

Consilium Academies Recruitment Pack

Attendance Officer

Thornhill Academy



Welcome from the CEO

Dear Candidate,

Thank you for your interest in the position of Attendance Officer at Thornhill Academy.

Thornhill Academy is part of Consilium Academies' Multi-Academy Trust (MAT). Consilium is built on the values of partnership, opportunity, and integrity. We work collaboratively with our stakeholders and external organisations to foster relationships that will enhance educational experiences across the Trust.

Each member of our talented Trust believes every student, no matter their background, is entitled to an excellent education with an equal opportunity to fulfil their potential. It is only through this vision that we can provide an environment where every pupil can thrive.

As part of our MAT, our Academies follow the collective aims of:

- Ensure everything we do has a focus on helping pupils achieve their potential academically, socially, and emotionally
- Instil a passion for life-long learning and continued improvement so our Academies, staff, and students can grasp their aspirations and ambitions
- Create a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired, and empowered to succeed
- Ensure all stakeholders are seen as partners in our work with the communities we serve
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Consilium Academies is currently going through a huge period of change with rapid growth and opportunities; I can't think of a better time to join us.

David Clayton
CEO of Consilium Academies.



Welcome from the Headteacher

Dear Candidate

Thank you for the interest in working at Thornhill Academy. I am immensely proud to be the Headteacher of this academy where all staff are committed to giving our pupils the education that will help them become the very best they can be. Our vision of Learn to Live, Live to Learn, aims to prepare pupils not just for today but tomorrow and life beyond school as we see learning to last a lifetime.

Thornhill provides excellent opportunities for children to develop as learners and grow as individuals. We offer a vibrant, exciting and inclusive all round education and preparation for life and we are justly proud of the great progress and high achievements our pupils make. We expect exemplary standards of behaviour and respect for all within our inclusive school community and strive to encourage a thirst for learning.

Thank you again for your interest, this is an exciting opportunity to work in a popular, successful and forward looking academy within a well-established department with excellent facilities.

I look forward to receiving your application.

Kind regards,

Mr I Redford

Headteacher



**Thornhill
Academy**
learn to live

About the School

Thornhill Academy is an 11 to 16 secondary academy, with 574 students and occupies a large site in close proximity to Sunderland City Centre. Thornhill offers students and staff rewarding and deeply engaging experiences, and supports them on their journey to become inspirational and reflective practitioners, improving life for all in our community.

At Thornhill we take pride in developing each individual pupil to achieve their potential and make a positive contribution to society. We provide a safe, happy and nurturing environment in which we challenge all to strive for personal accomplishment.

Our Aims are to create an environment in which all take responsibility for their actions, behaviour and learning; relishing challenges and learning from failures. We want to create a safe, supportive and happy working environment in which diversity is celebrated and pupils and staff thrive.

Thornhill Academy is a fantastic school and I believe it is our job to develop a lifelong passion for learning through high quality teaching which fosters curiosity and promotes independence. We are committed to recognising and developing the whole child: physically, emotionally, socially and intellectually, creating active and responsible citizens who lead a successful and fulfilling life.

Our young people tell us they are very happy here and we work closely with parents and carers to ensure a successful experience for all.

About the Trust

The Consilium Mission

‘Consilium Academies will provide an inclusive partnership within our Trust and with our communities, where lives are enriched by providing care, experience and opportunity, and where every student benefits from the same opportunities to succeed’

“Partnership, Opportunity and Integrity”

Consilium Academies Trust is a Multi Academy Trust of 8 schools based across 3 hubs in Salford, South Yorkshire and the North East of England.

Consilium Academies believes in inclusivity, both in the schools and communities we serve. We are committed to working with our academies to ensure that our ethos is realised on a daily basis. The lives of our young people should be enriched by care, experience and opportunity. This is achieved by;

- helping children and young people to succeed to their potential academically, socially and emotionally;
- instilling a passion for lifelong love of learning and continued improvement so that our academies, staff and students can grasp their aspirations and ambitions;
- creating a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired and empowered to succeed;
- ensuring that all stakeholders are seen as partners in our work within the communities we serve.

The Trust operates a small central team which is led by the recently appointed CEO, David Clayton. The team provide direct services to our schools as well as Trust level accountability, leadership and management. We operate a strong partnership model and our partner schools are instrumental in the continual growth and development of the trust. The Trust works with its schools and academies in a supportive way that does not detract from the individual identity of a school.

We are proud to offer the following staff benefits to our employees:

- Pension with the Local Government Pension Scheme and Teachers Pension Scheme
- Automatic pay progression for all staff in line with their current grading structure
- Enhanced contractual sick pay in line with the Burgundy Book and Green Book
- Employee Assistance Program with access to counselling and CBT 24 hours a day 7 days a week
- Access to an Occupational Health Provider
- Free membership to Perkbox with hundreds of exclusive perks and discounts available online and in store at many shops, gyms and restaurants
- Providing excellent CPD working alongside external experts such as “Ambition”
- Providing free parking on site for all staff
- We have many new build state of the art campuses
- We are a family of academies that are inclusive and embrace diversity

Attendance Officer**Thornhill Academy****Start date: To be agreed****Grade 7 (NJC SCP 19 - 23): £24,799 - £26,999 (pro rata)****36 hours per week | Term Time Only + 5 days**

Thornhill offers pupils and staff rewarding and deeply engaging experiences and supports them on their journey to become inspirational and reflective practitioners, improving life for all in our community.

We are seeking to appoint a committed individual to join our Pastoral department here at Thornhill Academy.

The Attendance Officer will work to reduce levels of absence and increase punctuality and to work with staff, pupils and their families to promote high levels of attendance.

The successful candidates will create and maintain positive and productive relationships between home and school and work proactively with parents/carers to reduce attendance levels.

If you feel you share our values and are committed to ensuring that students fulfil their potential, then we would like to hear from you.

The closing date for applications is Friday 30th October 2020.

Interviews will take place on Monday 9th November 2020.

To apply please complete the online application form through TES or download and complete the attached application form. We ask that all completed applications are sent to enquiries@thornhillacademy.com

For any questions regarding this role please contact enquiries@thornhillacademy.com or 0191 500 7981.

Consilium Academies and Thornhill Academy are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are made subject to an Enhanced DBS Check.

The trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Job Description

Job Title:	Attendance Officer
Reports to:	Assistant Headteacher – Behaviour and Attitudes
Based at:	Thornhill Academy
Grade:	Grade 7 (NJC scalepoint 19 – 23)

Main purpose of the Role

- To reduce levels of absence and increase punctuality and to work with staff, pupils and their families to promote high levels of attendance.

Core Responsibilities & Tasks

Main Duties and Responsibilities/Accountabilities

- To create and maintain positive and productive relationships between home and school in order to establish the reasons for non-attendance, make assessments and agree a plan for facilitating a return to school within specified timescales
- To work with school staff/pupils/parents and carers to identify individual problems and possible solutions
- To work with parents/carers and other agencies in improving their child's attendance
- Facilitate and supervise home learning opportunities to help build resilience and encourage pupils to return to school following long periods of absence
- To work proactively with parents/carers to reduce issues affecting attendance levels and make home visits, keeping clear and concise records of all consultations
- To monitor attendance and punctuality and follow issues promptly, keeping accurate records and data on attendance and persistent late comers
- To ensure systems for identifying and improving persistent absenteeism are correctly followed including first day of absence contact
- To assist with the identification of pupils who will receive support in improving their attendance and produce action plans to improve attendance/punctuality in order to meet set targets
- To identify social, economic and emotional factors affecting attendance and implement support mechanisms to overcome potential barriers
- Work with Pastoral Leaders/Directors of Learning/Local Authority Attendance Team and other external agencies to improve attendance and complete any necessary referrals
- To arrange and attend attendance meetings with Local Authority Attendance Team/Parents/Carers as required
- Issue penalty notice referrals for unauthorised absences where appropriate in consultation with the Head Teacher
- Complete data analysis and produce written reports for Pastoral Leaders/Directors of Learning/Form Tutors on all attendance matters and provide updates for staff on pupil attendance/punctuality
- To raise awareness of school staff/parents/carers on the importance of school attendance
- To monitor the attendance of vulnerable groups of pupils and liaise with school staff
- To produce and interpret information relating to attendance patterns and analyse data to inform good practice
- To collate information with regard to attendance/punctuality of pupils who may be experiencing attendance difficulties
- To check and remind staff where necessary to complete registers to ensure all missing marks/absences are accounted for
- To check records prior to the census to ensure school attendance is accurate and up to date
- To support and encourage punctuality/regular high attendance in order to reduce the number of persistent absentees thus ensuring the school target is met and exceeds the national average
- Keep up to date with current legislation, update letters in accordance with new guidelines on attendance and produce attendance certificates
- To identify the best attending/most improved attending form in each year group on a regular basis and maintain and update the attendance notice board
- Implement attendance incentive schemes, and develop reward systems re attendance

Support for the School

- 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
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the schools
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.

Corporate Responsibilities

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust's activities.
- To plan, monitor and review health and safety within areas of personal control.
- To participate in the Trust's Performance Management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

Additional Notes

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust or Academy.
- The Trust operate a no smoking policy.