



Co-op Academy  
Brownhill

Family Attendance Support Officer

(Maternity cover)

Term time only plus 5 inset days

Actual salary SO1 (SCP 29 – 31)

Contracted hours: 35

8.00 - 3.30

Required for June 2021

Brownhill Co-operative Academy is a large inner city primary school situated in Leeds and forms part of the 8 schools in the Co-operative Academies Trust, 4 of which are primary schools.

We are seeking a committed, hardworking, outstanding individual to join our pastoral team in the role of Attendance and Family Support Officer starting September 2017.

We are looking for an excellent practitioner who can demonstrate the ability to work as part of the schools pastoral team school who is highly organised, professional, helpful, and flexible and who can contribute to the efficient running of the school.

The postholder will be responsible for the overall improvement of attendance at the academy. Working closely with the pastoral and safeguarding lead and senior leaders at the academy, the attendance and family support officer will work to drive strategies to facilitate improved attendance and punctuality so that we can provide the best possible opportunities for access to education for our children. It will be vital that the applicant is able to build positive working relationships with pupils, parents/ carers and external agencies.

The post holder will be responsible for promoting positive attitudes towards outstanding attendance amongst children and their parents/ carers. They will also be responsible for planning, developing and monitoring appropriate intervention and strategies for improvement.

Duties will include; monitoring pupils attendance, developing strategies to improve attendance, home visits, liaising with SLT, running of breakfast club, implementing and promoting initiatives.

Previous experience of working on school attendance is preferable but not essential.

This is a fantastic opportunity to be part of a forward thinking staff team, that is committed to improving the lives of its pupils.

You will need to

- Be committed to the safeguarding of children
- Be committed to the education of children within inner city contexts
- Be committed to inclusive practices

Brownhill can offer you

- A high level of support
- Very good professional development opportunities
- A friendly and positive staff team
- Friendly and hardworking children
- Co-operative Academies Trust benefits package including discount gym memberships & leisure offers, childcare vouchers, cycle to work, Co-op Credit Union, season ticket & rental deposit loans, cash-back healthcare scheme and co-operative discount offers

Brownhill Co-operative Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Appointments are made subject to Disclosure and barring service and medical declaration.

“The Co-operative Academies Trust, as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf”.

CV's are not accepted as part of our recruitment process.

**Closing date: Friday 17<sup>th</sup> May**