

Attendance Officer



Grade N6: Actual Salary Range: £25,500 to £27,952 pa
37 hours per week, Permanent
Term time only plus 5 training days and 10 Additional days

Located at Studio West or Kenton School

Closing Date: 9am on 12th December 2022

CANDIDATE
INFORMATION PACK



ACHIEVEMENT, STUDENTS & LEADERS MATTER

Tel: 0191 214 2201

www.northernleaderstrust.org

Registered Office Address: Kenton School, Drayton Road, Newcastle Upon Tyne, NE3 3RU



INTRODUCTION

From the Chief Executive Officer

Dear Applicant

Northern Leaders Trust, formerly Kenton Schools Academy Trust, formed in 2014, is a growing, passionate Trust in the North East of England. Our eyes are firmly fixed on providing the best education possible for young people in our city, our region and nationally.

Students are at the centre of everything we do. Through collaboration, every aspect of our work is of high quality. Our academies deliver an ambitious and inclusive curriculum that enables all students to excel academically and socially.

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.

If you have the skills, commitment and enthusiasm to succeed in this role, we want to hear from you. In return we can offer you,

- Access to the Local Government Pension Scheme
- Salary sacrifice schemes including, car, cycle to work and childcare voucher schemes
- Free on-site parking
- Free gym access at Kenton School

We look forward to receiving your application.

Yours sincerely


Officer

Attendance Officer

Job Description

Pay Range: N6

Responsible to:

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.

Main Responsibilities

The following list is typical of the level of duties which the post holder 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.

Main Duties

JOB DESCRIPTION

- To act as first point of contact for all attendance issues in school.
- To provide regular updates for staff, e.g. Senior Leadership Team, Year Leaders and Tutors on student attendance with targets and strategies for improvement.
- To produce and interpret statistical data relating to attendance patterns of groups within the school or to interpret and apply data produced by colleagues.
- 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.
- 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.
- 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.
- To identify individuals with unexplained lateness or truanting absences and bring this to the attention of school management.

JOB DESCRIPTION

Main Duties

- To organise a daily check on children at risk of lateness or truanting, investigate reasons and apply remedies as appropriate.
- To undertake home visits (either accompanied or on a lone basis) on individual pupils as required.
- 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.
- To ensure that school registration systems are developed and correctly administered and to report on the quality of registers.
- In conjunction with the HR Manager, to ensure that new and supply staff adhere to the school system of student attendance registration.
- To work with and visit feeder primary schools and gain any relevant information about the attendance records of new students.
- 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.
- To participate in the development of school reward systems in relation to attendance.
- To ensure school Children Missing Education protocols are followed for any student who is missing from Education for a period of time.
- 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.
- 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.
- Promote and implement policies and practices that encourage mutual tolerance and respect for diversity in all aspects of employment and service delivery.



GCSE Results Day

"Our 2022 GCSE results reflect the many positive changes that have taken place in the academy over the last year. All students are given the best possible support and advice and encouraged to follow their passion, whatever that might be."

Ian Kershaw, CEO of Northern Leaders Trust

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

Attendance Officer

Person Specification

Part B: Assessment Stage Continued

Essential

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:
 - a. motivation to work with children and young people
 - b. ability to form and maintain appropriate relationships and personal boundaries with children and young people
 - c. emotional resilience in working with challenging behaviours
 - d. attitude to use of authority and maintaining discipline
4. No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

Assessment/Selection Methods

The above will be assessed through a selection process of student-based activities and formal interview.

Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

- 1 Enhanced Certificate of Disclosure from the Disclosure and Barring Service*
- 2 Additional criminal record checks if applicant has lived outside the UK
- 3 Children's Barred List Check*
- 4 Confirmation of Qualifications and Qualified Teacher Status, including confirmation of professional status from relevant professional regulatory body for teachers who have worked overseas.
- 6 Medical clearance
- 7 Identify and Right to work in the UK check
- 7 A minimum of two satisfactory references from current and previous employers (or education establishment if applicant not in employment).

*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).

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



A-Level Results Day

“Northern Leaders Trust is laying the foundations now for a period of solid growth over the coming years. These results are just the start of this journey.”

Ian Kershaw, CEO of Northern Leaders Trust

About our Trust

Northern LeadersTrust; Formed in 2014, our Trust currently incorporates both Kenton School and Studio West, an innovative 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 to 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 6th 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.



For further information, please visit our website
www.northernleadertrust.org

About our Schools

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.



For further information, please visit our website
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Additional Information for Applicants

Conditions of Service

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 set by Northern Leaders Trust

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.

Safeguarding

Northern Leaders 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.

Rehabilitation of Offenders

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.

Additional Information for Applicants

Pay and Grading

The grade of the post is N6, equivalent to local government pay spine points 20 –24, with current corresponding full-time salary of £28, 370 to £31, 098 pa. The actual salary for this post, based on 37 hours per week including annual leave entitlement as outlined above and 5 training days and 10 additional days is as follows:-

Less than 5 years' continuous local government service:
£25,000 to £27,952 pa

5 or more years' continuous local government service:
£25,953 to £28,448 pa

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.

Status

This post is permanent.

Location

There is a vacancy for this post in both our schools, Kenton and Studio West. If you have a preferred location, please state this in your application.

Probationary Period

New entrants to Northern Leaders Trust are subject to a six month probationary period.

Equal Opportunities

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



Application Process

If you feel you have the experience, skills and attributes to succeed as part of our team, please download and complete our application form and return it to hr@northernleaderstrust.org

Closing Date:

9am on

12th December 2022



Kenton School, Drayton Road,
Newcastle upon Tyne, NE3 3RU



Studio West, West Denton Way,
Newcastle upon Tyne, NE5 2SZ