children come to Willowfield and are given excellent pastoral care, feel happy, are safe, experience an excellent curriculum and leave us ready to embrace their futures. We develop our children as confident, capable, curious and compassionate young people who are eager to embrace change and challenge.

Willowfield is very proud to have been serving our community; educating, and caring for children for over 100 years. Willowfield is a happy, oversubscribed and financially secure school doing great work – as was so clearly identified in the October 2021 OFSTED inspection. Such is our popularity that we are expanding over the next few years and have an exciting building project which will provide us with even more exemplary facilities.

Willowfield is characterised by great relationships, every member of our community is part of the Willowfield family. The school ethos and values are centred on developing our young people as great citizens and this infuses the whole curriculum and learning experience. We have a happy, dedicated, and excellent staff team who work tirelessly for our children. We have strong partnerships with local schools and colleges and are involved in many community projects.

We are a mixed 11 to 16 comprehensive school within the London Borough of Waltham Forest. Willowfield is a truly inclusive and international multicultural school. There are around 50 different languages spoken in the homes of our children.

We serve a diverse community and as an equal opportunities employer we are committed to increase the diversity of our staff team - we particularly welcome applications from Black, Asian and Minority Ethnic (BAME) candidates.

I hope that this information is helpful but if you would like to find out more before applying, informal school visits are warmly welcomed and encouraged. To make an appointment please contact us on 0208 527 4065 or by e-mail at: [recruitment@willowfield-school.co.uk](mailto:recruitment@willowfield-school.co.uk). If you decide that you would like to take your interest further, then I look forward to reading your application. Applications consisting of a fully completed application form (CVs will not be accepted) and a covering letter should be submitted by noon Friday 31<sup>st</sup> May 2024. If you are successful in being selected for interview, references will be requested immediately. All applications will need to be sent to [recruitment@willowfield-school.co.uk](mailto:recruitment@willowfield-school.co.uk).

**Candidates should note that as Willowfield School is committed to Safer Recruitment practices and procedures, online checks will be carried out on all shortlisted applicants and applicants will also be questioned about their commitment to the safeguarding and promotion of the welfare of young people.**

Yours faithfully,  
**Rebecca Linden**  
Headteacher



## Vision, Values and Ethos

At the end of the Willowfield experience, we want our students to be able to compete with anyone, anywhere, professionally and personally, in the world that is their future.

- Our school is a safe, happy, exciting place - a vibrant learning hub at the heart of its community.
- We are driven by the belief that schools exist for children, our students are at the core of everything we do. We are committed to nurturing and challenging them, so they thrive and flourish, making great progress as learners and as people.
- Great lessons, complemented by enriching experiences beyond the classroom, challenge and inspire everyone to do the best they can. We are ambitious and aspirational, inspired by the belief that our students will achieve the most amazing things.
- We celebrate our wonderfully diverse school community and embrace the opportunities available in the greatest international city.



- Success at all levels is celebrated and we intervene immediately when students are not reaching the heights they should. Time is precious, a culture of healthy vigilance ensures we never overlook underachievement.
- Some students face significant barriers, but this is not used as an excuse for underachievement, we endeavour to understand and support so that these barriers are overcome.
- All members of staff are on their own learning journey and are committed to growing and nurturing all in the school community, thereby creating a great learning culture. We are reflective, outward facing professionals committed to continually improving the Willowfield experience.
- Everyone in the school is proud to be at Willowfield and work together to contribute to the great community that is Willowfield.
- Our young people develop into great citizens able to play a full, positive, and productive part in twenty-first century society.



## Strategic Objectives

### Our strategic objectives are in five themes:

1. Curriculum, pedagogy, literacy, and numeracy across the school
2. Educational outcomes and narrowing gaps for specific groups
3. Cultural capital and personal development
4. Staff and student well-being
5. Governance



### OBJECTIVES OF THE CURRENT TWO-YEAR SCHOOL IMPROVEMENT PLAN (2021 – 2023)

#### Quality of Education

- Make great learning and teaching the norm
- Enrich the curriculum with creativity and diversity to inspire and challenge
- Improve the quality, consistency, and effectiveness of independent learning
- Improve the impact of additional adults to closely meet learning needs
- Embed literacy and numeracy policies in day-to-day practice
- Further develop student voice and leadership to improve learning and teaching
- Review and refine the assessment system to meet the needs of the curriculum
- Improve attainment and progress
- Further narrow gaps for targeted groups including SEND and disadvantaged

#### Personal Development

- Increase the cultural capital of our students
- Further develop student leadership
- Remove barriers and provide support to ensure great punctuality and attendance
- Develop the impact of great coaching, mentoring and counselling
- Provide opportunities to prepare students for the next stage of their learning
- Develop our young people as critical thinkers able to make safe, informed choices

#### Behaviour and Attitudes

- Continue to make great behaviour the norm
- Reduce number of exclusions and seclusions
- Strengthen behaviour intervention to support our most vulnerable students
- Continue to embed a culture of reflection, responsibility and restorative practice
- Embed a culture where students have a positive attitude about their learning, their community and their future

#### Leadership and Management

- Continue to prioritise staff and student well-being
- Make great middle leadership the norm
- Refine and embed a culture of coaching
- Extend school-to-school collaboration
- Further develop staff appraisal, particularly for support staff
- Further develop community engagement
- Increase collaboration with parents and carers
- Improve the role of governors as critical partners
- Maintain financial stability
- Manage school expansion effectively
- Protect the best interests of Willowfield and explore options for the future
- Further develop creative recruitment strategy

## About the School

Willowfield is a happy, successful, expanding and oversubscribed mixed 11 to 16 community school.

Willowfield has been proudly serving the local community since 1903 and we are delighted to continue to provide a great learning experience for the young people of our community. Our vision is based on inspiring, challenging and supporting every student to be the best they can be.

Willowfield students build on their strengths and overcome their personal barriers, enabling them to compete with anyone, anywhere, as successful, confident, well-rounded citizens able to shape the future and make a difference.



**“ Pupils enjoy their education at Willowfield School. ”**

- Ofsted, 2021

We are proud to be a local community school that gives our students the best possible start in life. Our school community is amazingly diverse with more than 50 home languages spoken. Our inclusive ethos is characterised by a striking culture of mutual respect and support. We have strong partnerships with local schools and colleges and are involved in many community projects. Students from a wide range of backgrounds are welcomed and flourish within a safe and caring environment. We plan learning experiences that closely meet their needs and excite them. Their views on teaching and their learning are listened to, and we act on these to continuously improve our provision.

There is a broad and interesting extra-curricular programme on offer to all students. Students are encouraged to engage and explore, and our Artsmark Award reflects the range and quality of creative activities they can access. There are many opportunities to take on responsibility and we have an active student leadership team who play a real role in helping shape the direction of the school. Our partnerships with parents and carers are key to the happiness and success of our students. We value highly the support we receive from our parents and carers, and pride ourselves on the work we do with them to keep their children safe, happy and achieving well.





We celebrate success and ensure that parents and carers are kept informed about their child's progress throughout their time with us. Sometimes students need some additional support to flourish and manage themselves effectively and we are committed to working closely with students and their families to develop strategies to help them fulfil their potential, overcoming any challenges to their happiness, learning and progress.

**“ Thank you Willowfield for going above and beyond to help my child – I see teachers at the gate every day and I know they care about my child. ”**

- Parent



The school is in Walthamstow, a vibrant and diverse area in north east London in the London Borough of Waltham Forest. Historically Walthamstow was a rural village, but it grew rapidly during the 19th and 20th centuries due to the expansion of London's railway network. Today it is a bustling urban area with a rich culture and artistic scene as well as plenty of green spaces and local amenities. In recent years it has undergone significant redevelopment including the opening of a new cinema complex and the regeneration of several public spaces.

Transport links are excellent, with the school being just a few minutes' walk from Blackhorse Road Underground Station on the Victoria Line. This line runs from Brixton in south London to Walthamstow Central through four major transport hubs: Vauxhall, Victoria, Euston and Kings Cross. Blackhorse Road is also on the London Overground orbital railway.

## Key Information

<b>Status</b>	Community School
<b>Last Ofsted</b>	October 2021
<b>Ofsted Judgement</b>	Good
<b>Forms of Entry</b>	7 forms of entry from 2021
<b>Year Established</b>	1903
<b>Type of School</b>	Comprehensive, coeducational
<b>Local Authority</b>	London Borough of Waltham Forest
<b>Age Range</b>	11 to 16
<b>Number of Students on Roll</b>	952
<b>% of SEND Students</b>	20%
<b>% of EAL Students</b>	35%
<b>% FSM Students</b>	27%
<b>% of Pupil Premium Students</b>	34%
<b>School Website</b>	<a href="http://www.willowfield-school.co.uk">www.willowfield-school.co.uk</a>





## What People Say About Our School



*“ I love that in the school there’s a lot of teachers who can help you at any time. Willowfield is a good school that gives us a good education, letting us get the grades we want. ”*

- Year 11 student

*"Leaders often go the extra mile to make sure that vulnerable pupils benefit from the opportunities provided by the school." - Ofsted, 2021*

*"Pupils behave well. Pupils know what is expected and follow the school’s rules. They move around the school calmly and sensibly." - Ofsted, 2021*

*"Willowfield is special because of the people in it. There are so many diverse individuals in this school."*

- Year 7 Student

*"What strikes any visitor to Willowfield is the strong sense of community: the team-work of staff; the harmonious relationships between staff and students; the way younger and older students listen to one another’s views."*

- Roy Blatchford CBE, 2019

*"My teachers and my friends help me change myself for the good. Our school is very supportive of our needs."*

- Year 11 Student

*“ The school have been really welcoming and supportive and my child is happy which above all is what any parent wants for their child. ”*

- Parent



# Attendance Officer Job Description

**Responsible to:** Assistant Headteacher

**Pay scale:** Scale 6 – Pt 18 -21, (£30,699 - £32,265 FTE), Actual amount £28,697 - £30,161

**Contract:** 36hrs per week, Term time only + 20 days (210 days)

**Disclosure level:** Enhanced DBS with barred adult and child lists

## **Purpose of the Post:**

Work with the lead for attendance and other key staff to reduce levels of unauthorised student absence and promote whole school attendance strategies to create a positive attendance and punctuality culture within the school.

Administer the school attendance systems to ensure attendance data is accurate and timely.

Provide school attendance and punctuality data to the Senior Leadership Team, pastoral leaders, and the Local Authority.

Facilitate the admissions process for prospective students applying to Willowfield by liaising with the Local Authority, parents/carers and the pastoral team.

Working with families in conjunction with pastoral leaders and the Local Authority to support students in maintaining high attendance, or to identify and provide intervention strategies to improve individual student attendance.

## **Main Duties:**

Administer a daily attendance and punctuality check and contact parents/carers using electronic systems if students are not in school.

Request, collect and maintain records of all medical evidence.

Maintain weekly tracking system and use data to keep staff updated on student attendance and punctuality.

Manage the school attendance action plan process including communicating concerns to Education Welfare Officer to initiate further action.

To provide attendance data to the pastoral teams and support the creation of attendance action plans.

Highlight concerns about poor attendance and punctuality to the relevant Assistant Headteachers, Achievement Leaders, Assistant Achievement Leader's and/or teaching staff for them to follow up accordingly.

To raise Fixed Penalty Notices for students with the Local Authority.

To manage student leave of absence requests including liaising with senior leaders, pastoral leaders and parents/carers.

To complete Child Missing from Education (CMFE) applications with relevant checks and submit to the Local Authority.

Make and maintain contacts with parents/carers of students causing concern and work together to put strategies into place to encourage students to improve attendance and punctuality.

Communicate regularly with home to keep parents/carers informed of students' attendance.

Provide regular statistical data in various formats relevant to different stakeholders (parents/carers, teachers, senior leadership team, Governing Body etc.).

Administer the school attendance systems and in liaison with pastoral leaders and teachers to ensure the data is complete and accurate, and where required, follows the school quality assurance systems to improve the quality of the data.

Ensure compliance with DfE, Local Authority and any other relevant education authorities' guidelines and policies and to communicate updates to the lead for attendance.

Develop and maintain a systematic and efficient admissions system.

To uphold and comply with the statutory provision of the Health and Safety at Work Act 1974 and any other relevant legislation on school policies and procedures relating to Health and Safety at work.

To be flexible and work according to needs which may involve assisting other areas, which are commensurate with the grading of the post.

Coordinate the Education Welfare Officer to carry out home visits for students identified through data or from requests from the pastoral team.

Regularly communicate and meet with the Educational Welfare Officer.

Manage the in-year process for students joining or leaving Willowfield.

Oversee the admissions process for Willowfield applicants including coordinating in-year admission interviews, ensuring the relevant information is provided by parents/carers, Local Authorities and previous schools is accurate and complete to allow eligibility discussions to be made.

### **Other Duties**

In addition to the specific responsibilities of the post, you will be expected, as a member of the Administrative Team, to assist with other tasks of the team as and when required. They may include:

- Updating the student database.
- Operating the school switchboard.
- Assisting with student enquiries and welfare issues and First Aid.
- Carry out one break or lunchtime supervision duty a week.

To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities.



# Attendance Officer Personal Specification

## 1. Experience

- Evidence that a range of activities has been undertaken relevant to job description.
- Familiarity with school computer administration systems – SIMS (desirable but not essential)
- Working with young people in the age group
- Working with parents/carers

## 2. Education and Training

- Educated to minimum of GCSE Level to include Maths & English
- First Aid at Work certificate or willingness to train as First Aider
- Willingness to undertake training in relation to the post.

## 3. Skills

- Excellent organisational ability.
- Excellent communication skills (oral and written).
- Excellent inter-personal skills on telephone and face to face with adults and students.
- Able to organise and prioritise own work.
- Able to work as part of a team.
- Able to maintain confidentiality.
- Able to learn new skills and routines
- Computer-literate across a range of software with a particular focus on Word and Excel Able to input to and interrogate database systems, producing appropriate MIS for managers as required

## 4. Personal Qualities

- Good attendance and punctuality.
- Hard working, flexible and reliable.
- Honesty and integrity
- Initiative.
- Good personal presentation.
- Able to cope under pressure/deal with stressful situations.
- A genuine commitment to and liking for young people, and high expectations for their progress and welfare.
- A desire to be involved in the life of the school generally.
- A commitment and willingness to continue one's own professional development and that of colleagues.
- An understanding of and a commitment to the promotion of equality of opportunity in all aspects of school life.

## 5. Safeguarding

A demonstrable commitment to ensuring young people stay safe, an understanding of good practice in relation to this and the implications for this post.

**The deadline for applications is 31<sup>st</sup> May 2024**