



Da Vinci Academy

A L.E.A.D. Academy

Candidate Information Pack

**Attendance Officer (fixed term
Maternity Cover)**

Da Vinci Academy





Welcome from the Headteacher

I am incredibly proud to be the Headteacher at Da Vinci Academy, working with dedicated staff, students, parents, and the wider community to create a supportive and ambitious learning environment.

As part of L.E.A.D. Academy Trust, we are committed to delivering the highest standards of education, ensuring every student reaches their full potential. Our academy fosters a culture of high expectations, respect, and success, where students are encouraged to work hard, aim high, and contribute positively to school life.

If you are looking to join a school that is ambitious for both its students and staff, we would love to hear from you.



Jayne Scattergood, Headteacher

About Da Vinci Academy

At Da Vinci Academy we passionately believe that outstanding education is every child's right and we aim to provide the same breadth and depth of provision as the best schools in the country.

Our journey towards excellence is driven by persistent effort, hard work and patience. We strive for inclusive education with high expectations, excellent behaviour, equal access to a rigorous curriculum and enrichment opportunities to enable all pupils to excel.

We will never accept that family background, socio-economic circumstances or prior attainment will inevitably limit young people's potential and so the profile of our intake will always be a reason for our provision, and never an excuse for our outcomes.

As part of L.E.A.D. Academy Trust, we are committed to providing the highest quality education, enabling every pupil to reach their full potential.



Benefits of being part of the Trust



Annual leave

Teachers enjoy up to 13 weeks annual leave during school holidays. This is in addition to any bank holidays or statutory holidays.

Support staff benefit from an enhanced holiday allowance, starting at 26 days up to a maximum of 36 days, pro-rata for term time only staff. The allowance is dependent on the role and amount of service increasing after 5 and 10 years service.



Competitive salary

All Trust roles (except apprentices) offer a minimum hourly rate above National Living Wage, with salary progression.



Pension scheme

Teacher's Pension Scheme or LGPS, with generous minimum employer contribution of 17.4% plus life cover.



Online GP service

24/7 access to online GP consultations, providing advice, diagnosis, referrals, and ongoing support for all staff.



Flu vaccinations

Free seasonal flu vaccinations for employees who are not otherwise eligible, ensuring health and wellbeing.



CPD

Individual development plus high quality professional development through the L.E.A.D. Teaching School Hub for teachers.



Employee Assistance Programme

Free 24/7 support for employees, offering counselling and resources for emotional, financial, and legal issues.



Free eye test

Free eye test every two years for regular computer users, reimbursed through expenses to promote wellbeing.



Occupational Health

FREE services available to support employee well-being and promote a healthy work environment.



Physiotherapy services

Access to free physiotherapy to aid recovery, support physical health, and promote overall employee wellbeing.



Access to discounts

Exclusive discounts and cashback on travel shopping, insurance and utilities through the Blue Light Card, Discounts for Teachers and Teacher Perks.



Travel expenses

Business travel expenses reimbursed at the HMRC maximum mileage rate to support staff travel needs.



Attendance Officer (maternity cover fixed term)

Location:	Da Vinci Academy, Derby, DE21 4ET
Salary:	NJC PayScale 15 – 20; 37 hours per week, term time only (39 weeks per year); Actual Salary £25,107 - £27,369 usual hours 8.00am to 4.00pm (part-time working on set days may be considered - Start time is 8.00 am)
Closing date:	Wednesday, 16 July, 2025 at 9.00 am
Interview date:	as soon as possible
Start date:	4 September, 2025, to cover maternity, fixed term to approx 19 June 2026

JOB DESCRIPTION: Attendance Officer

Job purpose:

To relentlessly support the actions of the Attendance, Achievement and Safeguarding teams in improving attendance and punctuality across the Academy and to implement the Academy Attendance Strategy.

Duties and Responsibilities:

Administration

- Ensure daily attendance registers are accurate and complete, and follow up with staff members about any incomplete data
- Follow up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school procedures Initiate and oversee the administration of absence procedures, for example letters home, attendance clinics and engagement with local authorities/other external agencies and partners
- Manage attendance returns for the school census
- Manage the process of issuing penalty notices to parents
- Maintain accurate records of communications with parents/carers and relevant interventions
- Build and refresh knowledge of the school's MIS and other relevant systems
- Manage daily attendance figure returns to Senior Leaders
- Promote good attendance and punctuality throughout the Academy with all stakeholders

Monitoring and reporting

- Track attendance of vulnerable groups of pupils and share information with school leaders
- Identify pupils that need additional support to improve their attendance
- Work with school leaders/School Education Welfare Officer to identify appropriate interventions to improve attendance for particular groups or individual pupils
- Lead daily or weekly check-ins to review progress and the impact of support/interventions
- Implement children missing education (CME) procedures when appropriate
- Provide regular reports to attendance organisations to raise awareness of emerging at-risk pupils

Job Description



Working with parents/carers and pupils

- Co-ordinate meetings with pupils and parents/carers to implement interventions and track progress
- Build positive relations with parents/carers to encourage family involvement in their child's attendance
- Identify, and where possible, mitigate potential barriers to attendance in partnership with families
- Carry out home visits, where necessary, to address attendance concerns for individual pupils

Professional development

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Other areas of responsibility

- Champion the Trust's principles of 'Lead', 'Empower', 'Achieve' and 'Drive'.
- Contribute to the wider life of the Trust and the L.E.A.D. community.
- Undertake additional duties appropriate to the post as required.
- Undertake additional responsibilities for break and lunch as required

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Be alert to when persistent absence becomes a safeguarding concern and early help may be required
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

This job description is current at the date shown, but in consultation with you may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title. This includes changes to any relevant national Standards and other requirements of the professional role.

Person specification



The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The criteria below provides guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria).

Qualifications and Attainments	Essential criteria	Desirable criteria
	<ul style="list-style-type: none">• 5 A*- Cs or 9 - 4 grades at GCSE including English and Maths.• Evidence of Continuous Professional Development.• L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check with a separate children's barred list check.	

Skills and Knowledge	Essential criteria	Desirable criteria
	<ul style="list-style-type: none">• Ability to maintain positive relationships with students and other adults.• Knowledge of the potential barriers to high attendance that young people may face• Ability to work effectively and sensitively with a range of groups and individuals.• Ability to prioritise, work quickly and accurately, particularly under pressure and to meet deadlines.• Ability to work unsupervised, use own initiative and make appropriate decisions.• Ability to address sensitive matters with a caring approach and appropriate confidentiality.• Strong verbal and written communication skills.• Ability to use ICT confidently to communicate, review data and present information to others.	<ul style="list-style-type: none">• Ability to converse in additional community languages.

Person specification



The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The criteria below provides guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria).

Experience	Essential criteria	Desirable criteria
	<ul style="list-style-type: none">• Working with young people and/or parents in an education setting.• Experience analysing data and producing reports and identifying key insights	<ul style="list-style-type: none">• Identifying interventions to support in raising attendance

Personal Attributes	Essential criteria	Desirable criteria
	<ul style="list-style-type: none">• Highly organised, literate and articulate.• A strong belief in the value of education in developing citizens.• Highest levels of professional and personal integrity.• Ability to maintain confidentiality at all times• A strong commitment to the personal, spiritual, social and health development of young people.• Personal resilience, persistence and perseverance.• Willingness to participate in further training and development opportunities offered by the school and county, to further knowledge.• A strong belief in the value of education in developing citizens.• A strong commitment to the Trust principles of Lead, Empower, Achieve and Drive• Commitment to support L.E.A.D Academies' agenda for safeguarding and equality and diversity.• Current Driving Licence Required	



How to apply

Closing date: 16 July 2025 at 9.00 am
Interview date: as soon as possible
Contact email: vacancies@davinciacademy.co.uk
Contact number: 01332 831515

Please send a completed application form and covering letter explaining your interest in the role and how you meet the person specification to the email above.

Applications will be reviewed upon receipt, therefore shortlisted candidates may be contacted in advance of the closing date.

L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.



About the Trust

L.E.A.D. Academy Trust was established by Diana Owen, CBE in 2011 using her considerable experience as an executive headteacher, National Leader of Education, Primary Strategy Consultant Leader, coach and mentor.

The Trust comprises 24 primary and 3 secondary academies across the East Midlands. All academies strive to achieve the highest standards of behaviour and conduct while providing outstanding teaching and learning.

Our values

The acronym L.E.A.D. embodies the four key principles at the heart of the Trust: strong leadership at every level; empowering everyone to aim high; providing the opportunity for all to achieve and constantly driving for improvement.



Lead



Empower



Achieve



Drive

“We are determined to bring about change and improvement to educational standards in the region by appointing visionary leaders who believe in the Trust’s vision and values and are committed to making a tangible difference to the lives of children and young people.”

Diana Owen, CBE Trustee and Chief Executive of L.E.A.D. Academy Trust.



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Primary
Academies



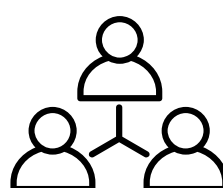
03

Secondary
Academies



05

Geographical
Regions



11,500

Pupils



1,650

Staff



Da Vinci Academy
A L.E.A.D. Academy

Da Vinci Academy
St Andrew's View,
Derby, DE21 4ET

01332 831515

