



## Attendance Officer

<b>Reporting to:</b>	Assistant Principal
<b>Start Date:</b>	<b>As soon as possible</b>
<b>Location:</b>	Ark Boulton Academy, Golden Hillock Road, Birmingham, B11 2QG
<b>Contract:</b>	Permanent
<b>Working Pattern:</b>	36 hours a week
<b>Salary:</b>	Ark Support Staff Band 6, Point 8-19 (Outside London) £26,824 – 32,061
<b>Closing Date:</b>	Thursday 30 <sup>th</sup> April 2026 at 10am

### The Role:

- To promote positive attitudes towards Academy attendance on the part of students and their parents / carers and so ensure that students are present at the Academy
- To support vulnerable students and their families to ensure attendance and punctuality are above the national average to drive forwards progress and attainment.

### The successful candidate will:

- Implement a programme of regular monitoring of Academy attendance and punctuality.
- Consult, advise and support senior staff and other Academy staff on current Academy attendance, absences and punctuality.



- Assist the academy in identifying students with barriers to attendance, assess the underlying causes of poor attendance and punctuality in individual cases and target resources by effective intervention to maximise attendance and improve punctuality.

## About Ark Boulton Academy

Ark Boulton Academy is a six-form entry secondary school in the heart of Sparkhill, Birmingham. Our school has been on a significant journey of improvement over the past eight years. Having recently received positive feedback from Ofsted (June 2024), the school is now on firm foundations and ready to progress towards excellence. The staff body have remained committed to the school and its development; *“community and togetherness are at the heart of this welcoming school”* (Ofsted 2024). Staff are valued and given the room to grow and develop in an encouraging, challenging and rewarding environment. Our current school values of ‘respect, curiosity and perseverance’ have helped us build strong relationships with our community.

When you join Ark Boulton Academy you become part of a network of education experts who are all united by the same purpose - a commitment to making a difference where it matters most.

Each day is unique for our team, as they collectively support the activities within and outside the school. Our consortium of creative and resourceful team members ensure we go above and beyond in order to constantly improve our service to the community we serve. Our strapline ‘growing together, reaching higher’ applies as much to our staff as our students. We recognise that the health and wellbeing of our staff will affect that of our students. For this reason, we have invested in developing our wellbeing room and other initiatives to care for our whole school community.

By becoming a member of our school family, you will embrace multiple opportunities for personal and professional development, not just within the school, but from the internationally renowned Ark family of schools we are a part of. Through Ark, our staff can share best practice and receive training from some of the most talented individuals in the country.

## Why work for our school?

Hear what our teachers have to say about working at Ark Boulton Academy:

<https://arkboulton.org/jobs/working-for-us>

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Respect

Curiosity

Perseverance



For an informal, conversation about the role please contact HR Officer, Amal Hersi on 0121 773 8156 or via email at: [a.hersi@arkboulton.org](mailto:a.hersi@arkboulton.org)

**What we offer:**

- Staff wellbeing is one of our main priorities. We provide breakfast for staff each morning, soup for lunch and lunch for those on duty. We have parking available, a gym on site and a well-equipped staff room including a pool table
- Our systems and processes for communication, marking and feedback and assessment are streamlined and the approaches we take are research led and based on the needs of our local context. For instance, at present we do not use traditional book marking across the school
- On Fridays, children finish at 1.20pm, giving time and space for professional development amongst staff
- Staff voice is important to us; we like to listen to our staff. We are always seeking feedback and input from our staff

**Our Diversity and Inclusion statement**

At Ark, we aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective.

**Find out more about us by visiting [www.arkboulton.org](http://www.arkboulton.org).**

**How to Apply:**

Please submit your application online by visiting <https://arkboulton.org/jobs/vacancies>



## Job Description

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Perseverance

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## Key responsibilities

- To implement a programme of regular monitoring of Academy attendance and punctuality.
- To consult, advise and support senior staff and other Academy staff on current Academy attendance, absences and punctuality.
- To devise in-academy activities to promote the attendance of individual students.
- To assist the academy in identifying students with barriers to attendance, assess the underlying causes of poor attendance and punctuality in individual cases and target resources by effective intervention to maximise attendance and improve punctuality.
- To work with senior staff, the pastoral team and tutors to ensure that punctuality continues to improve.
- To visit families or invite families into the Academy, and keep a record of these visits in order to pursue concerns about attendance and other welfare issues.
- To formulate strategies for dealing with attendance concerns, to propose an appropriate strategy to the family and to follow up appropriately.
- To have a working knowledge of relevant legislation which has a significant influence on the functions of the Education Welfare Service.
- To provide students and parents / carers with an effective advice and support service, employing listening skills in the provision of the above.
- To liaise between a student's home and the Academy, involving other support agencies as appropriate, including social services, educational psychologists and medical/counselling services.
- To have an understanding of the relevant aims and practices (including anti-bullying schemes) of the school.
- To be familiar with the Behaviour Policy in the Academy so that accurate advice and information can be imparted to parents when visiting homes as the representative of the Academy.
- To make enquiries about allegations of bullying by parents / carers and assist in the resolution of any resultant disagreements between the school and parents / carers.
- To be knowledgeable about the educational guidelines on child protection in order to advise academy staff and also ensure all child protection issues are dealt with appropriately.
- To assist in the training of Academy staff in respect of attendance (including court proceedings and registers / electronic systems).

- To prepare cases of non-school attendance for the attention of the Exclusion, Behaviour and local authority panels.
- To prepare and assist under section 444 of the Education Act 1996 cases of non-school attendance for Magistrates Court.
- To develop and promote a good working relationship with the local authority staff with responsibilities for attendance.
- Effectively maintain lines of communication often in confrontational situations.
- To act as negotiator between the Academy and parents / carers and students etc.
- To have to make value judgements in circumstances where pursuing legal action would be considered detrimental to the child's welfare.
- To have an understanding of and ability to work with children from different cultures.
- To assist with the whole Academy's behaviour management policy.
- To carry out residence checks on behalf of the Academy to confirm that a family is resident where they state to be resident.
- To endorse, uphold and promote the Academy's Equal Opportunity policy.
- To develop communication with the cluster primary staff, who have responsibility for attendance.
- To undertake other relevant duties which may be required from time to time.

## Person Specification: Attendance Officer

### Knowledge and Experience

- Experience relevant to the post.
- Ability to work with children, adolescents, parents / carers.
- Experience of working with confidential matters
- Ability to work as part of a team.

### Skills and attributes

We are looking for these skills and attributes or at the very least, a clear, demonstrable capacity to develop them:

#### Leadership

- Effective team worker.
- Genuine passion and a belief in the potential of every pupil.

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- Motivation to continually improve standards and achieve excellence.
- Commitment to the safeguarding and welfare of all pupils.

### **Systems and Organisation**

- Has excellent communication, planning and organisational skills.
- Demonstrates sustained commitment to improving standards of achievement.

### **Alignment with Ark Boulton’s approach**

- Relentless drive to ensure all students succeed.
- The belief that all of our pupils are able to excel and go onto university, higher level apprenticeship or a career of their choice.
- The courage and conviction to make a difference.

### **Communication**

- The ability to listen and communicate effectively.
- Empathy and the ability to understand the needs, aspirations and motivation of diverse individuals and groups.
- The ability to influence and motivate others.

### **Resilience**

- Sustain energy, optimism and motivation in the face of pressure and setbacks.
- Stay calm in difficult situations and maintain clarity of vision.
- Be adaptable in the face of adversity.

### **Results and learning orientation**

- Awareness of own strengths and limits.
- Commitment to ongoing improvement and learning.
- Focus on achieving challenging goals and results.
- Resourcefulness and flexibility in delivering outcomes.

### **Other**

- Commitment to promoting and securing diversity and inclusion
- Willingness to undertake training
- This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process which will*



include questions about safeguarding. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

and when they occurred. To read more about Ark's safer recruitment process, please click [this link](#).

## Principal

Thank you for taking the time to read about this opportunity at Ark Boulton Academy. As Head of School, a large part of my role is ensuring that we have the very best staff supporting our pupils. We serve a diverse community where our young people really value their education, and greatly benefit from having a school full of dedicated professionals. I would love for you to join our team.



At Ark Boulton, we place great emphasis on recruiting and retaining teachers and support staff of the highest quality. In every decision, we consider how we can best foster a positive working environment. We have introduced a number of initiatives to promote work-life balance and wellbeing, including reducing meetings, periodic early finishes and supporting staff with assessments by having them marked externally. The leadership team is passionate about making Ark Boulton Academy a great place to work and prioritises staff morale.

Managing our staff is one of my favourite parts of Headship, and I believe that strengthening interpersonal relationships between staff is exceptionally important. With that in mind, please do arrange some time to speak with me about this vital role in the school.

### Mr Laurence Cole, Principal

## Being part of the Ark network

Ark is an international charity, transforming lives through education. We exist to make sure that every child, regardless of background, has access to a great education and real choices in life. We know that great schools need great teachers, which is why we offer you the very best training and support at every stage of your career - from starting out as a trainee to running your own school.

Our highly-successful network of 39 schools educates over 20,000 students across Birmingham, Hastings, London and Portsmouth. They are achieving some of the best results in the country despite being largely in areas of historic academic underachievement.





enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

