Warrington Primary Academy Trust

JOB DESCRIPTION

NAME:	Vacant
POST TITLE:	Attendance and Home Learning Officer
RESPONSIBLE TO:	Headteacher / Designated Trust Attendance Lead
SALARY:	Grade 5, Scale Points 8–14 £27,709 - £30,515 (pro rata)
HOURS:	20 hours per week (flexibility in working arrangements will be considered).

WORKING PATTERN: Term time plus one week

Context of the Role

Contract:	Fixed term initially for 12 months
Location:	Initially based at Ditton Primary School, Widnes. This is a Trust-wide role, and deployment may change to any school within Warrington Primary Academy Trust.
Start Date:	Immediate

Job Purpose

To support the Trust's commitment to improving pupil attendance, engagement and educational outcomes by working proactively with children, families and school staff to identify and overcome barriers to regular school attendance.

The postholder will develop positive, supportive relationships with families, providing practical advice, guidance and encouragement to improve attendance and ensure that children feel valued, connected and ready to learn.

The role will also support pupils who are unable to attend school by helping to facilitate access to appropriate home learning opportunities, maintaining their connection with their school community and supporting continuity of education.

Working collaboratively across Trust schools, the postholder will contribute to a consistent, child-centred approach to attendance, inclusion, family engagement and safeguarding.

Key Responsibilities

1. Attendance Monitoring and Follow-Up

- Monitor pupil attendance and punctuality, identifying patterns, trends and emerging concerns.
- Review attendance information and reports, identifying pupils and families who may require additional support.
- Follow up pupil absences promptly in line with school and Trust procedures.
- Contact parents and carers to establish reasons for absence and encourage regular attendance.
- Maintain accurate, up-to-date records of attendance contacts, conversations, interventions and agreed actions.
- Support schools in implementing attendance improvement plans and monitoring their effectiveness.
- Escalate persistent absence and safeguarding concerns to the appropriate member of school or Trust leadership.
- Support the implementation of Trust attendance policies and procedures.

2. Family Engagement and Support

- Build positive, respectful and trusting relationships with children, parents and carers.
- Provide practical advice, encouragement and support to families experiencing barriers to attendance.
- Listen to families and work collaboratively to identify individual circumstances and appropriate solutions.
- Undertake meetings and, where appropriate, home visits in accordance with Trust policies and procedures.
- Signpost families to relevant internal and external services and support agencies.
- Work sensitively with families experiencing challenging circumstances, maintaining professional boundaries and confidentiality.
- Encourage positive partnerships between home and school.

3. Home Learning Support

- Support schools in maintaining educational engagement for pupils who are temporarily unable to attend school.
- Help coordinate access to appropriate home learning activities and resources.
- Liaise with teaching staff to ensure that pupils and families understand the learning arrangements available.
- Maintain communication with pupils and families to encourage participation and continued engagement.
- Monitor engagement with agreed home learning arrangements and share relevant information with school staff.

- Support pupils to maintain a sense of belonging and connection with their school community.

4. Partnership Working and Safeguarding

- Work collaboratively with headteachers, attendance leads, teachers, pastoral teams, administrative colleagues and other Trust staff.
- Develop effective working relationships with external agencies and family support services where appropriate.
- Recognise and respond appropriately to safeguarding concerns, following Trust policies and reporting procedures.
- Maintain confidentiality and handle sensitive information in accordance with data protection requirements.
- Promote the welfare, safety and inclusion of all children.
- Ensure that all interactions with children and families are respectful, inclusive and non-judgemental.

5. Administration, Reporting and Evaluation

- Maintain accurate attendance, family contact and intervention records using Trust systems.
- Prepare attendance information and updates for relevant school and Trust colleagues.
- Monitor the impact of interventions and identify where further support may be required.
- Support the administration of attendance processes, including attendance meetings, leave of absence requests, referrals and liaison with the Local Authority or other services, in accordance with school and Trust procedures.
- Contribute to the evaluation and development of attendance and home learning approaches.
- Ensure that records are completed promptly and information is shared appropriately.
- Use IT systems effectively to support communication, monitoring and reporting.

6. Trust-Wide Working and Professional Development

- Work flexibly across Trust schools in Warrington, Halton and Frodsham, in response to identified need.
- Adapt to changing deployment arrangements and the priorities of individual school communities.
- Share effective practice and contribute to the development of consistent Trust-wide approaches.
- Participate in relevant training, professional development and team meetings.
- Demonstrate a commitment to the Trust's values, ethos and continuous improvement.

General Responsibilities

- Uphold the vision, values and policies of Warrington Primary Academy Trust.
- Promote equality, diversity, inclusion and respect in all aspects of the role.
- Maintain high standards of professional conduct and personal responsibility.
- Comply with health and safety, safeguarding, confidentiality and data protection requirements.
- Undertake other reasonable duties commensurate with the grade and responsibilities of the post, as directed by the appropriate line manager.

Safeguarding Statement

Warrington Primary Academy Trust is committed to safeguarding and promoting the welfare of children and young people. All employees are expected to share this commitment and contribute to creating a safe and supportive environment for every child.

The successful applicant will be required to undertake appropriate pre-employment safeguarding checks, including an enhanced Disclosure and Barring Service (DBS) check, in accordance with statutory requirements and Trust procedures.

Flexibility

This job description is intended to provide an outline of the main duties and responsibilities of the post. It is not exhaustive and may be reviewed and amended in consultation with the postholder to reflect the developing needs and priorities of the Trust.

PERSON SPECIFICATION

The following criteria will be used to assess applicants during shortlisting and the selection process.

Criteria	Essential / Desirable	Assessment
Qualifications and Experience		
Good standard of general education, including literacy and numeracy skills.	Essential	Application
Experience of working with children, families or members of the public in a supportive capacity.	Essential	Application / Interview
Experience of working within an educational, administrative, pastoral, attendance or family support environment.	Desirable	Application
Experience of monitoring information, maintaining records and completing administrative tasks.	Essential	Application / Interview
Experience of supporting individuals or families to overcome barriers or access services.	Desirable	Application / Interview
Knowledge and Understanding		
Understanding of the importance of regular school attendance and the impact of absence on children's learning and wellbeing.	Essential	Interview
Understanding of the barriers that may prevent children from attending school regularly.	Essential	Interview
Awareness of safeguarding responsibilities and the importance of promoting children's welfare.	Essential	Interview
Understanding of confidentiality, data protection and the need to handle sensitive information appropriately.	Essential	Interview
Awareness of the importance of maintaining children's engagement with education when they are unable to attend school.	Essential	Interview
Knowledge of attendance procedures, school systems and family support services.	Desirable	Application / Interview
Skills and Abilities		
Ability to build positive, trusting and professional relationships with children, parents, carers and colleagues.	Essential	Interview
Excellent verbal and written communication skills, with the ability to communicate sensitively and effectively with a range of people.	Essential	Application / Interview
Ability to listen, show empathy and respond appropriately to individual circumstances.	Essential	Interview
Strong organisational skills and the ability to prioritise workload effectively.	Essential	Application / Interview
Good IT skills and the ability to use digital systems to maintain records, monitor information and communicate effectively.	Essential	Application / Interview

Criteria	Essential / Desirable	Assessment
Ability to identify problems, explore practical solutions and encourage positive outcomes.	Essential	Interview
Ability to maintain accurate records and produce clear written updates.	Essential	Application / Interview
Ability to work independently, use initiative and recognise when matters need to be escalated.	Essential	Interview
Ability to work collaboratively as part of a wider team across different school settings.	Essential	Interview
Personal Qualities and Attributes		
A genuine commitment to improving outcomes and opportunities for children and families.	Essential	Interview
A caring, approachable, patient and non-judgemental manner.	Essential	Interview
Positive, proactive and persistent approach to addressing challenges.	Essential	Interview
Resilience and confidence when dealing with sensitive or challenging situations.	Essential	Interview
Discretion, integrity and the ability to maintain appropriate professional boundaries.	Essential	Interview
Flexible, adaptable and willing to respond to changing priorities and school needs.	Essential	Interview
Commitment to equality, diversity, inclusion and safeguarding.	Essential	Interview
Willingness to undertake relevant training and participate in continuing professional development.	Essential	Interview
Other Requirements		
Willingness and ability to work across different schools within the Trust, including Warrington, Halton and Frodsham.	Essential	Interview
Flexibility to work within the identified 20-hour weekly requirement, with working arrangements agreed to meet operational needs.	Essential	Interview
Ability to travel between Trust schools as required.	Essential	Interview
Commitment to the Trust's vision, values and ethos.	Essential	Interview

Assessment Key

Application: Evidence provided in the completed application form.

Interview: Evidence explored through interview questions and/or practical assessment.

Application / Interview: Evidence considered at shortlisting and explored further during the selection process.

Equal Opportunities
Warrington Primary Academy Trust welcomes applications from all backgrounds and communities. We value diversity and recognise the contribution that different experiences, perspectives and skills bring to our schools and wider Trust community.

Safeguarding
The successful candidate must demonstrate a commitment to safeguarding and promoting the welfare of children. Appointment will be subject to satisfactory pre-employment checks, including an enhanced DBS check and appropriate employment references.