



The **GALLERY TRUST**



A community of special schools



Orion
Academy

**Attendance Officer
Candidate Information Pack
October 2022**



Welcome

Orion Academy provides education for secondary aged students with a range of Special Educational Needs and Disabilities, including Autistic Spectrum Disorder, Social, Emotional and Mental Health Needs, and Cognition and Learning Needs on its site on the outskirts of Oxford. The Academy moved into new, state of the art, buildings in September 2021. The new facilities offer a wide range of exciting curriculum and vocational opportunities to learners, and a fantastic working environment.

Orion Academy is a member of The Gallery Trust, a thriving special Multi Academy Trust that has grown from a single special academy in 2013 to the largest special MAT in Oxfordshire with six schools across the county. The Trust is continuing to grow, with two free special schools in the pre-opening stage.

All students who attend Orion Academy have an Education, Health and Care Plan, which describes their special needs and drives their educational provision. Orion Academy currently offers places to 100 students, and the roll of the school will rise steadily over the next three years to cater for 108 students, aged from 10 to 18 years. Students attend from throughout the county, and transfer from our SEND feeder school, Northern House Academy, and from mainstream primary and secondary schools.

Students are taught through a differentiated and bespoke curriculum designed to enhance academic and social development, with a strong emphasis on independence skills. Classes are grouped into stage, not age, allowing innovative and creative approaches to teaching and learning, and are taught predominantly by a class teacher, supported by additional class adults. The Academy provides support for the social and emotional needs of students through a qualified and skilled therapeutic team, underpinned by a Trust pastoral support term. Please visit our website for more information.

Thank you for your interest in the Attendance Officer position. This is an exciting time to join the Gallery Trust and we look forward to receiving your application.

Harry Paget-Wall Collins
Executive Head Teacher

Lynne Smith
Head Teacher



Attendance Officer

Grade: 9

Actual Annual Salary: £25,300.27 - £27,772.39 per annum

Full Time Equivalent: £28,226 - £30,984 per annum

Work Pattern: 37 hours per week, 40 weeks per year

(Term time plus INSET, plus 1 additional week)

An exciting opportunity has arisen for a versatile professional to join Orion Academy as an Attendance Officer. You will play a crucial role at the heart of the school, overseeing attendance and punctuality systems across Orion Academy, strategically working alongside the student support and pastoral team to achieve at least 'good' and strive for 'outstanding' attendance and punctuality.

You will be an effective communicator with strong interpersonal skills, who is able to foster relationships with students, staff, families, external agencies and partnerships. You will be committed to enriching and improving the lives of young people with Special Educational Needs and Disabilities, and to working with students who have Social, Emotional and Mental Health needs.

Benefits of working at Orion Academy, part of The Gallery Trust

Working at Orion Academy offers many benefits. We can offer you the opportunity to:

- Be a key member of a friendly and supportive staff team who are dedicated to achieving the best for every one of our pupils.
- Participate in high quality professional development opportunities which are tailored to your needs and to your career aspirations.
- Develop your career in The Gallery Trust, an expanding and successful organisation which offers opportunities for progression, secondments and collaborative working with colleagues.
- Work in a new school building which is an exciting and innovative environment, with free parking, located within a short drive of Oxford's ring road.
- Contribute to the Local Government Pension Scheme
- Enjoy generous Local Government employment terms and conditions, based on NJC Green Book

In a staff survey undertaken in March 2022, 100% of responses said that staff were proud to work at Orion Academy, that they enjoyed their role and that they regarded their work as meaningful.

Application Process

To apply for this post, please email an application form to application@thegallerytrust.co.uk. The application form can be downloaded from The Gallery Trust website www.thegallerytrust.co.uk. If you are unable to download the application form, please email application@thegallerytrust.co.uk to request one. Applications can also be submitted by post to Harry Paget-Wall Collins, Executive Head Teacher, Orion Academy, Knights Road, Oxford OX4 6DQ.

The application deadline is 12:00pm on 16th November 2022.

Interviews will be held on 18th November 2022.

Please ensure you detail any gaps in employment and use the selection criteria which is contained in the job pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria.

We do not accept CVs. If you are shortlisted, we will take up written references before your interview so please provide permission for this and provide accurate phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are employed in a school, must include your current Head Teacher. If you have previously worked in a school, your referees must include your most recent Head Teacher.

The Gallery Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, health clearance, and Enhanced Disclosure and Barring Check. The Gallery Trust is an equal opportunities employer, and we welcome applications from candidates from all ethnic and community backgrounds.

JOB DESCRIPTION

Attendance Officer

Job Purpose:

To lead on the attendance and punctuality systems across Orion Academy, strategically working alongside the student support and pastoral faculty to achieve a good and strive for outstanding attendance and punctuality.

Introduction:

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

The performance of all duties and responsibilities shown below will be under the reasonable direction of the Head Teacher. The Head Teacher will be mindful of her/his duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation. The school's grievance procedure will be used to resolve any disagreement arising out of the job description.

Responsibilities:

- To lead on, monitor and develop all matters relating to attendance alongside the Headteacher and SLT
- To liaise with the Pastoral Team to minimise risk presented by poor attendance through appropriate multi agency support plans.
- Develop constructive relationships and communicate with other agencies/professionals to ensure effective partnerships
- Provide detailed analysis and evaluation of data, and produce detailed reports/information as required to a range of audiences including SLT, Governance and The Gallery Trust
- To build and foster effective relationships with hard to reach parents to ensure increased attendance and engagement in vulnerable students/families.
- To work alongside the pastoral team and put in place a rigorous and structured framework for managing attendance within legal frameworks; rewards structure, attendance targets, attendance support plans, parenting contracts, possible prosecution
- Share expertise and skills with teaching staff and support staff where and when appropriate
- Comply with and assist with the development of policies and procedures relating to Child Protection, Safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of Orion Academy and The Gallery Trust
- Become a School Designated Safeguarding Lead and contribute to team

Administration:

- Morning Calls: direct contact with families on attendance support plans/parenting contracts
- Absence calls to targeted students and families
- Meeting parents of children with attendance support plans and parenting contracts, on and off site when necessary, supported when needed by pastoral team
- Report daily/weekly and termly attendance data to Headteacher and Pastoral Team
- Take lead role in the development and maintenance of record/information systems
- Manage complex administrative procedures
- Provide advice and guidance to staff and others on attendance issues
- Participate in training and other learning activities and performance development as required
- Keep up to date with current educational affairs in relation to attendance, including research, to obtain information to inform decision making

CPD:

- To take part in the school's CPD programme by participating in arrangements for further training and professional development
- To continue personal development in the relevant areas including subject knowledge and teaching methods
- To engage actively in the appraisal process
- To work as a member of a designated team and to contribute positively to effective working relations within the academy
- To attend meetings etc. in accordance with the academy calendar

Management Information:

- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.

Communications:

- To communicate effectively with the parents/carers of students as appropriate
- Where appropriate, to communicate and co-operate with persons or bodies outside the school
- To follow agreed policies for communications in the school

Marketing and Liaison:

- To take part in marketing and liaison activities such as Open Evenings, Parents Evenings etc. when needed

Standards and Quality Assurance

- Provide specialist advice and guidance as required
- Support the aims and ethos of the academy
- Set a good example in terms of dress, punctuality and attendance
- Attend team and staff meetings
- Be proactive in matters relating to health and safety
- Participate positively in training and professional development
- Take part in support staff appraisal

General Responsibilities

- Taking appropriate responsibility for one's own health, safety and welfare and the health, safety and welfare of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising any concerns with an appropriate manager and for reporting accidents and incidents appropriately
- To carry out other duties as may be reasonably assigned by line manager
- Be aware of and support difference and ensure equal opportunities for all
- Be aware of and comply with the Academy's policies and procedures
- The jobholder is expected to observe their obligations in accordance with the Academy's Safeguarding Policy, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person.
- The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority without observing the correct procedure for disclosure as set out in the School's Data Protection Policy

Selection Criteria
Attendance Officer, Orion Academy

	Essential	Desirable
Education/Training	<p>Level 3 qualification or equivalent e.g. A level, Diploma or NVQ 3</p> <p>English Language and Mathematics GCSE Grade C or above, or equivalent</p>	<p>Additional qualification in relevant discipline</p>
Professional Knowledge and Experience	<p>Previous experience in an administration role and an understanding of key principles required to deliver effective administration support</p> <p>Knowledge of Data Protection</p> <p>Highly competent in use of Microsoft Office</p> <p>Experience of working in a team</p> <p>Experience of working in a role that required self-motivation and individual workload management</p> <p>Effective communication, both verbally and in writing, at all levels to a variety of stakeholders including pupils, staff, parents, and external agencies</p>	<p>Experience of working in the education or social care sector</p> <p>Experience of working in a school administration office and an understanding of school roles & responsibilities, and your own position within these</p> <p>Understanding of academy compliance requirements</p> <p>Understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion</p> <p>Knowledge of national and local education initiatives and how they may impact academy schools</p> <p>Previous experience using RM Integris</p>
Personal Skills and Qualities	<p>Strong attention to detail and accuracy</p> <p>Exemplary standards of personal integrity and behaviour, honesty, professionalism, discretion and confidentiality</p> <p>Ability to work under pressure with competing priorities and meeting deadlines</p> <p>Excellent decision-making abilities</p> <p>Commitment to the culture of the Trust and the enhancement of outcomes for learners</p> <p>Proactive approach to workload</p>	

	<p>Commitment to safeguarding, and the welfare of children and young people</p> <p>A respectful approach to children and young people with SEND</p> <p>Work effectively with internal and external stakeholders, developing and maintaining successful working relationships</p> <p>Willingness to undertake CPD and training</p>	
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October 2022



The GALLERY TRUST

A community of special schools

The Gallery Trust is a Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The aim of the Trust is to provide outstanding education and support for young people with special needs and disabilities, enabled through:

- Commitment to special education – striving to provide the best specialist learning experience for all students
- Opportunities for all to learn – ensuring that students and staff have access to learning pathways which enhance their lives
- Genuine respect and value – creating relationships which promote trust, confidence and respect within environments which are safe and secure

The Trust is on a continuing journey of expansion, growing from a Multi Academy Trust based on a single academy in 2013, to its position as the largest Special Trust in Oxfordshire.

The schools in the Trust are:

- Bardwell School, Bicester
- Bloxham Grove Academy, Bloxham, to open in January 2024
- A Free Special School in South Oxfordshire, to open in January 2025
- Iffley Academy, Oxford
- Mabel Prichard School, Oxford
- Northern House Academy, Oxford
- Orion Academy, Oxford
- Springfield School, Witney
- The Grove (satellite provision of Orion Academy)

The Trust's vision is to continue to expand over the next five years, supporting a community of converter academies, free schools and sponsored academies. All member academies have the opportunity to share SEND expertise and to work with peers who share common aims and goals.

The Trust is committed to investment in learning, developing system leadership, working in partnership and through a shared vision, enabling all students to reach their full potential.



Aims

At Orion Academy we believe our children and young people are unique individuals and as such we have designed our school curriculum with their learning and Social, Emotional and Mental Health needs at the heart of all we do.

Our nurturing approach seeks to extend our work out into the community; actively supporting, listening and engaging with our families and carers to deliver the best possible environment for our children and young people, thus enabling them to learn effectively, become active and responsible citizens who are well prepared for life after school.

We are committed to delivering this through: -

Our **nurturing approach** that will provide an environment to thrive –

- Where every child or young person is treated as an individual in a safe and nurturing environment that understands that all students can achieve but will require differentiated approaches based on their individual needs.
- With a school-wide family ethos demonstrating our values of empathy, acceptance and mutual respect, so each member of the school community feels valued and supported.

Our focus on **personal development** is designed to –

- Enable our children and young people to become more socially aware and of their responsibilities with a focus on trust and choice.
- Ensure we support our children and young people to make better decisions, coach them how to regulate frustrations, and reflect on their experiences through our restorative practices.
- Help our children and young people to make sense of the changing world and of the importance of diversity and equality of opportunity.
- Enable them to make informed choices and develop the confidence to be successful in their adult lives through our embedded personal, social and health education programme.

Our focus on **celebration and recognition of success** is designed to –

- Encourage and celebrate each student's talents, skills and attributes.
- Develop the confidence and self-belief of the individual – a culture of 'I can' or 'I can't... yet' is ingrained across our school.
- Provide opportunities for our children and young people to be successful and support them in both developing and promoting their individual resilience as well as celebrating the achievements of others.

Our **ambitious curriculum** offer that is designed to –

- Create the capacity to learn and enjoy learning by broadening our students' horizons and extending learning beyond the classroom.
- Use real-world examples and first-hand experience; develop curiosity and a desire to challenge their understanding and deepen learning.
- Prepare our children and young people for their future through our broad and balanced curriculum, providing them with knowledge, core literacy and numeracy skills and experiences as well as a range of qualification pathways.
- Embed key learning and understanding through careful and thoughtful revisiting and reinforcing, whilst increasing student independence.

Our **personalised provision** that –

- Is responsive to the needs of each student but is uncompromising in expectation. We will be relentless in our support for our children and young people to achieve beyond their expectations.
- Understands that whilst a student's needs are recognized and met, they are not confined by them; we do not define a future based on a child or young person's past and we are unapologetic in our approach in wanting our students to continue to push the boundaries of their potential.

Our commitment to **working in partnerships with our parents and carers** which demonstrates that –

- We believe our children and young people will achieve their best when families and our school work together in a partnership.
- Effective working relationships are characterized by open and honest communication in order to achieve the best possible outcomes.

Our **specialist and expert workforce** who –

- Are passionate and committed to working in special education and will know each student as an individual, recognising their unique talents, skills and interests.
- Have developed strong and positive relationships with our children and young people in order to support them effectively.
- Have expertise, specialist knowledge and an understanding of a child or young person's needs that embraces the most recent and evidence-based research will result in the best possible outcomes for students
- Are committed to working with therapeutic specialists and external agencies to enhance our provision for our students and their families.
- Support children and young people to recognise and value their own learning journey.

September 2021