



TheNorth
school

Attendance and Inclusion Officer
INFORMATION



CONTENTS

The North School	Pg 3
Welcome from Trust CEO Jon Whitcombe	Pg 4
Job description	Pg 5
Person specification	Pg 9
Overview of Swale Academies Trust	Pg 10
Application process	Pg 11
Safeguarding	Pg 12



Dear Applicant

This is an extremely exciting time to join The North School on its journey to be outstanding.

Our aim is to ensure that every single member of the school community is putting achievement first, fostering resilient, independent, happy and confident learners who leave school with the right skills and qualifications for the world they are growing into.

The North School achieved excellent exam results in 2022 and as part of Swale Academies Trust we continue to be focused on school improvement and continuous learning for both our students and staff. We are particularly proud of the recent advances in oracy and students' leadership.

We look for talented and committed people and work hard to keep them, helping them reach as high as they can. We are looking for somebody that has high expectations of themselves and of others to join our staff team.

The successful candidate should possess a willingness to play a full part in the life of the school with regard to supporting our excellent student support team. As a key member of the team you will keep abreast of developments in your areas and think creatively and constructively to ensure students, staff and visitors receive the highest standard of support.

The successful applicant will be adaptable, efficient, able to work on their own initiative, have the ability to work methodically with accuracy and attention to detail, be able to understand the full range of duties associated with the role and possess a confident, friendly manner.

I want The North School to be outstanding and a strong part of the local community. If you share our commitment to educational excellence, we want to hear from you.

MRS CLAIR ELLERBY
Headteacher



Dear Applicant,

Thank you for your interest in this role within Swale Academies Trust. Swale Academies Trust is one of the leading Multi-Academy Trusts in the south east with a highly effective record in school improvement. We are currently looking for outstanding leaders and teachers to join us as we grow. Swale Academies Trust consists of a group of primary and secondary schools based in Kent, East Sussex and South London. We are also working with a number of schools who require support prior to joining the Trust. We have a very strong track record in school improvement and are looking for dynamic people who want to transform children's lives in some of the most challenging educational contexts in the region.

We are looking for ambitious professionals who are interested in working with pupils from diverse communities in some of the region's most challenging schools. We want energetic, inspiring classroom practitioners who are highly motivated and committed to the profession. We recognise the importance of a well-ordered teaching environment for staff to flourish. Parents and teachers provide regular positive feedback about our work to create a positive climate for learning. As a result, Ofsted visits identify pupils' conduct as a strength across the Trust. We want teachers who are keen to make a positive difference to children's lives, are proud of the students they teach, the work they produce and share this pride in the achievements of all.

Our salary package, continued professional development and additional benefits are some of the best in the sector. We invest in our staff at every level with a wide range of coaching programmes, delivered across our schools, including Westlands, the Trust Teaching school. We also work closely with a number of external partners such as the University of Kent to support leadership development across our family of schools. All of our schools are unique and reflect the communities they serve but they work closely together to support each other and collaborate to raise standards. Teachers identify the well-structured collaboration as a key factor in improving their practice but also improving their work-life balance.

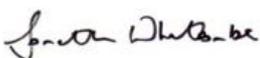
Since its creation in September 2010, Swale Academies Trust has become a strong and successful school improvement service, specialising in taking schools in Ofsted category and turning them into good schools. A glance at the most recent Ofsted reports for Beaver Green Primary School, South Borough Primary School, Meopham School, Regis Manor Primary School, Westlands Primary School, Istead Rise Primary School and The Sittingbourne School, will all point to the effectiveness of the Trust in bringing about change and providing and enabling excellent leadership. First and foremost, Swale Academies Trust is about the provision and development of high quality leadership and management.

Our ambition is driven by enabling schools and children to succeed. We have a wide range of excellent and highly accomplished senior leaders who lead with a sense of purpose, charisma and a set of shared values. The Trust is fortunate to be overseen by a Board of Directors who share leaders' values and provide the highest quality challenge and support.

We are proud of our schools and strive for a sense of shared pride in the achievements of all of our students.

We look forward to receiving your application.

Yours sincerely,



Jon Whitcombe
Chief Executive Officer

JOB DESCRIPTION



Job Title: Attendance and Inclusion Officer
Salary: SAT 7
Responsible to: Senior Leader to Behaviour and Attendance

Purpose of the Job

Attendance is an essential aspect of a successful community and academic success. This role makes an essential contribution to raising achievement by both improving school attendance and promoting inclusion by working in partnership with families, external agencies, academia and the wider community. The role is crucial in supporting improvements in attendance at an individual, cohort and whole school level.

Main duties and responsibilities (Accountabilities):

- Monitor and respond to the late arrival of students in the mornings.
- Monitoring of attendance and alerting SLT of students / families with poor attendance.
- Record parent / carer absence calls on BROMCOM and ensure the reason for absence and any other additional information is fully documented, organising a daily check on reasons for students not attending and responding as appropriate.
- Initiate and carry out periodical post-registration truancy checks.
- Chase up reasons for absence using agreed systems.
- Assist in the development, implementation and monitoring of systems relating to attendance and inclusion.
- Offer guidance and support to students returning after a long period of absence.
- Make contact with other schools and gain any relevant information about the attendance records of new students including the new Year 7 cohorts.
- Monitor lesson attendance throughout the day and at a minimum for am and pm registration lessons, responding as needed and disseminating information to other stakeholders.
- Provide attendance reports for all student groups, as requested.
- Produce statistics and analysis of data, identifying possible trends.
- To advise on strategies to promote the regular and punctual attendance of all students and assist in the implementation of the strategies.
- Home visits to families of students for welfare checks.
- Accurate note taking and record keeping of visits and follow up support plans.
- Meeting with students to identify barriers to attendance.
- Liaison with social workers and other agency staff to inform and update.
- Liaise with parent / carers and external agencies including attending meetings.
- Maintain records of safeguarding vis CPOMS.
- DSL trained.
- First aid trained.

JOB DESCRIPTION



Managing Inclusion

- Carry out home / off site visits to pupils and their families, taking the lead in these meetings.
- Liaise with Education Welfare and other support services to improve attendance.
- Keep up to date with current technology and oversee the training of staff in attendance and registration issues.
- Participate in the development of school reward systems in relation to attendance.
- Identify and understand trends in order to prepare strategy proactively, and target intervention appropriately.
- Attend regular meetings with SLT to present current data and impact of strategy.
- Collate work from teaching staff and send to students where needed (including exclusions).
- Ensure referrals are made to external support agencies to ensure timely and appropriate support for students/families.
- To be present, and participate at governor disciplinary meetings, casual admission meetings and reintegration meetings as appropriate.
- Coordinate external agencies visiting students on site.
- To take responsibility when appropriate in the writing of risk assessments in relation to student inclusion.
- Contribute to the administrative process of students on a managed move.
- Participate in the pastoral support planning for identified students.
- Ensure compliance with administrative requirements / communication for students on reduced timetables.
- Support the SEN department as required in areas of inclusion.

Co-ordination of school admissions

- Co-ordination of in year admissions (IYA).
- Co-ordination of admission appeals.
- Liaise with secondary schools regarding IYA and subsequent support plans.
- Liaise with primary schools regarding admissions and subsequent support plans.

Liaison with alternative provision (internal and external)

- Monitoring of students accessing internal and external provision including tracking of attendance and impact on whole school attendance.
- To provide administration support to the SLT Lead to ensure that risk reduction plans for students are in place and shared with staff.
- To provide administration support to the SLT Lead to ensure that risk assessments of provisions are carried out (yearly) and shared with senior leaders.
- To provide administration support to the SLT Lead to ensure that provision maps are up to date for all students.
- Liaising with the exams officer and teachers to ensure appropriate assessments are provided and tracked.

JOB DESCRIPTION



Liaison with post 16 educational establishments

- To liaise with the Post 16 team in ensuring that students at risk of NEET due to their Attendance receive access to appropriate and timely careers advice.
- Tracking of post 16 choices and destinations of students.

Contributing to the Organisation

- **Ensure that school registration systems are correctly administered by all staff – ensuring that senior leaders are kept briefed on compliance to academy systems.**
- **Be the first contact for all attendance and inclusion issues including for external agencies / visitors.**
- **Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Report all concerns to the appropriate person.**
- **Attend and participate in meetings as required.**
- **Contribute to the overall ethos/work/aims of the school.**
- **Participate in training and appraisal meetings.**
- **Recognise your own strengths and areas of expertise and use these to advise others.**
- **Assist in the supervision, training and development of Attendance Team staff.**
- **All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working.**
- **Any other reasonable request from the Headteacher.**

General Administrative Duties

- Ensure that all attendance data is kept and filed in an organised way that enables the academy to have quick and easy access to information.
- Create engaging displays that promote excellent attendance.
- Ensure appropriate record keeping of actions and outcomes of meetings with families and other agencies.

Actions to Improve Attendance and Punctuality

- Phone calls, visual letters and arrange meetings with parents and Key Stakeholders.
- Send out half termly attendance letters highlighting the current attendance percentage weighed against the academy attendance thresholds.
- Undertake routine checks of pupils in lessons.
- Responsible for the late arrival system at the start of the school day.
- Manage the process of court proceedings and prosecutions with the local authority.

JOB DESCRIPTION



Following Health and Safety requirements and initiatives

- Ensuring compliance with Data Protection legislation.
- Compliance with all requirements in relation to safeguarding and promoting the welfare of children and young people.
- At all times operating within the Trust's Equality policies.
- Commitment and contribution to improving standards for pupils as appropriate.
- Contributing to the maintenance of a caring and stimulating environment for young people.

Promotion of School Values

- Play a full part in the life of the school community, supporting its mission and ethos and encourage staff and pupils to follow this example.
- Actively promote the Trust's corporate policies.
- Contribute to whole school attendance events as and when required.
- Support and contribute to the school's commitment to safeguarding all pupils.
- To be aware of and comply with the codes of conduct, regulations and policies of the school and its commitment to equal opportunities.

The duties/responsibilities of this post may vary from time to time according to the changing needs of the Trust services.



Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges. The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

Swale Academies Trust – Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne



Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Eastbourne
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne



Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team
- Building / Estate Management

The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and all electronic applications should be made via this route. Alternatively, completed forms can be sent by post to the following address:

Mrs Jo Manning
The North School
Essella Road
Ashford
Kent
TN24 8AL

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.

Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.

This can be downloaded here: <https://www.swale.at/page/?title=Privacy+Notice&pid=33>



SWALE ACADEMIES TRUST
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JOHNSON ROAD
SITTINGBOURNE, KENT
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