

Northern Leaders Trust



# Appointment of Attendance Officer

**Grade N6 - Actual Salary Range:  
£23,770 to £26,689 pa, pay award pending  
37 hrs per week, Term Time plus 5 days and 10  
additional days, Permanent**

**Closing Date: 10 October 2022**

## Candidate Information Pack



Studio West, West Denton Way, Newcastle upon Tyne, NE5 2SZ, Telephone: 0191 481 3710  
Website: [ks.northernleadertrust.org](http://ks.northernleadertrust.org)

# Introduction from the Principal

Dear Applicant

## Appointment of Attendance Officer

Studio West is an exciting studio school, which opened in September 2014. As part of Northern Leaders Trust, Studio West cater for around 550 students aged between 11 and 19 with student numbers increasing year on year. We are expected to reach 650 at full capacity. Rated "Good" by Ofsted, Studio West offers students an innovative and bespoke curriculum with an emphasis on employability and life skills. We have close working relationships with our business partners and our mission is to make sure that every student who leaves Studio West, does so with a university place, an apprenticeship or employment.

Ensuring student attendance stays above national and regional benchmarks is a key priority for us and we are therefore seeking applications for this exciting role to support us in the delivery of our attendance improvement strategy. The role will involve monitoring and reporting on student attendance and absence, conducting home visits and working with students and families to identify and seek to remove barriers to good attendance.

If you are the person we are looking for you will possess:

- A proven track record undertaking pastoral work in a secondary school environment, ideally in attendance.
- The ability to analyse and interpret data to inform practice.
- The ability to produce and report on attendance data to the Trust Attendance Manager, schools and trust leaders.
- Excellent interpersonal skills with the ability to challenge robustly and professionally.
- A determined approach with the creativity to develop and deliver new strategies and approaches to secure good attendance across all year groups.

In return we offer:

- The opportunity to work with forward thinking management and staff working together to offer the best available chances for our students
- Staff benefits including salary sacrifice car leasing scheme, cycle to work and childcare voucher scheme
- Access to free gym facilities at our Kenton School site
- Free on site parking

### How to apply:

Please download an application form from our website [sw.northernleadertrust.org](http://sw.northernleadertrust.org) and return it to [hr@northernleadertrust.org](mailto:hr@northernleadertrust.org).

Yours sincerely



**Val Wigham**  
Principal

# Attendance Officer

## Job Description

**GRADE:** N6

**RESPONSIBLE TO:** School leadership/Trust Attendance Manager

**JOB PURPOSE:** To work with identified students and their parents/carers within established policies, procedures, systems and practices to support the school in improving base figures on attendance and truancy as set by the Government and the Local Authority.

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### MAIN DUTIES:

The following list is typical of the level of duties which the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

1. To act as first point of contact for all attendance issues in school.
2. To provide regular updates for staff, e.g. Senior Leadership Team, Year Leaders and Tutors on student attendance with targets and strategies for improvement.
3. To produce and interpret statistical data relating to attendance patterns of groups within the school or to interpret and apply data produced by colleagues.
4. To analyse and monitor absence data for groups within the school identifying where attendance has fallen below the statutory persistent absence threshold and bring this to the attention of school management.
5. To prepare and issue legal monitoring and fixed penalty notices under the direction of the Senior Year Leader/Assistant Principal as and when required and to notify the Local Authority where Local Authority actions are necessary.
6. To prepare written statements for Court under the direction of the Senior Year Leader/Vice Principal and attend Court to present evidence as a witness when summoned.
7. To identify individuals with unexplained lateness or truanting absences and bring this to the attention of school management.
8. To organise a daily check on children at risk of lateness or truanting, investigate reasons and apply remedies as appropriate.
9. To undertake home visits (either accompanied or on a lone basis) on individual pupils as required.
10. To prepare and issue (using standard templates) parenting contracts for working with students. Take appropriate action to try to ensure the requirements of the parenting contract are met.

11. To ensure that school registration systems are developed and correctly administered and to report on the quality of registers.
12. In conjunction with the HR Manager, to ensure that new and supply staff adhere to the school system of student attendance registration.
13. To work with and visit feeder primary schools and gain any relevant information about the attendance records of new students.
14. To liaise with the Local Authority and other agencies to improve attendance rates, making referrals to other agencies and staff where non-attendance is related to health or welfare issues.
15. To participate in the development of school reward systems in relation to attendance.
16. To ensure school Children Missing Education protocols are followed for any student who is missing from Education for a period of time.
17. To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person and ensuring that accurate records are maintained.
18. Promote the safeguarding and welfare of children and young persons the postholder is responsible for, or comes into contact with. Be aware of school policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Take appropriate action where required.
19. Promote and implement policies and practices that encourage mutual tolerance and respect for diversity in all aspects of employment and service delivery.

September 2022

# Attendance Officer

## Person Specification

### Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

#### Essential

1. Experience of working in an educational and/or social care setting with young people
2. Experience of effectively communicating with children, carers and other professionals.
3. Understanding of the issues related to persistent absence and impact upon outcomes for children
4. Ability to display an understanding of social/welfare issues as they affect children, families and schools
5. Ability to deal with difficult situations
6. Ability to work effectively on own initiative with minimal supervision and as part of a team
7. Commitment to equal opportunities in service delivery and employment
8. Effective written communication and ICT skills

#### Desirable

1. Ability to produce and interpret factual and statistical information as required
2. Experience in working within statutory/voluntary agencies dealing with children and families
3. Awareness of legislation relating to school attendance and welfare and the protection of children
4. Full driving licence

### Part B: Selection Stage

The following criteria will be further explored at the interview stage:

1. All criteria listed under part A
2. Effective communication skills
3. Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including:
  - motivation to work with children and young people
  - ability to form and maintain appropriate relationships and personal boundaries with children and young people
  - emotional resilience in working with challenging behaviours
  - attitude to use of authority and maintaining discipline
4. No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

The following methods of assessment will be used:

1. Interview
2. Task

### **Part C: Additional Requirements**

1. A minimum of two references from current and previous employers (or education establishment if applicant not in employment)
2. Enhanced Disclosure from the Disclosure and Barring Service\*
3. Additional criminal record checks if applicant has lived outside the UK
4. Children's Barred List Check\*
5. Medical screening
6. Flexibility in work pattern may be required occasionally
7. Visiting families in their homes on a lone basis is a regular requirement of this post

\*All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website ([www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974](http://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)).

This post is classed as being in 'Regulated Activity' as defined in Keeping Children Safe in Education 2021, therefore in addition to the DBS check, a check of the Children's Barred List will also be conducted as part of the pre-employment screening process.

## About our Trust

**Kenton Schools Academy Trust;** Formed in 2014, our Trust currently incorporates both Kenton School and Studio West, an innovative 11-19 studio school. Under the leadership of Chief Executive Officer Ian Kershaw, the Trust's main objectives are encompassed in its vision statement, which is "to change the current and future lives of our students for the better, by providing them with the highest possible quality of education tailored to their differing needs. Therefore, we will work tirelessly to ensure that all our students, from all backgrounds and starting points, are enthusiastic learners, attend and behave well, are safe and healthy, make excellent progress and achieve highly, then progress to the most challenging and rewarding higher education and careers. Then they will be capable, creative, caring, committed, flexible, thriving adults, who change their world, their country, their family and themselves for the better".

Over the last three years, the Trust Board, comprising of 3 members and 7 Trustees has delivered major improvements to the governance, leadership and financial health of the Trust.

Our Trustees come from a variety of different education and business backgrounds, driving the strategic vision of the Trust and our schools. The Trust and its schools are supported by a strong central services team covering core Trust functions, such as HR, Finance, Data and ICT.

## About our Schools

**Studio West;** Studio West opened in 2014 as a 13–19 studio school but, with effect from September 2017 and due to local, popular demand, a change in age range was agreed with the DfE and the school began to admit students in Year 7. The school now has around 450 students with a PAN of 90 and is well oversubscribed in all year-groups 7-10 as it is "re-growing" its provision towards full capacity through to 6<sup>th</sup> Form from September 2022.

The ethos of Studio West is enshrined in 'Learning that connects.' The principle that learning must constantly connect school with the real world and the full range of work-related learning and career progression, towards university, an apprenticeship or other destination tailored to the needs of the individual.

Graded as 'Good' by Ofsted in early 2019, we are one of the most successful studio schools in the Country. We use the full range of work-related learning and career progression alongside academic prowess to prepare students for university, an apprenticeship, further training and employment - tailored to the needs of the individual.



**Kenton School;** Kenton School is a vibrant and inclusive secondary school at the heart of the community in which we serve. With just over 1800 students, Kenton is amongst the largest schools in the North East. However, despite the size, the school prides itself on retaining a family atmosphere, where students feel not only challenged through quality first teaching and learning but supported and motivated by the strong pastoral team.



Our Kenton team are passionate about providing the very best education possible for young people in our city, our region and nationally and our strong and committed team share our vision of ensuring all our students not only reach their potential but that they are confident, happy and resilient students who treat each other with compassion and respect.

We aim to provide a broad curriculum, focussing on educating our students for their future in the modern world, not the past or even just the present. We also believe strongly in developing the creativity of our students and this is demonstrated through our commitment to delivering arts courses as a core subject.



# **Additional Information: Main Terms and Conditions of Employment**

## **Terms and Conditions**

The conditions of service applicable to the post are those determined by the National Joint Council for Local Government Services (the National Agreement) and locally agreed terms and conditions.

## **Working Hours**

The working hours for the post are 37 per week, with current working pattern of 8 am to 4 pm Monday to Thursday and 8 am to 3.30 pm on Fridays (with a 30 minute unpaid lunch break each day). The post is term time only which equates to 38 working weeks per year.

In addition, staff will be contracted to work 5 additional training days (allocated at the start of each year – one or more of which will be disaggregated into 'twilight' evening sessions), plus 10 additional 'on call' days. On call days are to be worked during the school holiday periods at times allocated by the line manager.

## **Annual Leave Entitlement**

As this is a term time only post, annual leave entitlement is incorporated into annual salary. This equates to an additional 5.74 weeks pay (24 days plus 8 public holidays pro rata to weeks worked) for staff with less than 5 years' continuous local government service, and 6.57 weeks pay (28 days plus 8 public holidays pro rata) for staff with 5 years' or more continuous local government service.

## **Pay and Grading**

The grade of the post is N6, equivalent to local government pay spine points 20-24, with current corresponding full-time, full-year salary of £26,446 to £29,174 pa.

The actual salary for this post, pro rata to term time and including annual leave and public holiday entitlement is as follows:-

Less than 5 years' continuous local government service: £23,770 to £26,223 pa

5 or more years' continuous local government service: £24,193 to £26,689 pa

Progression through the grade is by incremental progression on 1 April each year until the top of the grade is reached.

New entrants to Kenton Schools Academy Trust are subject to a six-month probationary period. Where 1 April falls within the six-month probation, the first increment is paid on 1<sup>st</sup> month following successful completion of that six-month probationary period.

## **Status**

This post is permanent.

## **Safeguarding**

Kenton Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff at school.

## **Equal Opportunities**

The school is opposed to any form of unfair discrimination and is publicly committed to be an equal opportunity employer.

**Pension Scheme**

On appointment, new associate staff will be automatically joined into the Local Government Pension Scheme (unless they choose to opt out). Further information can be found at [www.twpf.info](http://www.twpf.info).

**Application Process**

Please download an application form from our website [sw.northernleadertrust.org](http://sw.northernleadertrust.org) and return it to [hr@northernleadertrust.org](mailto:hr@northernleadertrust.org)

**Closing date:                      12.00 Noon on 10 October 2022**