



Attendance Officer
Grade G £9,718 – £10,313 (Actual Salary)
20 hours per week (4 hours per day) 12 Month Fixed Term Contract
Term Time + 5 days

The Vision Academy Learning Trust is a group of three secondary and five primary schools with a common aim to inspire the imaginations of our students and to support them to develop in ways which stand them in good stead for their future lives and responsibilities as individuals, employees and citizens.

The Trustees are seeking to appoint a suitability qualified Attendance Officer on a term time + 5 days basis. The post holder will be based at Laurence Jackson School, Guisborough but will work across Laurence Jackson school and Huntcliff School in Saltburn.

We are looking for a highly motivated and suitably experienced individual to act as Attendance Officer to work alongside key school staff in school to promote excellent attendance, reduce levels of absence and work with children and families to promote high levels of attendance. The successful candidate will have previous experience in an educational and/or social care setting with good interpersonal skills and an awareness of the legislation relating to school attendance and the welfare and protection of children.

The main requirements of the post are outlined below:

- To identify and work with individuals and groups of students, using regular attendance checks including home visits.
- To work closely with parents/carers and students to improve levels of attendance
- To collate information with regard to the attendance of students who may be experiencing attendance difficulties in order to inform school, Education Welfare and parents/carers

The successful candidate will have appropriate transferrable skills to respond with confidence and initiative, to a changing educational landscape.

Vision Academy Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced Disclosure & Barring Service check.

For further information about the role and to download an application form, please visit www.valt.org.uk and send your completed application to: Mrs D Harrison, Trust HR Officer, Vision Academy Learning Trust, C/O Egglecliffe School, Urray Nook Road, Egglecliffe, Stockton on Tees. TS16 0LA or email to: vacancies@valt.org.uk

Closing date: Monday 3rd May 2021 at 8.30am Interview date: w/c 10th May 2021