



# Raleigh

EDUCATIONAL TRUST



**Attendance**  
SPECIALIST TASKFORCE

**ATTENDANCE  
TASKFORCE OFFICER**

**Candidate information**



# Attendance

## SPECIALIST TASKFORCE

- Post:** Attendance Taskforce Officer
- Salary:** Grade F Point 20: £24,399 actual term time only (£28,371 FTE)
- Contract:** January - December 2024, 12 months (initially with potential to extend)
- Hours:** Term time only, 37 hours per week (FTE), part-time flexible options available.
- Secondment:** We warmly invite applications from across the Raleigh Education Trust to apply as a secondment opportunity.

We are excited to share that the Raleigh Education Trust is partnering with Nottingham City Council to offer attendance support across the city. Our programme is designed to align with the city's overall attendance strategy and comprehensive inclusion work. Studies have shown that building solid relationships is vital in improving attendance. In line with this initiative, Nottingham City Council is hiring family support officers (FSOs) who will collaborate with schools and alternative provision settings to support families facing persistent absence issues.



## Alternative Provision

TASKFORCE

The Raleigh Education Trust works with children in the city who may face disengagement from mainstream education. Thanks to the efforts of the current Alternative Provision Taskforce, this project has positively impacted attendance and reduced persistent absence.

We are thrilled to announce that this project will expand across the city, allowing more schools and families to benefit from our efforts. This is your chance to join us and make a real difference in the lives of hundreds of families in the city. While qualifications and experience are helpful, our primary interest is in individuals passionate about creating change who are comfortable engaging children and young people and can work directly with communities in areas of high need throughout the city.

We are keen to talk to people who wish to join this new Attendance Taskforce for an initial 12-month programme. You will be supported by a team of child-focused professionals who are unwavering in their work to improve outcomes for children and young people at risk of falling out of the system across Nottingham City.

This post will always require access to a vehicle to work directly in communities across the city. Mileage will be paid at an agreed flat rate in arrears of signed mileage claims.

For an informal discussion about this exciting opportunity, please get in touch with our Executive Principal, Elizabeth Browne, at [elizabethbrowne@raleightrust.org](mailto:elizabethbrowne@raleightrust.org)



Empowering through education

## General duties and responsibilities

|                                       |   |
|---------------------------------------|---|
| Purpose of the role                   | <ul style="list-style-type: none"> <li>• To support identified children and young people to reengage within education.</li> <li>• To build positive relationships and become an advocate to identified children and their school settings.</li> <li>• Develop and implement strategies to improve attendance based on individual circumstances.</li> <li>• Effectively liaise with other professionals in a multi-agency context.</li> <li>• Assist in the development of a partnership between the home and schools.</li> <li>• Work with parent/carers to help them understand and fulfil their legal responsibilities in relation to school attendance.</li> <li>• Contribute to interagency development to enable children and young people to stay safe, achieve and make the best of the educational opportunities given to them.</li> <li>• Handle sensitive information in line with individual schools and the Trust policies.</li> </ul>  |
| Principle duties and responsibilities | <ul style="list-style-type: none"> <li>• Manage an agreed caseload referred to the Taskforce.</li> <li>• Maintain accurate record keeping and reporting to host schools.</li> <li>• Develop and maintain a range of strategies and resources to effectively engage children and young people, so that they attend school.</li> <li>• Promote the importance of regular school attendance.</li> <li>• Undertake home visits in relation to casework and promote/support attendance, welfare, and safeguarding.</li> <li>• To attend and support attendance-related meetings.</li> <li>• Contribute to social care and other external agency referrals.</li> <li>• Contribute to inter-agency safeguarding work of identified pupils.</li> <li>• Follow Trust Safeguarding procedures referring all safeguarding concerns to the Attendance Taskforce Lead (DSL).</li> <li>• Participate in regular case planning and review meetings with the Attendance Taskforce</li> <li>• Where appropriate, support parents and children following exclusion from school and assist with their reintegration, offering support and guidance.</li> </ul> |

Please note that this is illustrative of the role's general nature and level of responsibility. It is not a comprehensive list of tasks the post may carry out. The post holder may be required to do other duties appropriate to the level of the role.

- Ability to work flexibly including the occasional early morning/evening.
- Access to own car.
- The postholder will be subject to an enhanced DBS check.

## Person specification

|                                 | <b>Essential</b>  | <b>desirable</b>   |
|---------------------------------|---|--|
| <b>Experience</b>               | <ul style="list-style-type: none"> <li>• Working with 'vulnerable' young people and families.</li> <li>• Ability to implement interventions and strategies to engage pupils and families</li> </ul>   | <ul style="list-style-type: none"> <li>• Working in an education or alternative education setting / exclusion unit for young people.</li> <li>• Working successfully in partnership with a range of professional and voluntary sector agencies, groups, and individuals</li> </ul>   |
| <b>Knowledge</b>                | <ul style="list-style-type: none"> <li>• Understanding of how adverse childhood experiences create barriers, issues for non-school attendance</li> <li>• Understanding of Safeguarding policies and legislation.</li> </ul>   | <ul style="list-style-type: none"> <li>• Knowledge of the educational landscape.</li> <li>• Knowledge of data protection.</li> <li>• Understanding of governmental policy relating to children and young people and support agencies.</li> <li>• Basic understanding of SEND (Special Educational Needs &amp; Disability).</li> <li>• Basic understanding of school attendance legislation.</li> </ul> |
| <b>Skills</b>                   | <ul style="list-style-type: none"> <li>• Excellent people skills</li> <li>• Good standard and range of IT skills including Internet, e-mail, and Microsoft Office packages.</li> <li>• Excellent communication and interpersonal skills</li> <li>• Ability to relate to young people from a variety of backgrounds.</li> <li>• Ability to use initiative and innovation to engage young people and families</li> </ul>  |  |
| <b>Qualifications</b>           |   | <ul style="list-style-type: none"> <li>• JNC / Level 2 recognised Youth Worker Qualification or equivalent.</li> <li>• First Aid at Work Certificate.</li> <li>• Safeguarding young people</li> </ul>  |
| <b>Qualities &amp; Attitude</b> | <ul style="list-style-type: none"> <li>• A creative, innovative, and proactive person who is committed to working with young people.</li> <li>• Outgoing, friendly, supportive personality with the ability to relate to, engage and motivate young people.</li> <li>• A commitment to equal opportunities and willingness to challenge discriminatory behaviour.</li> <li>• Self-motivated, with the ability to work on own initiative and manage work programmes to meet objectives.</li> <li>• High personal integrity and motivation</li> </ul> |  |

## About your benefits

The position attracts an excellent remuneration package including a competitive salary, pension and health-assured programme of support. Participation in annual training and development is expected and training bursaries are available on request. Out-of-pocket expenses are claimable through the Trust Expenses Policy.

## About the application process

If you meet the criteria and you are enthusiastic about the role, we would welcome your application.

To complete the application process you would need the following document(s):

Maximum of 2 A4 sides, outlining how you feel you meet the role and why you believe you can add value of this position.

Completed application form and associated documents through the portal which can be found at <https://www.raleightrust.org/work-with-us/current-vacancies/>

Only candidates requested for an interview will be contacted. If you are not invited, we thank you for your interest in this exciting post with the Trust.

Raleigh Education Trust is obliged by law to operate a checking procedure for employees who have substantial access to children and young people. It is an offence to apply for a position within a school or trust if you are barred from engaging in regulated activity relevant to children.

For an informal discussion about this exciting opportunity, please get in touch with our Executive Principal, Elizabeth Browne, at [elizabethbrowne@raleightrust.org](mailto:elizabethbrowne@raleightrust.org)



# Raleigh

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