



Application Pack for the position:

Attendance Officer

1st July 2021



The Quality in Careers Standard >>>



Dear Applicant,

Welcome to Durham Sixth Form Centre and thank you for your interest in the advertised post. I hope the following information gives you an insight into our school.

Durham Sixth Form Centre is the largest post-16 school in the North East of England (and 1 of 3 nationally), with approximately 1,800 students on roll. We are situated in the middle of Durham City Centre, a couple of minutes' walk from both the bus and railway stations. Students generally enrol at Durham Sixth Form Centre from over 50 different secondary schools from across County Durham, Sunderland and into Northumberland.

We were inspected by Ofsted on 1st and 2nd March 2017 and are delighted with the outcome. We are an Outstanding post-16 school. Our students have an excellent record of success; they work hard to achieve it.

- Our A level results are above the national average and in the top 12% of schools in England.
- Students' grades and points for A level are above both the County Durham average and national average.
- Students' points and grades for their best 3 A levels are also above the national average.
- Our Applied General results (broad vocational qualifications) are above the national average and in the top third of schools in England.
- Students' grades and points for Applied General are well above the County Durham average and national average.

Most of our students continue their studies at university, some take up employment or apprenticeships; others stay with us into Year 14 where we run some Level 4 courses. Our award-winning Careers Information Advice and Guidance team support our students into higher education, employment or their chosen future pathways.

In 2013 we celebrated our Centenary year. We are housed in a 1913 former Girls' Grammar School which was converted to Sixth Form accommodation in 1983. In addition to the original building there is now a Science Block; a 210 seated Theatre; our Hunter Resource Centre; Visual Arts Centre and Freemans Quay Leisure Centre. In 2019 we expanded further to include our new Digital Media Centre which houses a grab-and-go Café, Conference Facility, TV Studio, small cinema room and additional classroom space.

Through sustained effort, and a clear focus and direction, Durham Sixth Form Centre is a truly embracing and dynamic organisation. We are committed to promoting the principles of equal opportunities and we aspire to an environment where all our students and employees can develop their potential. We have a strong professional development programme and have achieved CPD Mark accreditation, Investors in People Gold and Governor Mark among others. Our most recent Ofsted inspection report said 'The Headteacher and the highly skilled leadership team have established a culture in which students flourish and grow. Consequently, there is a healthy appetite for learning and achievement in an environment that demands high expectations for academic, vocational and personal excellence'.

The school operates according to values which we feel help to determine the culture, ethos and atmosphere of Durham Sixth Form Centre. We value:

- high quality, inspirational teaching and learning;
- excellent support, care and guidance;
- personal and professional integrity;
- ambition and progress for our students, our communities and ourselves.

If you are energetic and passionate about post-16 education and have the skills and aptitude required for the role then we would welcome your application and look forward to hearing from you.

Ellen Beveridge
Headteacher

Advertised Post and Application Information

Position: Attendance Officer
Hours of work: 37hrs/week
Contract: Term time plus 10 days
Salary: Grade 6 SCP (11-17) £19,573 - £22,041
Start date: 1st July 2021

Recruitment Dates

Application Closing Date: 10am, Wednesday 5th May 2021
Interview Date(s): TBC

Advert

This is an exciting time to join Durham Sixth Form Centre: we are an oversubscribed post-16 institution; our results are significantly above National Averages; we have expanded our premises; we have gained external recognition and national awards for our work and we are Outstanding as defined by Ofsted, March 2017.

We know that the very best way to continue to provide outstanding education is to ensure our teaching staff and support staff are outstanding. With this in mind we wish to appoint an highly organised, resilient Attendance Officer to work as part of our Pastoral team.

The successful candidate will have exceptional planning and time management skills; be organised and pay attention to detail; have an analytical approach to their work and can manage a fluctuating workload effectively and efficiently. They must also have the ability to communicate effectively with staff and post-16 students and their parents; and be committed to working in an inclusive environment in support of the values, vision, purpose and direction of Durham Sixth Form Centre.

The Application Pack is available on our website www.durham-sixth-form-centre.org.uk/vacancies.html.

Application Process

Applicants should submit the following information on, or before the closing date:

- A completed Application Form using the GoogleForm which can be found by clicking **APPLY NOW** in the Current Vacancies section of the school website.
- A supporting Letter of Application of a maximum of two sides of A4, which includes information **under the following titles**:
 1. Why are you interested in applying for the role?
 2. How would your skills meet the needs of the post?
 3. What 'extra' would you bring to the role if appointed.

Note: The supporting Letter of Application should be uploaded in the relevant section on the GoogleForm.

Additional Information

Durham Sixth Form Centre:

- Ensures all appointments are subject to an enhanced DBS check, satisfactory medical report and satisfactory references.
- Is an equal opportunity employer.
- Is a Local Authority Maintained school.
- Operates a strict no-smoking policy.

"This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment."

Job Description

SUPPORT STAFF

Schools rely on the professional input and expertise of a range of staff. 'Support staff' is a generic title for all staff who do not teach. Some support staff work alongside teachers and some work behind the scenes to ensure that there is an efficient infrastructure within our school which supports effective teaching and learning to take place. Support staff contribute in many ways, directly and indirectly, to student outcomes and the school's Ofsted judgement and are integral to both. Approximately half of all of our employees are support staff.

Attendance Officer

Contract: 37hrs/week, term time plus 10 days
Scale: SCP
Responsible to: Senior Assistant Headteacher and ultimately Headteacher
Appraisal: Senior Assistant Headteacher

Summary of the Key Areas of Responsibility:

1. To act as the first point of contact between the school and students/parents with regard to attendance and punctuality and manage the attendance data of students across the school.
2. To keep up-to-date information about leavers/potential leavers and record, analyse and present retention statistics/information to the Deputy Headteacher.
3. To support the administrative work of the Pastoral team if and when needed under the direction of the Senior Assistant Headteacher.

Key Areas of Responsibility	Brief Outline
1. To act as the first point of contact between the school and students/parents with regard to attendance and punctuality and manage the attendance data of students across the school.	<ul style="list-style-type: none"> ● act as the first point of contact for students and families regarding attendance related matters. ● ensure the student attendance emails are regularly monitored and actioned. ● receive phone calls relating to student attendance from students and families. ● make phone calls to students and families regarding attendance related matters under the guidance of the Senior Assistant Headteacher. ● ensure the school's student attendance records are accurate, up-to-date and completed in a timely manner through the School's Information Management System (SIMS). ● e-mail staff regarding missing AM and PM registers, lesson registers and any conflicting marks. ● input trip or other absence information onto SIMS. ● provide appropriate members of the Pastoral team with timely data that picks up on anomalies in attendance, erratic attendance and patterns of absence. ● support the Pastoral team to implement strategies which secure high standards of behaviour and attendance in line with the school staged sanction system. ● oversee the daily call home list. ● record actions taken by the Pastoral team in SIMS and ensure all data, information and records are kept current and up-to-date. ● organise attendance meetings for the Pastoral team with students and their parents where appropriate. ● produce reports on student attendance in line with the scheduled monitoring periods and update the attendance monitoring document. ● produce attendance reports for identified student groups and update the Pastoral Improvement Plan as directed. ● identify unauthorised absences in the register and contact the students and/or their parents to ascertain the reasons for absence. ● produce subject attendance reports for each Faculty and share with teaching colleagues, as directed. ● support the Pastoral team to implement strategies which secure high standards of behaviour and attendance in line with the school Staged Sanction System.

	<ul style="list-style-type: none"> ● maintain a good working knowledge of the statutory framework and any policies and procedures relating to school attendance, child employment, child protection and special needs etc. in order to be able to offer informed advice to parents, school staff and others. ● be fully aware of and carry out all work in line with Child Protection/Safeguarding Procedures. ● work on initiatives which raise the awareness of the whole school community on the importance of good school attendance. ● coordinate the work of any colleagues that might assist with the running of attendance.
2. To keep up-to-date information about leavers/potential leavers and record, analyse and present retention statistics/information to the Deputy Headteacher.	<ul style="list-style-type: none"> ● accurately record information about leavers/potential leavers and report trends to the Pastoral team. ● inform the LA of any leavers as per the LA protocols. ● monitor retention and destination information and report trends to the Deputy Headteacher.
3. To support the administrative work of the Pastoral team if and when needed under the direction of the Senior Assistant Headteacher.	<ul style="list-style-type: none"> ● collate key information about the make-up of the cohort to ensure the Pastoral team has an understanding of the students, their achievements and their needs so that all learners and groups of learners can be supported to succeed. ● record key information into SIMS, as appropriate. ● assist with the enrolment and re-enrolment process. ● support the organisation of any induction events or activities. ● work alongside the Pastoral team to support Year 12 students in the first half term to ensure all students settle quickly into school life. ● oversee the provision of temporary lanyards to students and follow up accordingly. ● supervise the Learning Hubs when asked to do so. ● administrate and support the organisation, implementation and review of Student Support Plans with clearly identified next steps. ● provide appropriate administrative support for the delivery of the TSP (Tutor Support) Programme. ● assist the Recruitment team with key transition events e.g. Open Evenings and Events; Y10 Taster Days and Y11 Open Day. ● support the organisation of any end of year celebrations; yearbooks; hoodies etc. ● ensure that all sensitive information is dealt with in accordance with the data protection act. ● archive all folders, files and other documents annually as requested. ● oversee both the parent and student dashboards to ensure they contain pertinent, accurate and up to date information. ● support the organisation of Subject Consultation Evenings/Events, including arranging meetings for identified students and their parents.
In addition	<ul style="list-style-type: none"> ● be a visible presence in and around Durham Sixth Form Centre. ● monitor student conduct in and around the site to ensure high standards are maintained. ● ensure all interactions with students, their parents and other stakeholders are professional and courteous. ● attend Subject Consultation Events and Open Evenings as directed/appropriate from the plus 10 days. ● attend Careers Events as appropriate from the plus 10 days. ● to be prepared to undertake First Aid training if required.
Modelling	<ul style="list-style-type: none"> ● model the values, ethos and vision of the school in pursuit of excellence and equity, valuing individual achievement. ● help build, communicate and implement a shared vision. ● role model and actively promote high expectations for all members of the school community through the role within the structure. ● contribute to the efficient management of school routines. ● be an appraisal team member in line with school policy. ● be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by individual action/inaction.

Training/Qualifications	<p>The employee will be expected to undertake on-going research to develop their knowledge base and will undertake any CPD, inset and qualifications as deemed necessary by the Headteacher.</p> <p>Where formal qualifications are identified the employee will be required to sign an agreement to reimburse the school of any training costs incurred if the employee leaves before qualification and/or if they leave before a period to be specified after qualification.</p>
Additional Hours	In the event where the Headteacher requests additional hours to be worked over and above the contractual hours of 37 per week plus 10 days, time off in lieu (TOIL) will be given at flat rate as per Local Collective Agreement 2012. Timesheets must be submitted and approved by the Senior Assistant Headteacher.

Day	Hours	Total hours in school	Lunch break	Total hours worked
Monday	8.00am – 4.00pm	8 hours	30 mins	7 hours 30 mins
Tuesday	8.00am – 4.00pm	8 hours	30 mins	7 hours 30 mins
Wednesday	8.00am – 4.00pm	8 hours	30 mins	7 hours 30 mins
Thursday	8.00am – 4.00pm	8 hours	30 mins	7 hours 30 mins
Friday	8.00am – 3.30pm	7 hours 30 mins	30 mins	7 hours
				37 hours

Note: This role includes plus 10 days which will be negotiated annually.

Person Specification

SUPPORT STAFF

	Letter, Reference, Interview	Essential	Desirable
Five GCSEs Grade C/4 or above including English and Maths.	L	✓	
Outstanding interpersonal and relationship building skills.	L I R	✓	
Flexibility to cope with a wide range of situations.	L I R	✓	
Ability to deal with delicate, difficult and confidential situations.	R	✓	
Experience in an administrative role.	L I R		✓
Ability to 'think on your feet'.	I R	✓	
Excellent organisational skills with the ability to work to a high degree of accuracy with attention to detail, with energy and drive.	L I R	✓	
Ability to communicate effectively both orally and in writing.	L I	✓	
Ability to inspire and challenge both students and colleagues.	L I R	✓	
The ability to bring out the best in people.	L R	✓	
Ability to work as part of a team, respecting confidentiality.	L I R	✓	
Experience of working with young people, parents and other stakeholders.	L I		✓
ICT competency including use of spreadsheets.	L I R	✓	
Experience of working with SIMS and Google Drive.	L I R		✓
The conviction to make a difference.	I R	✓	
Boundless optimism, energy, enthusiasm and a sense of humour.	I R	✓	
Proactivity and ability to take a lead.	L R	✓	
Aptitude to evaluate, monitor and prioritise work with minimal supervision whilst meeting deadlines.	L I R	✓	
Exemplary health and attendance.	R	✓	
Committed to working in an inclusive school in support of the values, vision, purpose and direction.	L I R	✓	
To promote and safeguard the welfare of children and young adults.	L R	✓	
A commitment to upgrading skills.	L I	✓	
Equalities and Safer Recruitment			
Ability to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the appropriate policies.	L I R	✓	
Ability to demonstrate an understanding of the importance of forming and maintaining appropriate relationships and personal boundaries with children, young people and colleagues.	L I R	✓	
Ability to demonstrate emotional resilience (and distance where appropriate) in working with challenging behaviours or sensitive situations.	L I R	✓	