



APPLICANT PACK

Attendance Manager (2 Positions)

Nicholas Postgate Catholic Academy Trust



Letter to Applicants

Dear applicant,

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

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

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

2 Positions Available

Required:	September 2020
Salary:	Grade I, Spinal Point 22-24 (Actual Salary £19,578-£20,759)
Hours:	32 hours per week, Term Time Only plus 5 days
Contract Type:	Permanent
Location:	Nicholas Postgate Catholic Academy Trust
Responsible to:	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 collaboratively across the range of divisions of NPCAT.

This particular role is for an exceptional candidate to work within a centralised attendance team across all the 26 schools and colleges 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.

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 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

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 Manager

Responsible to: Head of Attendance and Welfare

To work across all schools in the Nicholas Postgate Catholic Academy Trust (NPCAT).

To work collaboratively across schools to deliver quality school attendance support and ensure the delivery of effective early intervention services to children, young people and families.

You will have experience of working within 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

- To keep children safe and ensure their welfare needs are met in accordance with safeguarding practice.
- To deliver quality school attendance support for children and families across schools.
- To work collaboratively ensuring that, as far as possible, all children of compulsory school age receive the appropriate support to achieve maximum attendance and their full potential.
- To work collaboratively ensuring that, as far as possible, all children not of school age, either in the early years' foundation stage or that are post 16, receive the appropriate support to achieve maximum attendance and their full potential.
- To contribute to the delivery of effective early intervention services to children, young people and families, in particular through multi-agency support identified through use of the Early Help Assessment and Signs of Safety.

Main Areas of Responsibility

Promotion and Monitoring of Attendance

- Overall monitoring of attendance in accordance with a step-up/step-down attendance model, where the child is supported at every threshold of intervention.
- To ensure the framework for attendance actions is applied consistently, fairly and proportionately across all four schools.
- To ensure appropriate action is taken by schools when pupils are absent.
- Produce attendance reports, as requested.
- To ensure systems for identifying and improving persistent absenteeism are correctly followed.
- To lead in the early identification of children missing education, attendance problems and to jointly apply strategies including casework designed to bring about improvements.
- To advise staff, families and other agencies on statutory requirements in relation to school attendance and provide support, advice and guidance to enable parents/carers to meet statutory requirements.
- To listen to and record the voice of the child.
- Work with others within the schools and outside agencies to develop and implement strategies to improve attendance and punctuality.
- To co-ordinate and chair meetings with children, young people and their families to promote and encourage improvements to attendance.
- Initiate legal action where statutory responsibilities are not being met.
- To record and compile appropriate evidence to initiate legal proceedings, to provide legal reports and to give evidence in court as required.
- To take a lead in producing attendance action plans to improve attendance and meet attendance targets in partnership with the pastoral support teams.
- To proactively monitor and analyse attendance records and progress towards school attendance targets.
- To take a proactive lead in Trust strategies to improve attendance and punctuality.
- Manage the caseloads with the Attendance Team.
- To supervise the Attendance Administrator and ensure all correspondence is delivered to an acceptable standard and in a timely manner.
- To direct the process for the typing of letters by the Attendance Administrator.
- To supervise the Home School Liaison Officer in ensuring the duties of this role are delivered to an acceptable standard.

- To ensure the process of identification of absentees for home visits is consistently applied across all schools.

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 with the school.
- To be accessible to parents and children at home, at school or in the wider community, as appropriate.
- To encourage parents and children to engage with the shaping of services for them.
- By understanding the development needs of children and families, put into place arrangements which enable children and their families to become enthusiastic and independent learners.
- Work closely with external advisors in the implementation of statutory and legal orders.
- Liaison with statutory and voluntary agencies who support children and young people and their families.
- Ensure parents are aware of their responsibilities in relation to attendance and exclusion from school and to fully utilise reintegration strategies for all children missing in education.
- To ensure that elective home education procedures are followed.
- To ensure Children Missing from Education procedures are followed.
- To co-ordinate and chair meetings to support children, young people and their families.
- To promote equal opportunities in order that all children and families gain optimum benefit from services.
- To work with agencies to reduce risk taking behaviour and promote positive activities
- To promote emotional wellbeing via planned intervention.
- To identify and support young carers in partnership with other agencies.
- To be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with.
- To ensure children and young people are supported through major life-changing events.
- To support the liaison with other professionals involved at key transitional stages.

Strategy, Systems & Communication

- To promote integrated working amongst partner agencies within the area, providing challenge and support as appropriate.
- To make an input into the analysis of attendance trends.
- To contribute to groups developing policies and procedures as and when required.
- To keep accurate up to date records of casework, attendance action plans, school Academy contacts, progress reports and any other relevant information.
- To make full use of electronic recording as required by the Academy.
- To develop and maintain positive working relationships with colleagues in key agencies.
- To promote partnership working and collaborative working to secure high standards for children and young people 3-19 years and to promote social inclusion.
- To comply with the Academy's policies and supporting documentation in relation to Data Protection, Information Security and Confidentiality.
- To provide leadership to ensure that services provided by the Academy Attendance Team are high quality and deployed in keeping with identified priorities.
- The post holder will be expected to work from several locations and will, therefore, need to have daily access to appropriate transport.
- Occasional requirement to work outside normal school hours and/or off school premises following appropriate consultation and notice.

Personal & Professional

- To engage in regular supervision, support and training.
- To attend team meetings/share effective working practices.
- To contribute towards the induction, coaching and specialist mentoring of other members of the Attendance Team.
- To attend training and development opportunities as appropriate.
- To undertake annual Appraisal in accordance with Academy policy.
- Achievement of individual targets within the annual Appraisal Review process.
- To develop positive working practices and a shared sense of purpose between staff working within the Attendance Team.
- 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, 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	Stage Identified	Desirable	Stage Identified
Qualifications & Education	<p>Relevant professional qualification</p> <p>Evidence of continued professional development and commitment to undertake further training in a welfare setting</p>	<p>AF/C</p> <p>AF/C, I</p>		
Experience & Knowledge	<p>Experience in meeting the needs of vulnerable children, young people and families</p> <p>Working in a multi-agency context</p> <p>Demonstrate recent knowledge of current guidance and legislation re Early Help Assessment and early intervention</p> <p>Demonstrate knowledge of statutory requirements in respect of assessment and safeguarding</p> <p>Working knowledge of current best practice requirements for the area of work</p>	<p>AF, R, I</p> <p>AF, R, I</p> <p>AF, R, I</p> <p>AF, R, I</p> <p>AF, R, I</p>	<p>Working in education in a similar role</p> <p>Experience of managing a small team</p>	<p>AF, I</p> <p>AF, R, I</p>

Skills	Actively demonstrate commitment to working, engaging and communicating constructively with partners and other stakeholders, promoting positive outcomes	AF, R, I		
	Effective interpretation of guidelines and legislation	AF, R, I		
Personal Attributes	Confident and successful negotiation and persuasion skills	AF, R, I		
	Ability to influence and motivate multi-agency teams	AF, R, I		
	Excellent written and verbal communication skills	AF, R, I		
	Ability to stay calm under pressure	AF, R, I		
	Good ICT skills	AF, R, I		
	Personable and approachable manner	AF, R, I		
Special Requirements	An understanding of the Catholic ethos of NPCAT	AF, I		
	Must be able to meet the travel requirements of the post	AF, I		

Key – Stage identified

AF - Application Form, C - Certificates, I - Interview, R - References



How to Apply

Application form and further information is available from:

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

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**

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

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.

