



APPLICANT PACK

# Attendance Support Assistant

*Nicholas Postgate Catholic Academy Trust*



# Letter to Applicants

Dear applicant,

We are delighted you have shown an interest in the role of Attendance Support Assistant .

Within this application pack you will find:

- a) Information on how to access the online application form and additional forms related to this (these can be completed electronically and emailed)
- b) Job Description and Person Specification
- c) Further information about our Trust including our Benefits and Wellbeing package, along with information on the many advantages of living and working in the North East.



Applicants should complete their application forms to Nicholas Postgate Catholic Academy Trust by the closing date, Friday 3rd July 2020 by 12 noon. Any gaps in previous employment must be explained.

Should you wish to have an informal discussion, please do not hesitate to contact Jill Benson, Head of Attendance and Welfare by email at [benson.j@npcat.org.uk](mailto:benson.j@npcat.org.uk)

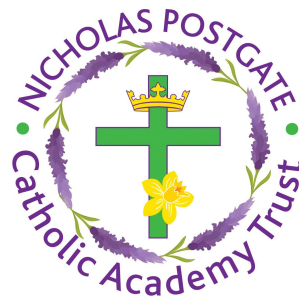
As mentioned in the advertisement, a DBS disclosure is required for this post. It is important to note that:

*Nicholas Postgate Catholic Academy Trust is committed to safeguarding and promoting the welfare of children.*

I would like to take this opportunity to thank you for your interest in this vacancy and wish you well with your application.

**Hugh Hegarty CEO**

NPQH | MSc | PGCCGC | BEd Hons | CTC



*Forming lives ready to face the future*

## Why work for us?

**The Nicholas Postgate Catholic Academy Trust family of 22 primary schools, four secondary schools, a sixth form and teaching school, promotes the dignity, self-esteem and development of every one of our pupils and staff.**

Situated in Teesside and North Yorkshire, within the northern area of the Roman Catholic Diocese of Middlesbrough, our schools offer high-quality education, with a curriculum that meets requirements of our young people and gives them every opportunity to succeed in adult life.

We are dedicated to academic excellence and the spiritual, physical and moral development of all our 9,000 pupils, as well as the ongoing development and fulfilment of every one of our 1,000-plus staff.

Our Trust is a faith-based community. We provide modern facilities and a safe and secure environment that reflects and supports family values, where standards of behaviour are excellent and parental engagement and collaboration is central to our success.

Learning takes place in an atmosphere inspired by the spirit of Jesus Christ, in which his commandment to love God and neighbour nurtures a caring ethos that is expressed in relationships within and beyond our schools.

We are inclusive and are respectful of and engage with people of all beliefs, encouraging a culture of tolerance where people of diverse identities are recognised, welcomed, respected and cherished.

We seek to make a difference to the lives of all groups of children, working to ensure especially that the most vulnerable in our society are not disadvantaged.

Each school aspires for excellence and is on a journey of continual year-on-year improvement. They work in partnership with families and parishes to promote strong, positive links and have clear strategic aims built on our mission and values.

We:

- Celebrate and share the practice of our outstanding schools, leaders and teachers
- Are committed to excellent governance that challenges, supports and holds to account
- Have strong leadership at all levels
- Ensure our pupils receive outstanding teaching
- Offer a wide range of curricular and extracurricular experiences
- Develop parents and carers as active partners in their child's progress.

We are building a Trust where every child is at the heart of everything we do, where every child is valued, where every family is supported and where every aspiration and every dream can be realised.

*“True education enables us to love life and opens us to the fullness of life”*

**– Pope Francis**



# Proud to Serve Teesside and North Yorkshire



**The area we serve is one of the friendliest and most beautiful places you could choose to live and work in.**

With an international reputation for innovation and an exciting mix of modern, cosmopolitan and historic culture, the region includes vibrant cities, quaint villages, an outstanding coastline and stunning countryside. Here are just a few reasons you should live here:

## **Affordable homes**

We have some of the lowest house prices in the UK, with an average North-East house price of just £132,769, compared to £250,677 in England as a whole (September 2019 figures).

### Friendly people

We are famous for our friendliness and hospitality. Wherever you go, you'll always find a warm welcome and ready smile.

### Arts and culture

Museums and galleries include Middlesbrough Institute of Modern Art (mima), the Captain Cook Birthplace Museum, the Dorman Museum, with its collection of Christopher Dresser-designed Linthorpe Pottery, and Kirkleatham Museum, home to the superb Anglo-Saxon princess treasure exhibition.

### Entertainment and leisure

The region boasts large venues, international music festivals, Michelin star restaurants and a vibrant nightlife. It is home to Middlesbrough Football Club and countless grassroots clubs for adults and children, cricket and rugby teams and world-class golf courses. Our coastline offers diving, sailing and some of the world's best surfing at Saltburn and you can enjoy watersports at Tees Barrage International White Water Course.

### Outstanding countryside

We have some of the best countryside you'll find anywhere in the UK, including the stunning North York Moors and Dales. Even if you choose to live in one of our larger towns you can always be in the countryside or by the sea in less than half an hour.

### Excellence in education

The region boasts many great schools, including four NPCAT primaries that were named in the *Sunday Times* top 250, and Teesside University is also based in Middlesbrough. Famous people educated in NPCAT schools include musicians Chris Rea and Paul Rodgers, Middlesbrough MP Andy McDonald and Mayor Andy Preston, government advisor Sir Martin Narey, impressionist Kevin Connolly, TV personality Chris Kamara, Middlesbrough FC chairman Steve Gibson and Keith Houchen, who scored in the 1987 FA Cup final.

### Strong transport links

Teesside International Airport has three daily flights to Amsterdam operated by KLM, allowing easy connection to anywhere in the world, while Leeds-Bradford and Newcastle airports are also close by and we have excellent rail and road links to the rest of the country.



# The Diocese of Middlesbrough

**NPCAT is one of three multi-academy Trusts responsible for the running of schools within the Roman Catholic Diocese of Middlesbrough.**

The diocese was founded on December 20 1878 when the Diocese of Beverley, which had covered all of Yorkshire, was divided.

Today, the diocese covers an area of 4,000 sq km in the historic counties of North Yorkshire and the East Riding of Yorkshire, together with the city of York.

Bishop of Middlesbrough the Rt Rev Bishop Terence Patrick Draney provides Catholic schools:

- To help him as first educator of the diocese in his mission of making Christ known to all people.
- To support parents who at their child's baptism accepted the responsibility of raising their child in the Catholic faith.
- To be at a service to their local church, parish and Christian home and to ensure our children give such service to the wider society.

NPCAT is responsible for schools in the boroughs of Middlesbrough, Redcar & Cleveland and parts of Stockton and the county of North Yorkshire.

It is our mission to contribute to the creation of a society that is highly educated, skilled and cultured.

Our schools must educate the whole child, ensuring they develop spiritually and also achieve their full academic potential.

We see parish and school partnership as fundamental to the missionary role of Catholic education.

Each school has a central place in parish life and where a school serves more than one parish, chaplaincy work in school ensures that the appropriate steps are taken to have equal engagement across them all.

We ensure our schools come together to celebrate Mass, with the highlight of the year being the annual celebrations on feast days.

We also come together as a Trust for carol services at St Mary's Cathedral in Middlesbrough during Advent.

Our schools serve the following parishes:

Brotton, St Anthony of Padua  
Guisborough, St Paulinus  
Ingleby Barwick, St Thérèse of Lisieux  
Loftus, St Joseph and Cuthbert  
Marske-by-the-Sea, St Bede  
Middlesbrough, Corpus Christi  
Middlesbrough, Holy Name  
Middlesbrough, St Clare of Assisi  
Middlesbrough, St Francis of Assisi  
Middlesbrough, St Joseph  
Middlesbrough, St Mary's Cathedral  
Middlesbrough, St Patrick (Sacred Heart)  
Middlesbrough, St Thomas More  
North Ormesby, St Alphonsus  
Nunthorpe, St Bernadette  
Ormesby, St Gabriel  
Redcar, Blessed Nicholas Postgate (Sacred Heart & St Augustine)  
Saltburn, Our Lady of Lourdes  
Staithes, Our Lady Star of the Sea  
Teesville, St Andrew's Parish  
Thirsk, All Saints  
Thornaby, Christ The King  
Thornaby, St Patrick  
Yarm, St Mary and Romauld



# Employee Benefits and Wellbeing



**NPCAT recognises the importance of staff welfare and a managed workload and this is reflected in the way we treat our people.**

As a responsible and caring employer, we appreciate and value each of our staff. Their holistic health and wellbeing are vital to enabling all of us to maintain the optimum work-life balance.

We see exceptional staff welfare as an essential element towards enabling us to develop a rich, nurturing climate for learning across all our schools.

We offer a broad package of emotional and practical support to our colleagues.

We are clear about our expectations of employees and offer a positive, transparent and supportive working culture in return.

**We offer:**

- Competitive pay
- Defined benefit pensions
- Performance-related pay progression and recognition of additional responsibilities
- Annual cost of living adjustment
- On-site parking at our school premises
- Support with parking and subsistence costs where appropriate.

**Additional benefits include access to:**

- Everybody Benefits discount and reward platform
- Health Cash Plan
- Cycle2Work scheme
- Corporate offers at the five-star Rockliffe Hall Hotel, Golf and Spa in County Durham

NPCAT is committed to equality of opportunity and will not tolerate any harassment, intimidation, discrimination or victimisation.

We encourage staff to undertake training and development and to explore new challenges within the Trust wherever appropriate.

# Training, Development and Progression



**We offer a comprehensive training package that caters for all staff from future Initial Teacher Training pupils through to chief executive officer, as well as non-teaching staff.**

This is delivered via our partnerships with national continuous professional development (CPD) trainers such as the Ambition Institute.

Our evolving team of standards advisers support school leaders in providing individually tailored coaching and mentoring.

We also offer a range of appropriate courses for staff in a variety of roles, including business and school administrators, teaching assistants and pastoral support staff.

Early career teachers benefit from a comprehensive professional development programme delivered in collaboration with the Ambition Institute.

A combination of face to face and remote sessions involving online training videos and materials cover the range of competencies in the Early Career Framework.

Teachers with between two and four years' experience currently have access to the Accelerate Programme, a Department for Education sponsored development course covering key aspects of pedagogy.

Aspiring middle leaders and aspiring senior leaders engage in National Professional Qualification for Middle Leadership (NPQML) and National Professional Qualification for Senior Leadership (NPQSL) courses through Inspiring Leader.

Leaders currently in post engage with the Ambition Institute on, for example, Excellent Middle Leaders Courses or School Curriculum Leadership.

Aspiring headteachers undertake National Professional Qualification for Headship (NPQH) and existing headteachers can continue to progress through their National Professional Qualification for Executive Leadership (NPQEL) qualification.

Teaching assistants can benefit from full and comprehensive training courses delivered by our own St Clare's Catholic Primary Teaching School in Middlesbrough.

All staff can access training relevant to current needs, through partnerships with organisations such as the Research School's Network and Leeds Carnegie Centre of Excellence for Mental Health.

In addition to face to face sessions, staff at all levels can undertake accredited courses from Level 1 upwards covering bespoke topics specific to their roles, such as Understanding Autism and Managing Challenging Behaviour.

Central Services and business and administrative staff receive training on key aspects of their roles identified in conjunction with their team leaders.

# Job Advert

<b>Required:</b>	September 2020
<b>Salary:</b>	Grade C-D, Spinal Point 4-5 (Actual Salary £4,173-£4,257)
<b>Hours:</b>	10 hours per week, Term Time Only
<b>Contract Type:</b>	Permanent
<b>Location:</b>	Nicholas Postgate Catholic Academy Trust
<b>Responsible to:</b>	Head of Attendance and Welfare

Nicholas Postgate Catholic Academy Trust (NPCAT) is looking to attract the highest calibre of Support Staff who have a desire to work within our Attendance Team.

This particular role is for an exceptional candidate to work within a centralised attendance team providing administration support for 26 schools within Nicholas Postgate Catholic Academy Trust. The post holder will deliver quality school attendance support that ensures the delivery of effective early intervention services to children, young people and their families.

You will benefit from access to nationally leading CPD programmes offered by the Trust.

If your experience, energy, personal qualities and values support ours, then we look forward to receiving your application.

Please refer to the enclosed Job Description and Person Specification for further details.

Visits to the Trust are warmly welcomed. Candidates are encouraged to contact the Head of Attendance and Welfare: Mrs Jill Benson at [benson.j@npcat.org.uk](mailto:benson.j@npcat.org.uk) for further discussion about the post.



Closing date: Friday 3rd July 2020, 12 noon

Interview: To Be Confirmed

Application form and further information is available from:

<https://npcat.org.uk/current-vacancies/>

Applicants should complete and return a **Support Staff** application form, a **Recruitment Monitoring form** and a **Rehabilitation of Offenders form** to: [recruitment@npcat.org.uk](mailto:recruitment@npcat.org.uk)

*Nicholas Postgate Catholic Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks. The successful candidate will be required to sign a Catholic Education Service contract.*

# Job Description

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

**Post title:** Attendance Support Assistant

Required to work across all schools within Nicholas Postgate Catholic Academy Trust, the post holder will work collaboratively with schools and external agencies, to deliver quality school attendance support and ensure the delivery of effective early intervention services to children, young people and their families.

You will have experience of working within education in a multi-agency context, be able to demonstrate recent knowledge of current legislation and guidance and have the confidence and ability to make a difference.

## Job Purpose

- Contribute to the delivery of a consistent attendance strategy and policy within the Nicholas Postgate Catholic Academy Trust.
- Undertake all administrative tasks in relation to the attendance process.
- Undertake the issue and delivery of correspondence in relation to the attendance process, including correspondence where legal proceedings are taken.
- Assist in the maintenance of electronic and paper-based filing systems.
- Undertake liaison with schools and colleges and other external agencies on behalf of the Trust Attendance Team.
- To ensure safeguarding practice underpins attendance practice at all stages.

## Main Areas of Responsibility

### Administration

- To work collaboratively with schools in accordance with Trust attendance practice and policy.

- To undertake the typing and issue of correspondence relating to specified pupils, as identified by the Attendance Manager.
- To facilitate the copying and distribution of attendance correspondence.
- To maintain and update case files in an orderly and tidy manner.
- To assist in arrangements for Attendance Case Conferences/Post Court Meetings.
- To maintain an electronic record of correspondence in each pupil file, in accordance with Trust attendance practice and policy.
- To ensure paper records are maintained in accordance with case file management expectations and Trust attendance practice and policy.
- To keep accurate records of appropriate evidence to enable referrals to be made to the local authority and other agencies.
- To keep accurate records of appropriate evidence to enable legal proceedings to be initiated.
- To work within timescales to ensure correspondence is disseminated in accordance with legal frameworks.
- To facilitate the preparation and submission of witness statements.
- To complete referrals to the local authority, in a timely manner.
- To keep accurate records of appropriate evidence to ensure safeguarding practice is being adhered to.
- To update electronic safeguarding monitoring systems.
- To maintain and record data on spreadsheets.
- To ensure records are kept secure and in accordance with confidentiality and data protection requirements.

## Strategy, Systems & Communication

- To keep accurate up to date records of casework, attendance action plans, school contacts, progress reports and any other relevant information.
- To make full use of electronic recording as required by the Trust.
- To comply with the Trust's policies and supporting documentation in relation to Data Protection, Information Security, Confidentiality and Safeguarding
- To contribute to the promotion of partnership working and collaborative working to secure high standards for children and young people between the ages of 3 to 19 years and to promote social inclusion.
- To liaise with schools to ensure attendance correspondence is compliant with attendance practice.
- To liaise with the local authority and HM Courts & Tribunal Service in relation to legal proceedings for non-school attendance.
- To protect correspondence using email over a secure network.

- To undertake general telephone and face to face enquiries in relation to attendance matters, including incoming calls/queries for staff within the Central Attendance Team.
- To contribute to advice for Trust staff, families and other agencies in relation to Trust attendance practice and policy and assisting in providing information to enable parents/carers to meet their statutory requirements.
- The post holder will be expected to work from several locations and will, therefore, need to have daily access to appropriate transport.

## Support for Children and Families

- To offer non-judgemental support to children, young people and families.
- To encourage parents and children to develop positive relationships.
- To be accessible to parents to disseminate information to appropriate staffs.
- To encourage parents and children to engage with the shaping of services for them.
- To promote equal opportunities in order that all children and families gain optimum benefit from services.
- To promote and safeguard the welfare of all children and young people.
- To assist in the liaison with statutory and voluntary agencies who support children and young people and their families
- To assist in ensuring parents are aware of their responsibilities in relation to their child attending school regularly.
- To assist in the processes to ensure Elective Home Education procedures are followed.
- To assist in the processes to ensure Children Missing from Education procedures are followed.
- To contribute to the delivery of services in accordance with the aims of the Equality Policy in response to the needs and aspirations of service users.

## Personal & Professional

- To engage in regular supervision, support and training
- To attend training and development opportunities as appropriate.
- To undertake annual appraisal in accordance with Trust policy
- Achievement of individual targets within the annual appraisal review process.
- To contribute to team meetings/share effective working practices
- To contribute to positive working practices and a shared sense of purpose between staff working within the schools and colleges.

- To be aware of and implement health and safety responsibilities as an employee.
- To work with colleagues and others to maintain health, safety and welfare within the working environment.
- To undertake any other duty as specified by the Trust, not mentioned in the above

## Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the NPCAT's Equality Policy and objectives.
- To comply with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a proactive approach to health and safety matters in order to protect both yourself and others.

***These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Head of Attendance and Welfare may determine.***

***PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES.***

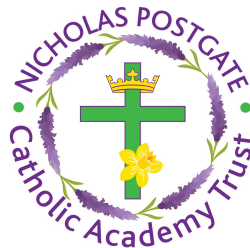
***THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS BEFORE AN OFFER OF APPOINTMENT IS MADE – AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE***



# Person Specification

Stage	Essential	Desirable
<b>Qualifications &amp; Education</b>	GCSE passes in Mathematics & English Language.	
<b>Experience &amp; Knowledge</b>	<p>Experience of working within an administrative function.</p> <p>An understanding of the value of a successful work life balance for self and others.</p> <p>Effective use of ICT packages and other resources and equipment.</p> <p>An understanding of policies and procedures relevant to the role.</p>	<p>Evidence of having completed training is equality and diversity awareness.</p> <p>Experience of working within education in a multi-agency context.</p> <p>Knowledge and understanding of the education system.</p> <p>Experience of education in an environment that can be challenging.</p> <p>Experience of casefile management.</p>
<b>Skills</b>	<p>Strong oral and written communication skills.</p> <p>Good interpersonal skills.</p> <p>Good organisational skills.</p> <p>Ability to work independently and as a member of a team.</p> <p>Ability to respond to varied situations and problems.</p> <p>Flexible approach to work by responding to the needs of the service.</p>	
<b>Personal Attributes</b>	<p>Ability to relate well to both children, adults and other stakeholders.</p> <p>High standards of integrity, resilience and reliability.</p>	

	<p>A positive role model for students, staff, parents and the wider community.</p> <p>Constructive attitude to use of authority and maintaining discipline.</p> <p>Commitment to own continuous personal and professional development.</p>	
<b>Special Requirements</b>	<p>A profound commitment to the vision and ethos of the Trust and the maintenance of excellent standards.</p> <p>An understanding of safeguarding and child protection requirements.</p> <p>Enhanced DBS Certificate.</p> <p>A commitment to equality and diversity.</p>	<p>Experience of working in a Catholic or Christian faith school.</p> <p>Full driving licence.</p>



## How to Apply

Application form and further information is available from:

**[npcat.org.uk/current-vacancies](https://npcat.org.uk/current-vacancies)**

Applicants should complete and return a **Support Staff Application Form**, a Recruitment Monitoring Form and a Rehabilitation of Offenders Form to:  
**[recruitment@npcat.org.uk](mailto:recruitment@npcat.org.uk)**

**Job Description:** This informs you of the main responsibilities for the post and explains what we are looking for. It informs you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

**Person Specification:** This specification sets out which criteria will be used to shortlist candidates for interview.

If you require any additional information about this post, please contact Jill Benson, Head of Attendance and Welfare, by email at: **[benson.j@npcat.org.uk](mailto:benson.j@npcat.org.uk)**

Thank you for your interest in NPCAT. We look forward to receiving your application.

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