

# Attendance Officer

# Northallerton School

Application Pack



## Welcome from the Head of School

July 2020

Dear Colleague

Thank you for your interest in the Attendance Officer post at Northallerton School and Sixth Form College. It is an exciting time for the school as we become part of the Areté Learning Trust in 2019. I am looking forward to working with the whole community as we strive for even greater success for all our young people. By working together we can ensure that all students enjoy their time at this school, make excellent progress and leave us with the necessary skills and attitudes to lead successful and fulfilling lives.

The school Attendance Officer is responsible for managing student attendance across the school and is a critical role for us. Maintaining a high level of attendance for all students is one of our key priorities. We are looking for someone who has a proven track record of working with students, families, key personnel and external agencies to increase levels of student attendance and engagement in education.

Northallerton School and Sixth Form College is a great place to work. Our motto is: *'being the best we can be'* and pervades everything we do. This is underpinned by our three core expectations that students will be *'Ready, Respectful and Safe'* alongside our values of *'Excellence, Friendship and Respect'*. We believe that to be firm and clear in our expectations is kind: it enables everybody in our community to thrive and prepares the young people in our care for a future in which they will display high standards of personal responsibility, integrity and discipline. High levels of attendance is central to the ambitions we have for all of our young people.

Further information regarding the role can be found in the Job Description and Person Specification.

If you are interested in submitting an application, please highlight the ways in which your abilities and experience make you a suitable candidate for this post. The closing date for applications is **Wednesday 5<sup>th</sup> August 2020 (12 noon)**, I look forward to reading your application and to welcoming you to Northallerton School & Sixth Form College. If you would like to talk more about the role please contact my PA, Louise Bramley, on [bramley.l@northalletonschoo.org.uk](mailto:bramley.l@northalletonschoo.org.uk).

Yours sincerely



**Vicki Rahn**  
Head of School  
Northallerton School & Sixth Form College

<b>Job Description for:</b>	Attendance Officer
<b>Salary:</b>	Grade: F, points 8 - 13 (£19,945 - £22,021 pro rata)
<b>Actual Salary:</b>	£16,945 - £18,709 p.a
<b>Hours/weeks:</b>	37 hours per week, term time only plus training days
<b>Normal working hours:</b>	8am – 4pm Monday to Thursday, 8am – 3:30pm Friday (with a 30 minute lunch break)
<b>Contract:</b>	Permanent
<b>Responsible to:</b>	Assistant Headteacher

### **Job profile: Management of School Attendance**

To complement the professional work of teachers by taking responsibility for implementing the school's Attendance Policy and improving the attendance of students. To work with identified students whose attendance is a barrier to their performance. To be responsible for recording, monitoring, evaluating and reporting on attendance data.

#### **Duties:**

- to communicate with parents/carers of students on monitoring list to establish reason for unexplained absences and record outcomes, reporting any concerns to relevant parties
- to monitor attendance, interpret statistical data to identify issues/patterns of non-attendance with individual students
- to meet with Heads of Year on a regular basis to identify students with attendance concerns and agree next steps, administering processes towards legal action, where required
- to work with identified, poor attending and disengaged students and their parents/carers using short and medium term strategies
- to identify and remove barriers to regular attendance at school, using advisory and persuasive skills as appropriate
- to monitor and evaluate the effectiveness of strategies with individual students and families
- to attend meetings with external agencies as appropriate and follow up on actions required to compile and maintain effective case files and have these files available for internal and external scrutiny/audit
- to actively promote good attendance with all students and promote the school's attendance policy and strategy
- to administer student holiday request forms, and communicate in writing with the parents whether the leave is authorised or not authorised
- to develop support materials and information to communicate clearly to students the school's attendance policy, raising the profile of attendance and punctuality within the school
- to assist in further developing initiatives, systems and procedures to improve attendance
- to communicate with school staff to update them on student attendance and work with the staff to identify students with issues that are affecting their attendance at school
- to develop and maintain effective contact and communications with parents/carers and families, including home visits where appropriate
- to meet regularly with Heads of Year to discuss current issues and developments relating to attendance and punctuality
- to establish links and communicate with feeder schools to gain any relevant information about attendance records of new students
- to respond to enquiries from parents/carers by telephone, email or letter and direct them to relevant sources of advice and guidance as appropriate

- to provide advice for students returning after long periods of absence, encouraging them and assist in planning their re-integration
- to advise new staff on the accurate recording of student's attendance on the register
- to participate in team meetings and attend any necessary training events
- to provide accurate and up to date statistical data and reports
- to maintain records of all communication with parents/carers
- to provide first aid cover as part of a rota following suitable training
- to undertake any other reasonable duty as directed by the Headteacher

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Whilst every effort has been made to explain the main duties and responsibilities of the post, this does not constitute a jobs list and the successful candidate will be expected to undertake duties commensurate with her/his role.

*Areté Learning Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to satisfactory completion of all pre-employment checks including an enhanced DBS*

*Signed:*

*Dated:*

## Person Specification

Qualities and Attributes	
Qualifications & Experience	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• 5 or more GCSE's at grade C or above, including English and Maths (or equivalent)</li> <li>• evidence of experience in a similar, office or pastoral role.</li> <li>• experience of working to deadlines and developing systems.</li> <li>• experience of producing reports</li> <li>• experience of using databases, word processing and a range of other IT packages.</li> </ul>	<ul style="list-style-type: none"> <li>• working with young people</li> <li>• experience of working in a school environment (understanding of safeguarding and Child Protection issues)</li> <li>• experience of SIMS</li> </ul>
Knowledge & Understanding	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• innovative approaches to developing systems and procedures</li> <li>• understanding of filing, storage and archive systems and procedures</li> <li>• effective review and evaluation procedures</li> <li>• understanding of admissions and attendance in an educational setting.</li> </ul>	<ul style="list-style-type: none"> <li>• innovative approaches to working with staff, students and other academy partners</li> <li>• strategies for ensuring equal opportunities for all stakeholders</li> </ul>
Skills & abilities	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• well developed time management, planning and organisational skills</li> <li>• to effectively manage and work as a member of a team, participate in meetings and negotiate as necessary</li> <li>• ability to communicate and negotiate effectively to a range of audiences (internal and external) through highly developed inter-personal, written, oral and presentation skills</li> <li>• sound judgment and ability to make decisions based on understanding of relevant information</li> <li>• able to prioritise work and to manage work to meet tight deadlines</li> <li>• adaptability to changing circumstances/ideas</li> <li>• develop, maintain and use an effective network of contacts, seeking advice and support when necessary</li> <li>• set high standards and provide a role model for students and staff and take responsibility for own and others professional development</li> </ul>	<ul style="list-style-type: none"> <li>• negotiate and consult fairly and effectively</li> <li>• deal sensitively with people and resolve conflicts</li> </ul>
Personal Qualities	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• adaptability to changing circumstances/new ideas</li> <li>• ability to inspire confidence in staff, students, parents and others</li> <li>• reliability and integrity and a commitment to confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>• determination to succeed and the highest possible expectations of self and others</li> <li>• a commitment to inclusive education</li> </ul>

## APPLYING FOR A JOB WITH ARETÉ LEARNING TRUST IMPORTANT ADVICE ON COMPLETING THIS APPLICATION

Your application form plays an important part in your selection. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

### Rehabilitation of Offenders

If the post you are applying for requires you to have a Disclosure and Barring Service (DBS) check you will be required to disclose full details of your criminal history prior to your interview. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

A DBS check will be carried out for successful applicants where the post involves access to children and/or vulnerable adults. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries. In the event of employment, any failure to disclose such convictions will normally result in dismissal by the authority. Any information given will be completely confidential and will be considered only in relation to this application.

### Canvassing

You must not try to influence any staff members, governors or directors of Areté Learning Trust to act in your favour, as this will disqualify you. If you are related to a trust member, director, employee or governor you must indicate this in the relevant section of the application form.

### How to apply

Please forward your completed application form to Jayne Hargreave using the following email address: [recruitment@aretelearningtrust.org](mailto:recruitment@aretelearningtrust.org) stating the title of the post you are applying for in the subject box.

The closing date for receipt of applications is **12pm Wednesday 5<sup>th</sup> August 2020**

Interview date: **Thursday 13<sup>th</sup> August 2020**





**SECTION 7 – MEMBERSHIP OF PROFESSIONAL BODIES**

Institute	Grade of Membership, Membership Number	Enrolment date	Examination date	Expiry date

**SECTION 8 – REGISTERED COUNCILS**

Are you registered with the Institute for Learning?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>If you have answered Yes, please provide your Registration number:</b>	

**Teaching Roles only:**

Teacher Reference Number:	
Current salary point:	
Date QTS awarded:	
Induction period completed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>If you have answered Yes, please confirm the date:</b>	
<b>If you have answered No, please select the appropriate option:</b>	Not yet started <input type="checkbox"/> Stage 1 completed <input type="checkbox"/> Stage 2 completed <input type="checkbox"/>

**SECTION 9 – PRESENT OR MOST RECENT EMPLOYMENT**

Name of Employer:	
Local Education Authority:	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	Grade:
Number on roll ( <i>teaching roles only</i> ):	Age Range ( <i>teaching roles only</i> ):
Date of appointment (Month/YYYY):	Salary:
Notice Required ( ) Weeks:	Telephone number:
Leave date (if applicable- Month/YYYY):	Reason for leaving (if applicable):
Summary of current job role; duties and responsibilities:	

**SECTION 10 – PREVIOUS EMPLOYMENT**

List all your previous jobs (most recent first). Identify and account for any gaps in employment.

<b>Name of Employer :</b>	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	
Job Role Summary:	
Grade / Salary:	Date from (Month/YYYY):
Date to (Month/YYYY):	Reason for leaving (if applicable)

<b>Name of Employer:</b>	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	
Job Role Summary:	
Grade / Salary:	Date from (Month/YYYY):
Date to (Month/YYYY)	Reason of leaving (if applicable)

<b>Name of Employer</b>	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	
Job Role Summary:	
Grade / Salary:	Date from (Month/YYYY):
Date to (Month/YYYY):	Reason for leaving (if applicable):

<b>Name of Employer</b>	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	

Job Role Summary:	
Grade / Salary:	Date from (Month/YYYY):
Date to (Month/YYYY):	Reason for leaving (if applicable):

**Please provide details for any gaps in your employment history when you have not been in education, training or employment.  
Please list dates and the reason (i.e. Travel, Parental leave etc)**

Gaps in employment (including dates)

**SECTION 11 – REFERENCES**

Please give the name and addresses of two referees (not relatives) one of whom should be your present employer (or last employer if not currently employed). If you are in, or have just completed, full time education, one referee should be from your College/University.

Title:	First forename:
Other forename:	Surname:
Address line:	
Town:	County:
Postcode:	Country:
Telephone number:	Email address:
Occupation:	Relationship to you?
Do you give permission for referees to be contacted prior to an offer of employment being made?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Please note your second referee should ideally be a previous line manager or someone in a position of authority.**

**SECTION 12 – REFERENCE**

Title:	First forename:
Other forename:	Surname:
Address line:	
Town:	County:
Postcode:	Country:
Telephone number:	Email address:
Occupation:	Relationship to you?
Do you give permission for referees to be contacted prior to an offer of employment being made?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**SECTION 13 – DECLARATIONS AND CONSENTS**

Do you consider yourself to have a disability:	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please detail any reasonable adjustments that you would require if you were selected to attend an interview/assessment event.	
Are you related to any member or employee of Areté Learning Trust?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you answered Yes, please provide details.	
I understand that canvassing of any staff members, governors or directors of Areté Learning Trust in connection with this appointment will disqualify me.	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Has any previous employer expressed concerns and/or taken any action, whether informal/formal (including suspension from duty) on the following, including any investigations or actions taken by your professional body:**

<b>Capability/Performance</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide details:	
<b>Disciplinary</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide details:	
Are there any dates when you would not be available for interview in the near future?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide details	
Please state the date on which you could take up duty if appointed.	
I declare that the information contained in this application form is correct and understand that the trust will request to see proof of qualifications at the time of interview.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I consent to Areté Learning Trust recording and processing the information detailed in this application. The trust will comply with their obligation under the Data Protection Act 2018.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been convicted of a criminal offence/received a caution, reprimand or warning?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Under the Safeguarding Vulnerable Groups Act 2006, it is a criminal offence for a barred person to knowingly work, or apply to work in regulated activity with vulnerable groups.**

**As you are applying for a post which requires a DBS clearance, under the Rehabilitation of Offenders Act 1974, you are required to disclose full details of any 'spent' and 'unspent' convictions. If you answered Yes to this question, please provide details below.**

What was the date of the conviction(s)?	(DD/MM/YY)

**SECTION 14 – SUPPORTING EVIDENCE WHICH SHOULD INCLUDE RELEVANT KNOWLEDGE, EXPERIENCE AND SKILLS**

I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose may be a criminal offence.

Signature: ..... Date: .....

**SECTION 15 – EQUAL OPPORTUNITIES MONITORING**

Areté Learning Trust is committed to equality in employment. The trust's aim is to ensure equality for all existing and prospective employees. In line with this, the Trust is required to publish work force data.

In order to assist the trust with this aim please provide the information below in monitoring recruitment procedures for which your co-operation would be appreciated.

The information will not form part of our short listing, and will be separated from your application form upon receipt. The information provided will be used for statistical and monitoring purposes and to help us to develop our policies and practice and will be treated confidentially and be subject to the provisions under the current Equality Legislation and Data Protection Act.

Gender	Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to disclose <input type="checkbox"/>	
Ethnic group	White British <input type="checkbox"/> White Irish <input type="checkbox"/> White Other <input type="checkbox"/> White and Black <input type="checkbox"/> Mixed: Mixed: White and Black African <input type="checkbox"/> Mixed: White and Asian <input type="checkbox"/> Asian or Asian British <input type="checkbox"/> Asian or Asian British: Indian <input type="checkbox"/>	Asian or Asian British: Pakistani <input type="checkbox"/> Asian or Asian British: Bangladeshi <input type="checkbox"/> Asian or Asian British: Other Asian <input type="checkbox"/> Black or Black British: Caribbean <input type="checkbox"/> Black or Black British: African <input type="checkbox"/> Black or Black British: Other Black <input type="checkbox"/> Chinese or Other Ethnic Group <input type="checkbox"/> Other <input type="checkbox"/>
If Other please specify		