



Saint Joseph's
CATHOLIC SCHOOL

Attendance Officer

Start Date: ASAP - Salary Scale: Grade F

www.sjcs.org.uk

WELCOME FROM THE HEADTEACHER

Dear Applicant,

The Governors and I welcome your interest in the position of Attendance Officer at our school.

St Joseph's is a smaller than average school. The warm and welcoming atmosphere is matched by a strong focus on pupil progress and hence improving their life chances.

Our reputation within the community, following year on year improvements in results, has resulted in us becoming oversubscribed and a school of choice for many parents.

Following an extremely pleasing Ofsted inspection in November 2018 we have a clear focus on the areas we need to improve and hence achieve Outstanding grading in all sections. I am thrilled that the Inspectors recognised the tireless hard work, commitment and dedication that occur every day and how the school has improved over time because of the relentless drive for excellence. The school was judged to be Good in all areas with many Outstanding elements.

We are looking for an ambitious individual who can inspire pupils. The successful candidate will be a good team player, with a distinct sense of purpose and bring a strong intellectual commitment to their role.



Dates

Application Deadline: 9am, Thursday 25th March 2021

Interviews: WB 29th March 2021

I very much look forward to receiving your application. Should you have any queries, please do not hesitate to contact me.

A handwritten signature in black ink, appearing to read 'Mrs RA Ridley'.

Mrs RA Ridley
Headteacher



JOB DESCRIPTION FOR ATTENDANCE OFFICER

Post:	Attendance Officer
School:	St Joseph's Catholic School
Salary Range:	Grade F
Responsible to:	Senior Leader (Attendance)
Contract Type:	Permanent

All members of St Joseph's Catholic School support staff are expected to contribute to the life of the school particular to their role. There are core expectations and tasks including:

Support Staff core expectations

- Invigilation
- Reception Cover
- Assisting at school events
- Break/lunchtime supervision
- Minibus driving
- Involvement in school clubs and extra-curricular activities
- Providing cover in the schools Pastoral Centre
- Assisting during tutor periods and with class registration

Individual staff could, after appropriate training, become involved in pupil focussed work, including:

- Supervising classes
- Mentoring individual pupils for academic/social progress
- Counselling

We recognise that support staff often have previous experience in the workplace and also skills and interests, and staff are actively encouraged wherever possible to be involved in supporting pupils learning and enrichment activities. This is likely to be through involvement in school clubs and extra curricular activities but could also include the sharing of particular expertise within the classroom environment.

Support staff should recognise that as the school moves forward, job roles will inevitably develop and change focus; staff need therefore to be flexible in their approach to accommodate the changing needs of the school and to participate fully in professional development which supports this.

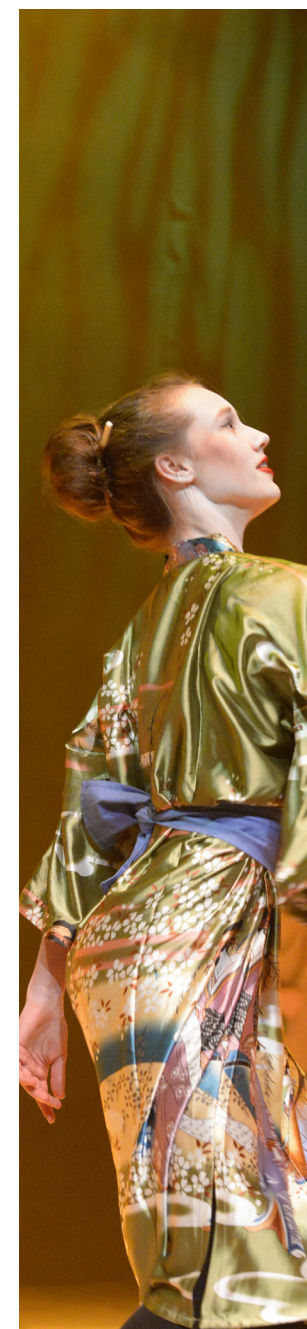
JOB DESCRIPTION FOR ATTENDANCE OFFICER

Key Accountabilities	Key Tasks
Managing Attendance	<ul style="list-style-type: none"> • Manage day to day attendance and upkeep of registers, including 1st day calling, absence notification and recording, as well as communicating with parents who have not followed school absence policy expectations • Identify individuals and cohorts of students for whom attendance is a concern within the framework of the school's attendance policy • Produce detailed reports for members of the Pastoral team to support the early interventions needed to support those at risk of becoming attendance concerns • Lead School Attendance Meetings (SAM) on behalf of the school • Produce and discuss reports for members of the Pastoral Team that show trends over time • Share concerns with the Pastoral team where interventions and/or communication is not making a difference
Working with Staff and Other Agencies	<ul style="list-style-type: none"> • Inform the Pastoral Manager and/or Senior Leaders of any attendance or safeguarding issues • Liaise with pastoral staff on matters attendance and record any decisions taken. • Act as a source of support, advice and expertise for staff. • Assist in the distribution of information on attendance to staff in partnership with the Pastoral team • Understand the assessment process for providing early help and intervention via Educational welfare Service. • Pro-actively seek access to EWS and/or Early Help as a route to support children and families, if appropriate. • Liaise with parents on attendance/well-being matters where appropriate • Develop a working knowledge of how local authorities conduct Local Authority Attendance Meetings
Training	<ul style="list-style-type: none"> • Undergo role specific training to develop and maintain the knowledge and skills required to carry out the role of attendance officer. • Obtain access to relevant resources to support children, adults and staff relevant to attendance and well-being.
Quality Assurance	<ul style="list-style-type: none"> • To support the effective operation of the school's quality control systems for attendance • To assist in the monitoring of attendance by challenging and supporting the Pastoral Manager, Directors of Learning and form tutors. • To meet with the Pastoral team and its members to review practice
Information Management	<ul style="list-style-type: none"> • To ensure the maintenance of accurate and up-to-date information/records related to Attendance and pupil Well-being. • To be active in following up any actions related to attendance and to report any Safeguarding, Child Protection and pupil Well-being issues • To support the Pastoral Manager with the production of reports for School Attendance and Local Authority attendance Meetings. • To ensure required information is logged on SIMS and the appropriate internal spreadsheets.
Raise awareness	<ul style="list-style-type: none"> • Work with the Pastoral Manager and Senior Lead for Attendance to enable them to monitor that the school's attendance policies and procedures are effective • Ensure the attendance policy and strategies are available and easily accessible to everyone in the school community. • Be alert to the specific needs of children in need, including those with special educational needs, young carers, children looked after and any other vulnerable groups. • Encourage a culture of listening to children among all staff, ensuring that children's wishes are heard and considered where the school puts measures in place to protect them. • Ensure that staff understand the need to identify concerns through contextual awareness relating to individual pupils. • Support staff to proactively raise concerns about attendance, understanding the need for immediate action in some cases and clear records to be kept.
Support Groups	<ul style="list-style-type: none"> • Contact and meet with parents advising and giving strategies to be used at home to give pupils consistent messages about resilience and the importance of attending school
Other areas of responsibility	<ul style="list-style-type: none"> • Ensure that staff behaviours do not compromise the safeguarding culture at the school. • Assist in the monitoring and updating of the attendance audit and action plan. • Model best practice and uphold the principles of confidentiality and data protection at all times. • Carry out pupil supervision duties.

PERSON SPECIFICATION

Post	Attendance Officer
School	St Joseph's Catholic School
Pay Range	Grade F
Responsible to	Senior Leader (Attendance)
Contract Type	Permanent

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> Relevant attendance training/qualifications Commitment to continuous professional development 	<ul style="list-style-type: none"> Evidence of further education or training relating to the field of attendance and pupil Well-being Degree or professional qualification
Experience	<ul style="list-style-type: none"> Knowledge and understanding of the national and regional issues relating to attendance Good understanding of best practice in the field of school attendance Experience of working with others to develop exemplary attendance practices Experience of supporting children with emotional and behavioural needs 	<ul style="list-style-type: none"> Experience of leading a team Experience of working with external agencies to support vulnerable children Experience of introducing new initiatives and/or managing change Experience of delivering staff training
Skills and Abilities	<ul style="list-style-type: none"> Ability to motivate adults and children Excellent communication and inter-personal skills Ability to communicate effectively, both orally and in writing with a range of audiences Has the skills and aptitude to lead and manage teams and be accountable for outcomes to SLT/Governing body Is able to monitor student and staff performance Is able to evaluate and review progress and evaluate change A commitment to, and understanding of, the wider aspects of student development Has the ability to plan and lead on whole school initiatives Has the ability to work with parents, external agencies and the wider community Is flexible, able to work under pressure and meet deadlines Outstanding record keeping skills. Good ICT skills and admin skills. 	<ul style="list-style-type: none"> Demonstrates clear strategic thinking on how to support students with identified attendance issues and/or needs to make progress Able to demonstrate outstanding skills in working with multiple agencies to support students.
Personal Qualities	<ul style="list-style-type: none"> A deep commitment to inclusion and attendance. The highest levels of personal and professional integrity Energy and drive Ability to motivate self and others 	



“Conduct in and outside the classroom is exemplary”
Ofsted 2013

SCHOOL ETHOS

St Joseph's Catholic School is a small 11-16 school located in the beautiful city of Salisbury, Wiltshire. It is a vibrant, exciting and caring school where our Catholic ethos is at the heart of everything we do. Our values and ethos permeates everyday life as a community, each child and every adult is treated with the utmost dignity and respect. Consequently, pupils leave us as well-rounded individuals and staff turnover is exceptionally low.

Our school is committed to be a centre of excellence for all faiths and abilities and we are very proud of our successes and our outstanding reputation within the local community.

OVERVIEW OF THE SCHOOL

Our school encourages and guides each of its pupils to develop their own unique gifts and talents. By providing a broad range of learning experiences and a supportive and nurturing environment, our pupils enter the world as confident, rounded individuals, with high expectations of themselves and the self-belief, skills and attributes to achieve their true potential. Everyone in school is here for a purpose, to learn each day, and to widen their knowledge, experience and imaginative understanding.

At both Key Stage 3 and 4, opportunities within the curriculum enable pupils to enjoy, achieve and grow in their learning. Pupils follow a curriculum that is appropriate to their needs, provides challenge and enables them to achieve.

There is a positive atmosphere for learning in lessons at St Joseph's, as teachers and subject leaders are constantly finding innovative and engaging learning experiences for pupils.

ACADEMIC SUCCESS

Over the past five years, St Joseph's Catholic School has exceeded challenging targets by over 11%, securely placing us, yet again, as one of the best schools in the country and in Salisbury for the progress of pupils. We have received local and national recognition for our GCSE results which places our school as one of the top performing similar schools in the country.

In 2019, our GCSE grade 4+ in English and Mathematics was 64% putting us comfortably above National Averages.



STAFF WELFARE AND CAREER PROFESSIONAL LEARNING

As a school that values Career Professional Learning for all our staff, we have an extensive range of courses and opportunities on offer which enables our staff to flourish. We offer the NPQML and NPQSL national qualification to all those staff who show leadership potential and wish to move into Senior Leadership in the coming years.



SAFEGUARDING AND CHILD PROTECTION

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff within the school will be subject to an enhanced DBS check.

The school has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our Child Protection policies.



Saint Joseph's
CATHOLIC SCHOOL

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