

Attendance and Data Assistant Part Time, Permanent Candidate Information Pack



Small enough to care, big enough to deliver a positive impact

Executive Headteacher's welcome

Thank you for your interest in this opportunity to join Seaton Sluice Middle School from September 2020 in the post of **Attendance and Data Assistant**. This candidate information pack will tell you much more about the school and the role.

Seaton Sluice Middle School is one of three schools within the Seaton Valley Federation of Schools, together with Astley Community High School and Whytrig Middle School which are co-located at Elsdon Avenue in Seaton Delaval. We share a single governing body.

I am immensely proud to be Executive Headteacher of all three schools. We strive for excellence in the education we provide for our students and are a focal point for the local community. I strongly believe that the relatively small size of our schools provides a great environment in which to know our young people well, so that we are able to understand and respond to each individual's needs and enable them to succeed.

Our approach to collaboration across the Federation continues to develop and, although based at Seaton Sluice Middle School, this post will report to the Data and Curriculum Services Manager who works across the federation. You will be able to access support from colleagues doing similar roles at our Elsdon Avenue site, you will need to be a self-starter and able to work independently. Your base will be with the reception team in the SSMS school reception so you will also need to play your part in handling phone calls, receiving visitors and dealing with pupil and staff queries.

I hope that the information within this pack will encourage you to apply for this opportunity. If you would like an informal discussion about the post please contact **Andrew Donald, Data and Curriculum Services Manager** via email andrew.donald@svf.org.uk



John Barnes

Executive Headteacher – Seaton Valley Federation of Schools

Our ethos and values

We have three main themes to our ethos:

- 1. To be a school who knows each child really well both academically and pastorally as a complete young person.**
- 2. Everyone within the school is treated with respect and we expect that respect to be mutual.**
- 3. We expect and strive for everyone associated with the school to be as good as they possibly can in all areas of school life. We do not accept not trying and we are never ashamed of doing well and being proud of doing well.**

Our schools are small enough to care but big enough to deliver a positive impact.



All three schools in the Seaton Valley Federation share a set of core values. We expect that all members of our school community will:

- develop their self-knowledge, self-esteem and self-confidence
- respect the laws of England and will know right from wrong and ensure their actions reflect this
- accept responsibility for their behaviour
- show initiative and contribute in a positive way to the school community, the local community and society in general
- show respect for each other and all other people
- show tolerance and respect for different cultures and traditions and will never act in such a way that these cultures or traditions are abused or attacked
- show respect for the rule of democracy and respect for the democratic principles of England.

About our schools

School	Age range	Total number of pupils	Number in sixth form
Seaton Sluice Middle School	9-13	326	N/A
Whytrig Middle School	9-13	229	N/A
Astley Community High School	13-18	532	166

About our performance

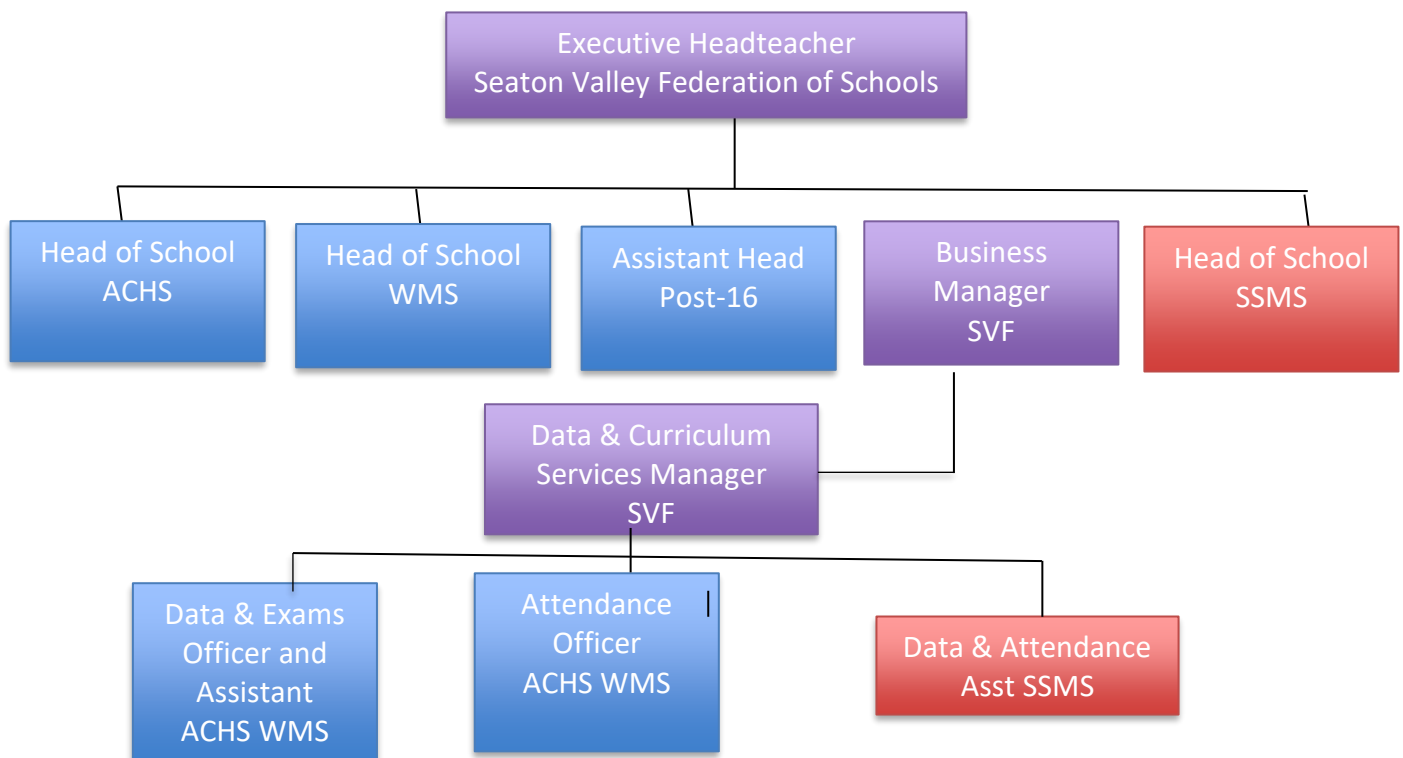
School	Overall effectiveness	Last Ofsted inspection
Seaton Sluice Middle School	Good	February 2018
Whytrig Middle School	Requires Improvement	June 2018
Astley Community High School	Good	November 2019

Latest Ofsted report for Seaton Sluice Middle School

Achievement of pupils	Good
Quality of teaching	Good
Behaviour and safety of pupils	Good
Leadership and management	Good

“Overall behaviour across the school is very good. Leaders and staff set pupils clear expectations and make effective use of the school’s behaviour management systems, including the merits rewards. Pupils engage well in lessons, are pleased to share their learning and work collaboratively with their peers. Pupils behave well at lunchtimes and breaktimes, socialising well with friends. Movement between lessons is orderly and pupils arrive promptly and ready to work hard..” Ofsted, 2018

About our structure



About the School

Over the next few pages you will find the advert, job description and person specification for the post of Attendance and Data Assistant but we know that you will want to know more about our school.

We are a popular and thriving school with 316 pupils across 14 classes. One of our key priorities is to keep class sizes small as we believe this gives pupils – and staff – the best chance to succeed. We are very proud of our pupils, and do our very best to nurture and develop them as they grow.

Achieving high levels of attendance is essential to successful learning so this role is crucial in supporting our efforts to improve pupil attendance. Accurate and timely data is also vital in keeping school systems running smoothly and effectively. We look forward to the successful candidate joining our school.

Karen McSparron, Head of School – Seaton Sluice Middle School



Seaton Sluice Middle School

Alston Grove
Seaton Sluice
Tyne and Wear
NE26 4JS
0191 237 0629

Attendance and Data Assistant

Permanent, 25 hours per week, term-time plus five days during school holidays
Band 3: £10,911 - £11,466 per annum
pro rata of £18,795 to £19,717 per annum (pay review pending)

Small enough to care, big enough to make a positive impact

As a successful school in south east Northumberland with good standards of teaching and behaviour and a strong commitment to improvement, we believe passionately that every student should be enabled to succeed in all aspects of school life.

Working under the supervision of the Data and Curriculum Services Manager, who works across all three schools in the Seaton Valley Federation, you will provide an effective administrative service to support our aims of improving pupil attendance and ensuring accurate and timely data is available to meet internal and external needs.

With at least 5 A*-C GCSEs including English and Maths or an equivalent level qualification in a relevant discipline such as ICT, you will be confident in handling a range of data and using IT systems to analyse and report information to a variety of audiences. Previous experience of working in a education environment and using school-based IT systems, particularly SIMS, will be an advantage. As well as technical skills, you will also need to act sensitively and with tenacity when required to deal with situations that pupils and their families find challenging.

The working pattern for this post will typically be 8.30am-12.30pm Monday to Wednesday and 8.30 to 3.30 Thursday and Friday during term time in order to provide the first response to absence calls, plus an additional 5 days to be agreed with the successful applicant.

Our candidate information pack will tell you much more about this vacancy and the school. For an informal chat about the post please contact Andrew.donald@svf.org.uk

We are committed to safeguarding and promoting the welfare of children and young people. It is essential that all staff and volunteers share this commitment. An enhanced criminal records check from the Disclosure and Barring Service is required for all posts.

Interested in applying? A completed application form and criminal record declaration form must be submitted **by 12 noon on Monday 1 June 2020 by e-mail to vacancies@svf.org.uk quoting Attendance and Data Assistant**. It is expected that shortlisting will take place week commencing 1 June 2020.

Further information about all of our current vacancies is available at: www.svf.org.uk/vacancies

**NORTHUMBERLAND COUNTY COUNCIL
JOB DESCRIPTION**

Post Title: Attendance and Data Assistant		Director/Service/Sector : Schools		Office Use		
Grade: Band 3		Workplace: Seaton Sluice Middle School			JE ref:	
Responsible to: Data and Curriculum Services Manager with day-to-day oversight by Head of School SSMS and Lead Teacher for Assessment and Data		Date: September 2016		Manager Level:		
Job Purpose: <ul style="list-style-type: none">• To provide administrative support including monitoring and evaluating attendance data and maintaining and processing pupil records and data.• To work as part of a team providing the first point of contact for all stakeholders ensuring parents, external agencies, visitors governors and members of the public receive the appropriate level of support in relation to queries and/or information required.• To provide a precise and speedy word processing service for routine administration• To collate, generate and compile documents, reports and presentations using a variety of software packages, for internal and external audiences.• To use own initiative to creatively produce resources for internal and external audiences.						
Resources		Staff	None			
		Finance	Handling and Accounting for Money and Related Resources, Ordering and Receiving Goods			
		Physical	Office Equipment, Medical Facilities. Maintaining and Updating Accuracy and Confidentiality of Databases. Interrogation of databases to support teaching staff,			
		Clients	Internal (Teachers, Other Staff, Senior Leadership Team, Headteacher, Pupils) and External (Parents, Visitors, Community Users, Members of the Public)			
Duties and key result areas:						
Attendance <ol style="list-style-type: none">1. Collect, process and analyse pupil attendance data using SIMS Attendance module.2. Review data collection systems and procedures to improve the accuracy and timeliness of data.3. Ensure all registers are complete and accurately recorded and personally register absences notified to the school on a daily basis.4. Follow-up all absences which have not been notified to the school through personal contact with parents and carers.5. Liaise with external providers regarding attendance of students in alternative provision.6. Monitor attendance levels of individual students in conjunction with the Head of School and Assistant Headteachers and the Council's Education Welfare Officer and contribute to identifying appropriate actions to improve attendance levels.						

7. Work with the pastoral team including form tutors to identify key issues relating to individual attendance and, where agreed, collect students from home and transport them to school.
8. Produce a range of regular attendance reports for use by Tutors, Senior Leadership Team and Governors to monitor performance over time and in comparison with local targets and national benchmarks.
9. Complete regular local authority returns e.g. children missing from education.
10. Collate and prepare data and correspondence in relation to student behaviour.
11. Communicate key messages to parents using text messaging systems.

Data Management/Reporting and Assessment

1. Maintain accurate and up to date computerised and manual records for students, including accurate transfer of records from feeder schools and new starter applications/leavers, assigning students to teaching groups and entering target data.
2. Distribute and input data collection sheets in accordance with the schedule agreed with the Head of School and Lead Teacher – Assessment and Data.
3. Ensure student report data is collected, collated, analysed and distributed in accordance with the school's schedules.
4. Check assessment and other data entered by staff to ensure accuracy and timeliness.
5. Prepare data for analysis by external bodies and compile reports for a variety of internal audiences e.g. SLT, governors.
6. Under the supervision of the Information and Curriculum Support Manager co-ordinate the submission of the termly school-level School Census returns.
7. Contribute to consultation towards improvement of data and management information systems across the Seaton Valley Federation of Schools, under the direction of the Information and Curriculum Support Manager.

Organisation

1. Support the Administration Assistants to undertake reception duties and hospitality, answering general and specific telephone and face to face enquiries and signing in visitors
2. Deal with complex reception/visitors' enquiries, e.g. angry, emotionally distressed or upset clients (i.e. parents, pupils, members of the public)
3. Deal with pupil first aid/welfare duties e.g. looking after sick pupils, administering appropriate first aid, liaising with parents/staff, operation of wheelchair or EVAC chair when required
4. Responsibility for dealing with parental requests in relation to prescription medication for pupils:

- Administer, record and observe pupil take medication
 - Note any reaction and follow through in line with procedures any necessary actions
5. Assist in arrangements for school trips, events and routine visits, e.g. school nurse, school photographer etc
 6. Be involved in consultation towards improvement of administrative systems across the schools, under the direction of the Business Support Manager – SSMS.

Administration

1. Provide appropriate clerical/admin. support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence
2. Maintain and update manual and computerised records/management information systems
3. Produce lists/information/data as required e.g. pupils data, fire call registers
4. During a fire call ensure relevant checklists are cross referenced against people in school, i.e. support staff, visitors, (in/out signature books)
5. Undertake ICT tasks within the L.A approved IT systems e.g. SIMS, as directed.
6. To collate, generate and compile documents, reports and presentations using a variety of software packages, for internal and external audiences.
7. To use own initiative to creatively produce resources for internal and external audiences.
8. Under the direction of senior staff liaise with partner schools regarding a range of transitional year group visits:
 - Prepare lists of pupils
 - Coordinate lists received and prepared into sub groups (as requested), e.g. cross school groups, cross gender groups
 - Prepare mail merge document for the above
9. Sort and distribute mail
10. Undertake a range of administrative procedures as directed by the Business Support Manager or by senior staff.
11. Maintain and collate pupil reports

Resources

1. Operate relevant equipment/ICT packages (e.g. Word, Excel, databases, Internet, SIMS)
2. Maintain stock and supplies, cataloguing and distributing as required; this includes lifting heavy boxes and storing administrative stationery supplies
3. Provide general and specific advice and guidance to staff, pupils and others
4. Undertake general financial administration

Responsibilities

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
2. Be aware of and support difference and ensure equal opportunities for all
3. Contribute to the overall ethos/work/aims of the school
4. Appreciate and support the role of other professionals
5. Attend and participate in relevant meetings as required
6. Participate in training and other learning activities and performance development as required

These schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. You are therefore under a duty to use the schools' procedures to report any concerns you may have regarding the safety or well-being of any child or young person. The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:

Working patterns:

Working conditions:

None

Within normal office hours - typically 8.30am-12.30pm Monday-Friday with occasional evening work to support school events

Normally indoors.

PERSON SPECIFICATION

Post Title: Attendance and Data Assistant	Director/Service/Sector: SSMS	Ref:
Essential	Desirable	Assess by
Knowledge and Qualifications		
5 GCSE grade C or above, including English and Maths, or equivalent qualification in a relevant discipline e.g. ICT Keyboard processing skills, e.g. Word, Excel at Level 2 Very good numeracy and literacy skills Knowledge of relevant policies/codes of practice and awareness of relevant legislation	Familiar with SIMS Attendance as an attendance monitoring system Understanding of current legislation and government policy relating to pupil attendance and punctuality First Aid qualification Child protection/safeguarding training	(a) (t)
Experience		
Experience of general clerical/administrative work Customer service Experience of using ICT packages	Administrative and clerical experience gained in a school or educational establishment Experience of an IT based administration system e.g. Oracle/SIMS Experience of working in partnership with professionals from other agencies	(a) (i)
Skills and competencies		
Ability to relate to children and adults Ability to communicate with parents, visitors and external agencies Ability to work independently Ability to work as a member of a team Ability to plan and organise own work load Ability to be resourceful and use own initiative Ability to listen and communicate clearly Ability to use IT effectively Good keyboard skills		(a), (i).
Physical, mental and emotional demands		
Sensitivity and understanding of upset or angry pupils or parents Aptitude for being non-judgemental and able to express sympathy or empathy Resilience to focus on workload and achieve deadlines despite constant interruptions, i.e. working under pressure A role model for young people		(i)

Other		
Willingness to participate in training and development		
Excellent attendance and punctuality		(i) (r)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits

Working in the Seaton Valley Federation of Schools

We always look to strengthen our highly dedicated team of staff with people who have high expectations of students and themselves, can work cooperatively and make a positive contribution to the life of the school. In return we can offer:

- opportunities for continuing professional development
- membership of the Teachers' Pension Scheme (for teachers and tutors) or the Local Government Pension Scheme (for support staff), which the school also contributes to on your behalf
- between 25 and 30 days' annual leave for support staff who work full year
- good transport connections from the A1 and A19 for easy access to Seaton Delaval and Seaton Sluice

Living and working in Northumberland

If you are new to the area, we can assure you that south east Northumberland is a great place to live and work. Seaton Sluice overlooks the coast with its beautiful sandy beaches and we have our own National Trust property, Seaton Delaval Hall. It is only a short drive from the Seaton Valley area to enjoy the spectacular scenery of the Cheviot and Simonside Hills and the Northumberland National Park beyond. We are also conveniently located within ten miles of both Newcastle City Centre and Newcastle Airport.



Take a look at www.visitnorthumberland.com for more information.

Our commitment to professional development

We are committed to the continuing professional development of all of our staff.

- There is a weekly session for teachers to undertake Continuing Professional Development focused on teaching and learning. These sessions are led by internal and external providers and we expect all teachers to contribute to these sessions so that we can share and build upon good practice and innovative ideas.
- We hold joint training days for the three schools in the Seaton Valley Federation to facilitate an integrated approach across all phases and stages.
- Staff are given the opportunity to work in other schools at specific times of the school year to develop their skills and knowledge of other key stages.
- We provide opportunities for teaching staff to observe at least one other colleague of their choosing during the school year to support staff to reflect on their own practice.
- North-east teaching schools and Durham County Council provide a range of CPD opportunities so that we can learn from, and develop our professional practice with, other professionals.
- Each member of staff has a CPD plan to address areas for development identified through the annual appraisal process and we support staff to develop their skills and knowledge.
- There are many examples of how we have enabled teaching and support staff to undertake courses of further study either through financial assistance or time off.

Our commitment to equal opportunities

We seek to employ a workforce which reflects the diversity of the communities we serve. We understand and value the added contribution that individuals can make when we recognise and embrace individual differences in age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Our recruitment and selection process is designed to be fair and avoid discrimination. Our Equality and Diversity in Employment Policy is available from:

<https://www.svf.org.uk/our-federation/policies>

Our commitment to safeguarding children and young people

Keeping our children and young people safe and secure is crucially important. We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

It is important during the recruitment process that we ensure candidates support this commitment. We will ask all applicants to tell us in confidence about any criminal convictions they have and the successful candidate will also need to obtain an enhanced certificate from the Disclosure and Barring Service (DBS). This does not mean that you cannot work here if you have a criminal conviction as we will take into account factors such as the age of the conviction, its relevance to the job and any mitigating factors before making a decision.

However we are aware that not everyone who is a risk to children will have a criminal conviction and therefore you should expect at interview that we will explore any gaps in your employment record, your motivations for working with children and young people and your ability to keep them safe from harm. We will also check this information in any references we receive, one of which must be from your current or last employer.

How to apply

Please read the job description and person specification for the post and the application form guidance notes carefully before completing an application form.

Your completed application form including the names and contact details of two referees and your criminal record declaration form must be **e-mailed** by **12 noon** on **Monday 1 June 2020** to vacancies@svf.org.uk **Please ensure the subject/title of your e-mail is Attendance and Data Assistant.** In exceptional cases we will accept applications by post however please contact us to discuss this in advance.

Please note that we do not accept CVs.

Contact us

Address: Seaton Sluice Middle School, Alston Grove, Seaton Sluice NE26 4JS
Telephone: 0191 237 0629
Websites: www.svf.org.uk