



## **Stone Soup Academy**

### **Parent Engagement and Attendance Manager**

Stone Soup Academy- Up to £35,000 P.A. dependent upon qualifications and experience. Plus generous mileage contribution.

### **Job description**

#### **Role summary:**

Stone Soup Academy is an outstanding, award winning, alternative provision based in the centre of the historic Lace Market in Nottingham City. We meet the needs of up to 110 young people from 11 - 16 who have been either excluded or at risk of exclusion from mainstream education. We work with over 30 local schools. Many of our pupils are emotionally vulnerable and have behavioural needs. Our ethos is one of education, engagement and inspiration; we want our young people to experience a happy and well-balanced school life.

We believe that we are 'Creating Unimagined Futures' for all of our learners and their families and we would like you to be part of our young people's journey through our wonderful academy.

We are seeking to appoint a Parent Engagement and Attendance Manager to join our friendly experienced Engagement team. The main focus of this role will be to raise levels of attendance and punctuality and to engage with the home and to support our young people to attend the academy.

This is a key role for the development of the Academy at this time.

**Attendance of our young people is essential if we are to keep them safe, educate and prepare them effectively for adulthood. This role will lead the academy in all aspects of attendance at an operational level working directly with the Line Manager and attendance champion who is responsible for the strategic direction of attendance at the academy.**

Parental influences have a powerful effect upon children's attitudes, achievements and life outcomes. The role of the Parent Engagement and Attendance Manager is to assist in tackling attendance and resulting underachievement by working in partnership with families, parents, carers and pupils in an Academy context to enable pupils, particularly the

most

disadvantaged, to have full access to educational opportunities and overcome barriers to learning and participation.

The Parent Engagement and Attendance Manager will work directly with parents in a non-judgemental way empowering them and their families to get the most out of the educational opportunities available at Stone Soup Academy.

The Parent Engagement and Attendance Manager will focus their work on preventative and early intervention activities. They will work in an Academic Context where needs are below the thresholds that trigger the involvement of specialist services and other agencies.

- Throughout this document attendance also includes all aspects of punctuality.
- Throughout this document parents include carers.

### **Core duties and responsibilities:**

### **Parenting support and information:**

- Understand the primary rights and responsibilities of parents to raise their children, and support parents by helping them to improve their parenting skills for example by running basic parenting classes and providing appropriate information or referrals.
- Promote high quality at home parenting such as promoting conversations between parents and their children, and encouraging authoritative rather than authoritarian discipline.
- Support parents of children with early signs of social, emotional, health or behavioural issues, and work with them, school staff and other support agencies to prevent problems worsening and interfering with the child's ability to engage with school and learning.
- To provide impartial information or referrals to parents about the school and relevant local services available to parents, children and families including those provided by education, social care, youth justice, childcare providers, the voluntary sector and others.
- At the request of parents and the school to talk to young people experiencing difficulties and convey the voice of the child to parents and school staff.
- Deliver parenting classes and workshops to better enable parents to work productively with their child.
- Identify in partnership with parents their needs for parenting support groups or parenting classes for those wishing to enhance their relationship with their children and deal positively with discipline, conflict and other issues.

### **Parental engagement with their child's learning**

- To work with parents in a Academy context, supporting them and building their engagement with their child's learning
- Visit parents and young people in their homes to encourage academy engagement.
- Be reactive and proactive to any concerns about safeguarding in regard to attendance
- Support parents and their children through transitions to ensure continual

- engagement with Academy and learning.
- Encourage good relations and effective dialogue between parents and teachers about children's progress.
- Ensure parents feel confident to engage with their child's learning by facilitating and arranging family learning opportunities at the school such as English for Speakers of Other Languages (ESOL) and computer literacy classes.

### **School attendance and exclusions:**

- Maintain and understand current DFE guidelines and expectations regarding attendance and absence.
- Use Arbor effectively to identify patterns of absence and dips in attendance • Accurately track attendance data and highlight students failing to meet attendance expectations including those students with persistent absence and severe absence. • Work with referrers/EWO/LA to identify when fixed penalty notices should be applied.
- Attend meetings both at the academy and in referring schools to support engagement
- Work with ET and staff so they are knowledgeable about absence rates of their students and support staff to work effectively with the young people to promote good attendance.
- To identify with parents reasons for their children's non-attendance, and to work with parents and others to achieve regular attendance and reduce breakdown of placements.
- Give close attention to early identification and prevention of absence habits. • Work with parents to identify why their children are not achieving full attendance. • Ascertain the probable causes of the absences and suggest and assist in the implementation of plans/actions to resolve the situation, working closely with teams around the family.
- Work closely with EWOs and school attendance officers at the referring schools or LA
- Carry out home visits to support parents in encouraging their children to maintain full and regular attendance.
- Work with students in the home to deliver Maths and English where and when appropriate.
- Meet weekly with line manager to ensure that they are updated in regard to all aspects of attendance.
- Provide SLT with weekly updates

### **Additional duties and responsibilities.**

#### **Reporting:**

- Keep records and all documentation pertaining to meetings/contact with students and young people and their families.
- Conduct reviews and assessment of the effectiveness of the work being carried and the impact upon the students.
- Keep informed records of all actions taken to improve the attendance of pupils. • Update CPOMs and 360's regarding attendance and engagement with the academy. • Liaison with other agencies to support the students.
- Participate in internal and cross-organisation working groups as appropriate for

exchange of information and 'best practice'

- Attend such meetings as may be required to further improve attendance, help to inform other services, or further develop the Parent Support Adviser role.
- Keep up to date on the range of agencies working locally in order to maintain knowledge of services that parents might be signposted to.

### **Support for School:**

- Comply with all school policies and in particular the procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to an appropriate person.
- Be aware of and support differences to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
- Contribute to the school ethos, aims and development/improvement plan.
- Facilitate the sharing of relevant information between local agencies and schools and be the joint point of contact for accessing a range of community and specialist support services for example, Social Services,

### **Education Welfare Service.**

- Report on the implementation of action plans to the Line Manager.
- Attend and participate in meetings sharing best practice to support others.
- Undertake personal development through training and other learning activities, including performance management as required.
- Undertake all associated paperwork and admin for the role.

### **Corporate Responsibilities:**

- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Academy's activities.
- To plan, monitor and review health and safety within areas of personal control.
- To participate in the Academy's Performance Management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- To undertake other such reasonable duties as may be required from time to time and to annually review the role and responsibilities.

### **General Responsibilities:**

- To participate in the Academy's Performance Management/Appraisal process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- To attend meetings as required.
- All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.

- This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.
- The job purpose and key statements remain indicative and by no means exclusive – given the evolving needs of the Academy, flexibility among staff is very important. • Where appropriate be available for evening events e.g. Open evenings, Summer school etc.
- The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. • Any other duties as reasonably requested by the Principal & Executive Principal

All duties and responsibilities must be carried out with due regard to the Academy's existing policies such as Child Protection, Health and Safety, Equal opportunities and Data Protection etc.

## **Parent Engagement Coach /Attendance Manager**

### **Person Specification**

#### **Knowledge & Attributes**

##### **Personal attributes/qualities**

- Genuinely care for the well-being of children, parents and families • Be approachable and have empathy with people in a range of circumstances • Excellent communication, listening and observation skills
- Ability to work confidentially
- A commitment to inclusive education
- Work flexibly
- Sense of humour
- Empathy
- Excellent communication skills
- Persistence
- Resilience

##### **Able to:**

- Demonstrate knowledge of the social and emotional factors that affect a child's capacity to learn.
- Demonstrate knowledge of available support services and referral routes. • Show awareness of the legislation affecting school attendance requirements. • Relate to young people and adults in an empathetic manner
- Develop a rapport with pupils and their families
- Deal with difficult situations and/or individuals in a calm, fair but effective manner
- Deal with sensitive issues in a confidential manner
- Influence others, managing discussions effectively to ensure desired actions are achieved.
- Support learning by giving constructive feedback and coaching
- Communicate effectively - face to face or by telephone, with Students/parents/Principals/social workers etc.

- Write reports and letters relevant to issues for school attendance.
  - Prioritise workloads and work to deadlines
  - Work as part of a team and use own initiative when required.
  - Work flexibly and manage own time to best effect
  - Report and account to line manager as appropriate
  - Demonstrate awareness/commitment to upholding equal opportunity policies.
  - Maintain an effective record keeping system
  - Undertake relevant training
  - Work effectively with the Academy team
  - Time management – ability to prioritise own workload to meet the needs of the role; •
- Some out of hours working will be required to meet the needs of students, parents and families;
- Support of families and training during holidays

### **Experience:**

- Experience and understanding of children within their family context. •
- Demonstrable experience of delivering individual or group based support •
- Experience within the field of education, social services/welfare or the voluntary sector.

### **Special requirements:**

- The responsibilities of the post require the post-holder to have significant unsupervised contact with pupils and their families and enhanced Criminal Records Bureau disclosure will be required prior to appointment. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

### **Education:**

High levels of literacy and numeracy

**The use of a car and a full driving licence is essential. (Mileage paid).**

30 Days Holiday ( Not to be taken in term time)

### **Application Process**

Closing Date: Sunday 29th June 2025

Interview dates: W/C Monday 7th July

Start Date: 1st September 2025 (Subject to contractual obligations)

**We are very interested in hearing about the positive impact that you have had on young people.**

**Please complete a Stone Soup application form. These can be found on our website or by**

emailing the admin team [admin@stonesoupacademy.org.uk](mailto:admin@stonesoupacademy.org.uk)

Send a letter of application on no more than 2 sides of A4 letting us know what you could positively Impact student attendance, reduce absence and engage our parents and carers and how your journey to this point has prepared you for this position.

Please return your completed application form and letter For this position to [admin@stonesoupacademy.org.uk](mailto:admin@stonesoupacademy.org.uk)

Stone Soup Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

As an Academy we are committed to safer recruitment which will include satisfactory reference checks and DBS / employment checks.