



# Drapers' Academy



## Home School Attendance Officer

### Application Pack

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RESPECTFUL

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KIND

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PURPOSEFUL

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## Principal's Welcome

Dear Applicant,

I am proud and privileged to be Principal of Drapers' Academy and alongside a committed and passionate staff, work hard to provide the best educational opportunities for all of our pupils, students and their families. Drapers' Academy's vision statement makes clear that our mission is both to maximise academic attainment and support our young people to lead fulfilling lives and we achieve this by ensuring we have the highest expectations of staff, teachers and all of our pupils and students.

Over the past two years the Academy has gone from strength to strength and this was recognised when Ofsted visited us in March 2025. We secured good judgements for all areas and Inspectors noted the following:

- The school is highly ambitious for their pupils
- Pupils follow a broad and well-considered curriculum
- Pupils are safe here and their individual needs are well understood
- The school's high expectations of behaviour are clear and well understood
- Pupils learn what it means to be a pupil of Drapers' and to embody the school's values

We have a hugely experienced and committed staff who are focused on ensuring that all pupils and students succeed and enjoy coming to school. Over the last two years our A level and GCSE results have shown significant increases, and in 2024 our progress at A Level was the second highest in the local authority, and we were in the top 50 schools nationally for improved progress at GCSE.

One of our most important developments over the last three years has been a relentless focus on building a positive culture within the Academy and this is based around our three core values. At Drapers' we are Purposeful, Respectful and Kind. All within our community are expected to adhere to these values to ensure that the Academy is both a great place to learn and a supportive and positive place to work. There are many things that make working at Drapers' Academy both rewarding and positive, amongst them:

- Free access to our onsite gym
- Membership of the EAP
- Free, secure car parking
- Eye Care scheme
- Cycle To Work scheme
- Local Government Pension Scheme

If you are committed to playing a part in transforming the lives of young people, if you are passionate about what you do, and if you can both challenge others and respond positively to challenge, I look forward to reading your application.

Good luck and best wishes



**Gillian Dineen**  
Principal





## Benefits of Working at Drapers' Academy

We know our staff are key to our success. Whether you are a newly qualified teacher, a returnee to the workplace, support staff or an aspiring school leader, the Drapers' Multi-Academy Trust can support and develop your career. We believe in creating collaborative working environments where our staff can reach their full potential. Our schools are at the heart of our local community and work together to ensure staff feel valued, supported and are able to maintain a healthy work-life balance.

At Drapers' Academy we have a clear vision to deliver high standards of education, and staff are well supported by a committed and supportive Middle and Senior Leadership Team, as well as from our Sponsors, The Drapers' Company and Queen Mary University.

Employees of Drapers' Academy enjoy many benefits:

### LIFESTYLE WELLBEING



**Events:** Opportunities for staff to attend celebratory events hosted by our sponsor The Drapers' Company, including events at Drapers' Hall in central London.

**Physical Fitness:** As an employee of Drapers' Academy, you will have free access to our on site gym.

**Location:** Work at our state-of-the-art campus, surrounded by acres of countryside. We offer secure, free, onsite parking, as well as being a short bus journey away from Harold Wood Station (Elizabeth Line).

### FINANCIAL WELLBEING



**EAP Membership:** Free access to the Employee Assistance Programme, provided by the Education Support Network, offering support, information and advice.

**Eye-Care:** We offer our staff a generous eye-care support scheme, with contributions towards eyesight tests and new spectacles.

**Cycle to Work:** We are proud to provide our staff with access to the Bike2Work Scheme, offering up to 42% savings on bikes and equipment.

**Pension:** Membership to either the Local Government Pension Scheme for support staff or the Teachers' Pension Scheme for teaching staff.

### MENTAL WELLBEING



**Wellbeing Committee:** We have a staff-led team, with a budget dedicated to providing staff wellbeing initiatives throughout the year. The committee also organise regular social events away from work.

**Small Class Sizes:** Our class sizes average 25 pupils.

**Work/Life Balance:** No retrospective book marking.



## Our Pastoral Team

The pastoral team underpins the core values within the Academy of kindness, purpose and respect. The team supports the pupils and their families to guide them through their education journey. The pastoral team is comprised of 6 pastoral managers, an attendance officer and 2 behaviour support assistants and they work together with the teaching staff to offer holistic pastoral care. The team is directly line managed by the Assistant Vice-Principal / Director of Safeguarding.

Each pastoral manager works closely with a year achievement leader, a teacher in the school, to monitor their year group. The achievement leader has a dedicated focus on pupil learning and outcomes while the pastoral manager focuses on the attendance, safeguarding and day to day support for the pupil. The year teams are supported by a member of the senior leadership team who oversees the year group. A major part of the role is to work with families to remove any barriers to learning so they can access all areas of their education and achieve the best outcomes possible.

The pastoral managers work with a number of outside agencies such as social services, HEFT, counsellors and the school nurse to support our pupils and their families. In addition to these roles the pastoral staff support the implementation of the behaviour system in school. The pastoral team is a highly experienced one who work collaboratively and support each other to gain the very best for the pupils at the Academy.

## Drapers' Academy Key Information

### Pupil Numbers

**1207**

Year 7 - 11: **1019**  
Sixth Form: **188**

### Pupil Premium

**44%**

### SEND

**12%**

EHCP: **3%**  
SEND Support: **9%**

### First Languages

English: **75%**  
Lithuanian: **4%**  
Romanian: **4%** Polish: **2%**  
Other Languages: **15%**

### Ofsted 2025

Drapers' Academy was assessed as Good in all areas of inspection by Ofsted, in March 2025. Below are a selection of observations Ofsted made of our school. The full report can be found on our website.

- *"Pupils are safe here and their individual needs are well understood. They are fully included and happily welcomed to the school community."*
- *"The school is highly ambitious for their pupils."*
- *"Teachers are experts in their subjects and present information clearly."*
- *"Pupils learn what it means to be a pupil of Drapers' and to embody the school's values of kindness, respect and purpose."*
- *"The school provides relentless support for attendance."*
- *"Staff enjoy working at the school. They feel well supported and appreciate the steps taken to reduce their workload. Staff at all levels value their opportunities for professional development."*



## Job Description

### Job Title : Home School Attendance Officer

|                             |   |
|-----------------------------|---|
| <b>Reports To :</b>         | Vice-Principal  |
| <b>Location :</b>           | Drapers' Academy, Harold Hill RM3 9XR   |
| <b>Hours :</b>              | Full Time, 52 Weeks (will consider term time)<br>(36 hours per week Mon to Thur: 8am to 4pm and Fri: 8am to 3.30pm) |
| <b>Contract Type :</b>      | Permanent   |
| <b>Holiday :</b>            | Holidays must be taken during school holiday times  |
| <b>Salary :</b>             | Grade 6 – Spinal Points 12 to 15<br>£32,533 - £33,985   |
| <b>Staff Line Managed :</b> | x6 Pastoral Managers (in relation to attendance issues)   |

### Purpose of the Role

The Home School Attendance Officer is the key member of a team of school staff who work together to make sure that all children achieve their full potential at school by achieving and maintaining excellent attendance. The Home School Attendance Officer works at the direction of the Vice Principal of Drapers' Academy. The job of the Home School Attendance Officer is to analyse and monitor attendance across the school and to identify patterns and establish solutions to patterns of poor attendance; to work with PMs and others to target patterns of poor attendance within each year group; to liaise with the LA sharing and learning from best practice across the borough and to work with key children, and their families, whose attendance needs to improve.

### Main Purposes of the Job

- To monitor and improve attendance and punctuality across each year group
- To prioritise and identify and take action to decrease the number of pupils with persistent absence across the school.
- To help overcome barriers to learning outside the school in order to ensure consistently good attendance & punctuality and improve the outcomes of vulnerable pupils.
- To provide strategic data analysis to support development of policy and practice.
- To lead Pastoral Manager's in attendance processes.
- To lead attendance CPD as required.
- To support attendance analysis across MAT primaries where required.

### Main Duties and Responsibilities

- To analyse and monitor attendance and PA data, keep statistics, record, report and evaluate the implementation of all plans to improve attendance and punctuality across the school.
- To provide data on attendance and punctuality to a variety of stakeholders.
- To develop and maintain an effective working relationship with the families of the school community, particularly those who are difficult to engage and whose children have poor attendance.
- To maintain regular contact with families/carers keeping them informed of their child's needs and progress



and to secure positive family support and involvement in regards to attendance and punctuality.

- To host meetings with families of pupils whose attendance is of concern.
- Run regular 1:1 or small group meetings with identified pupils to support improved attendance and punctuality.
- To carry out home visits as necessary and collect pupils as requested using the school mini bus (training will be provided).
- To monitor attendance and punctuality of pupils within the school, raising any concerns with the Pastoral Managers and other relevant staff according to school policies and procedures.
- Where appropriate liaise with other school attendance leads to monitor and address families across MAT schools.
- Liaise with the Local Authority Attendance and Behaviour Services arranging meetings, providing data and other information required.
- To work closely with key members of staff to ensure that the needs of the children are met, including contributing to policies and practices that will promote inclusion and engagement.
- To have full knowledge and appreciation of the range of activities, organisations and individuals that could provide extra support for pupils and recommend referrals, as appropriate.
- To provide support for pupils' emotional and social needs by encouraging positive behaviour in line with the schools policies and ethos.
- To support effective transfer of pupil information on targeted pupils in regards to attendance and punctuality, giving both pupil and families support during transition and transfer, where necessary.
- To promote the safeguarding of pupils using the agreed procedures for identification, responding to disclosure and reporting to the relevant lead professional.
- To lead whole school initiatives to 'drive up' attendance and introduce further rewards for high attendance.
- To carry out duties in accordance with health and safety legislations and the school's policies.
- To promote inclusion and equality of opportunity for all pupils in accordance with the school and MAT policy.
- To participate in professional networks, share best practice and attend any training, as required.
- To undertake other duties and responsibilities as required from time to time commensurate with the grade of the post.
- To provide support for Exam holiday intervention particularly focusing on encouraging those with poor attendance to attend.
- To work across the MAT sharing training and good practice with other Attendance staff.
- To provide support for Exam intervention in February and May half term and during the Easter holidays particularly focusing on encouraging those with poor attendance to attend.

## Additional Duties

- Comply with the Code of Conduct and all policies and procedures of the MAT and the schools, and to report any concerns to the appropriate person.
- Engage in relevant continuous professional development opportunities and performance management/ review arrangements.

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the grade and scope of the post. This job description may be subject to amendment, to meet the changing needs of the Trust, following appropriate consultation.

*Drapers' Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance, an online check, and other relevant employment checks.*



## Person Specification

| Requirements  | Essential or Desirable | To be assessed by application form, interview, references and/or selection test |
|---|------------------------|---|
| <b>Education/Training</b>   |                        |   |
| <ul style="list-style-type: none"> <li>Qualifications or training relevant to the position.</li> </ul>  | Desirable              | Application/Certificates  |
| <ul style="list-style-type: none"> <li>GCSE at level A-C in English and maths or equivalent</li> </ul>  | Desirable              | Application/Certificates  |
| <b>Experience</b>   |                        |   |
| <ul style="list-style-type: none"> <li>Experience of working in schools in regard to attendance and punctuality</li> </ul>  | Essential              | Application/Interview   |
| <ul style="list-style-type: none"> <li>Experience of carrying out administrative functions in regard to the role</li> </ul>   | Essential              | Application/Interview/Test  |
| <ul style="list-style-type: none"> <li>Experience in dealing with parents, the local community and appropriate agencies</li> </ul>  | Essential              | Application/Interview/Test  |
| <b>Knowledge and Skills</b>   |                        |   |
| <ul style="list-style-type: none"> <li>Practical knowledge of a wide range of IT packages including Microsoft Office</li> </ul>   | Essential              | Application/Interview   |
| <ul style="list-style-type: none"> <li>Practical knowledge of setting up reports, systems, filing, photocopying in relation to the role</li> </ul>                                | Essential              | Application/Interview   |
| <ul style="list-style-type: none"> <li>Knowledge of customer care with the ability to communicate and deal with parents efficiently, politely, tactfully and helpfully</li> </ul> | Essential              | Application/Interview   |
| <ul style="list-style-type: none"> <li>Knowledge of using SIMs/SIMs discovery</li> </ul>  | Desirable              | Application/Interview   |



|   |           |                            |
|---|-----------|----------------------------|
| <ul style="list-style-type: none"> <li>Knowledge and understanding of the importance of confidentiality when dealing with pupil records and sensitive information</li> </ul>              | Essential | Application/Interview      |
| <ul style="list-style-type: none"> <li>Ability to use own initiative to prioritise and organise workload</li> </ul>   | Essential | Application/Interview      |
| <ul style="list-style-type: none"> <li>Effective communication skills, both oral (in person and over the telephone) and written (including letters, reports, e-mails, minutes)</li> </ul> | Essential | Application/Interview/Test |
| <ul style="list-style-type: none"> <li>Ability to communicate effectively at all levels within the Academy, and with parents, visitors and external organisations</li> </ul>              | Essential | Application/Interview      |
| <ul style="list-style-type: none"> <li>Ability to build effective relationships with colleagues and to be an active team member within the MAT schools</li> </ul>                         | Essential | Application/Interview      |
| <ul style="list-style-type: none"> <li>Ability to demonstrate effective diary management</li> </ul>   | Essential | Application/Interview/Test |
| <ul style="list-style-type: none"> <li>Ability to act in a tactful and diplomatic way to sensitive issues and communicate effectively in difficult situations</li> </ul>                  | Essential | Application/Interview      |
| <b>Personal</b>   |           |                            |
| <ul style="list-style-type: none"> <li>Full Driving License</li> </ul>  | Essential | Interview                  |
| <ul style="list-style-type: none"> <li>Excellent Interpersonal Skills</li> </ul>  | Essential | Interview/References       |
| <ul style="list-style-type: none"> <li>Team Player</li> </ul>   | Essential | Interview/References       |
| <ul style="list-style-type: none"> <li>A willingness to be flexible</li> </ul>  | Essential | Interview/References       |

## Drapers' Multi-Academy Trust

### Vision

Drapers' Multi-Academy Trust strives for educational excellence, community engagement, and holistic development across its schools, ensuring that every child has the opportunity to succeed and flourish.

### Mission

#### *Empowering excellence, embracing diversity*

Our mission at Drapers' Multi-Academy Trust is to provide a transformative educational experience that empowers pupils to reach their full potential. Through collaboration, innovation, and a commitment to inclusivity, we strive to create a nurturing environment where every individual is valued and supported. By leveraging the rich heritage of the Drapers' Company and the academic expertise of Queen Mary University London, our schools cultivate dynamic learning environments that inspire every pupil to achieve their goals. Our overall ambition is to nurture resilient, compassionate, and globally-minded citizens who will thrive in an ever-changing world.

### Values

We are an inclusive and ambitious Trust, benefitting from the support of our Sponsors. Through a culture of respect and collaboration, we aim to enhance the educational outcomes and life chances of our pupils and increase the number of learners benefitting from the Trust's resources and expertise.

### Sponsors

Our sponsors are highly experienced and passionate about education.

#### **The Drapers' Company**

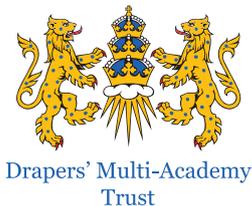
[www.thedrapers.co.uk](http://www.thedrapers.co.uk)

The Drapers' Company have been involved in education for over 500 years. They support a range of extra-curricular activities and link the Academy to a wider community across London. A mentoring programme allows pupils to have greater access to employment opportunities and provides informal coaching and support.

#### **Queen Mary University of London**

[www.qmul.co.uk](http://www.qmul.co.uk)

Queen Mary, University of London, is one of the country's leading higher education institutions and is a member of the Russell Group of top universities. The university provides support and expertise to both staff and pupils, particularly in the Academy's specialist areas of science and maths. Student ambassadors from the university regularly visit the Academy providing support to pupils and an insight into higher education. There are regular visits to their main campus based on the Mile End Road for pupils to experience life at university. As a co-sponsor, Queen Mary, University of London guarantees a place to all Academy Sixth Form students who achieve the required entry grades.





## Drapers' Academy

### Total Capacity

1,250 Children

### Building Floor Size

10,000 sq metres

(2½ acres)

### Year 7 - 11

1050 Pupils

### Sixth Form

200 Students

### Grounds

23 Acres

### Sports Pitches

3 Grass Pitches

All weather Astroturf  
Netball and Hard Courts

### Indoor Climbing Wall

### Exercise Suite and Gymnasium

### Theatre and Dance Studio

### Year 7 Dedicated Area

### Exclusive Sixth Form Area



### Drapers' Academy

Settle Road, Harold Hill RM3 9XR

### Principal

Ms Gillian Dineen

### Chair of Governors

Mr Simon Gaskell



# www.drapersacademy.com

01708 371 331 • Drapers' Academy, Settle Road, Harold Hill RM3 9XR

### Transport

The local train stations are Harold Wood and Romford. These trains are run by Greater Anglia.

There are several local bus routes with a stop at the top of Settle Road. These are the 174 and the 496.

