

# Briefing Pack for Applicants Attendance & Pastoral Officer



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

**The school will undertake stringent and rigorous checks of identity and qualifications to ensure that we maintain the very highest standards of child protection for our students.**



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***May we take this opportunity to thank you in anticipation of your application. If, however, you have not heard from us by the proposed date for the interview you should assume that on this occasion your application has not been successful. In that event we wish you every success in any future applications you make.***

## Section 1: Post Advertisement

**Post:** Attendance and Pastoral Officer  
**Location:** Stocksbridge High School  
**Contract:** Full time, Permanent (37 hours x 39 weeks)  
**Pay Scale:** NJC Grade 5, Point 15 to 20; £23,953 to £26,446 *gross per annum pro rata*  
**Actual**  
**Annual Salary:** £20,487- £22,620 *(Under 5 Years' Service)*  
**Start date:** 1 September 2022

Minerva Learning Trust is an expanding Sheffield based multi-academy Trust with a vision of providing outstanding education for all the pupils within our schools. The Trust is passionate that all pupils should see their time at school as happy and fulfilling with their potential developed to the utmost.

We are looking for an experienced Attendance and Pastoral Officer to work at Stocksbridge High School. The successful candidate will:

- Be self-motivated and have the ambition to develop with the support of the school's pastoral team and the Trust Education Welfare Officer
- Have the ability to work as a team as well as independently
- Have good interpersonal skills that ensure organisational communication is effective with pupils and families
- Ensure accuracy in both the keeping and reporting of attendance
- Have the ability and skill to motivate pupils to improve their attendance levels and engagement with learning
- Have good communication and liaison skills and the ability to establish and maintain good personal working relationships with all members of the school community
- Be willing to work flexibly to meet the demands of the job.

Candidates are encouraged to visit the school or have an informal discussion about the role with Mr Ireland, Headteacher. Arrangements for this can be made by contacting Hannah Taylor Headteachers PA via e-mail [htaylor@stocksbridgehigh.co.uk](mailto:htaylor@stocksbridgehigh.co.uk)

**The closing date is 9am on Friday 8 July 2022 and interviews will take place the following week.**

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. The successful candidate will be required to complete an Enhanced Disclosure and Barring Service (DBS) check.

The application form and information pack are available on the school website [www.stocksbridgehigh.co.uk](http://www.stocksbridgehigh.co.uk) or the Minerva Learning Trust Website **Please ensure that you do not fill in a Sheffield City Council application form in respect of this vacancy as your application may not be considered.** Please send completed forms to: [htaylor@stocksbridgehigh.co.uk](mailto:htaylor@stocksbridgehigh.co.uk)

## Section 2: Letter from the Chief Executive – Bev Matthews

Dear Candidate

Thank you for your interest in this role within Minerva Learning Trust. Minerva Learning Trust was established in October 2014 with the vision of providing outstanding education for pupils who are from a wide variety of backgrounds across the city of Sheffield. During 2017-18 the Trust expanded and brought together four secondary schools across Sheffield to create a new partnership of schools which supports the education of over 5000 pupils. In September 2020, Chapeltown Academy joined the Trust and enhanced the post-16 provision within the Trust in the north of the city and in September 2021, we were delighted that Woodthorpe Community Primary School became the first primary school to join the Trust. We resolutely believe that we are stronger together and that each school within the MAT has individual strengths and we celebrate the diverse and unique qualities of each particular school.

As a Trust our mission, vision and values are central to our work and are the driving force behind all that we do. Our vision of Outstanding Together, Working Together and Learning Together is underpinned by our core values of Inclusion, Independence, Respect and Success. Through our values we foster an ethos of collegiality, we ensure inclusion is at the heart of all we do and we work hard to ensure that every child succeeds, no matter what their background or circumstance.

We recognise that the commitment and care shown by all our staff is fundamental to the success of our young people. As such, we work hard to ensure that staff are supported, encouraged, developed, respected and listened to within an enjoyable and rewarding working environment. Our culture is one of professional trust, respect, honesty and integrity and we want our staff and students to work and learn within an environment that enables them to flourish and to work at their best.

The professional development of staff, including opportunities for research, is a key priority of Minerva Learning Trust. As such, we seek to enrich employee capability and maximise the strength and contribution of each individual who works with us. The Trust believes in investing in the learning and development of its employees through a range of opportunities which are aligned to the needs of the organisation and its young people.

This is an exciting opportunity to join the Trust. If you choose to apply you will be choosing to work alongside a team of dedicated professionals who passionately believe in the power of education to change the life chances of young people.

If you believe you have the experience, skills and ambition to support our aims and contribute to the delivery of the very best for our pupils then we look forward to receiving your application.



Bev Matthews  
**Chief Executive Officer**

## Section 3: Letter from the Headteacher

Dear Candidate

I am delighted that you are considering making an application for this position at Stocksbridge High School. We are an ambitious and inclusive 11 to 16 comprehensive school firmly rooted in our local community. You will find us to be open, friendly and welcoming with great students and a dedicated staff.

Since 2017 the school has enjoyed sustained improvement in achievement and engagement. This has been driven by a staff united behind an inclusive and ambitious vision for our school and our community. There have clearly been challenges over the last year as we have responded the pandemic, national restrictions and lockdowns. I have to say, however, that the incredible responses of the staff teams through this time has done nothing but galvanise our strong leadership and resolve to make a difference to the young people we serve.

Every one of the young people we serve is entitled to thrive at school so that they may leave skilled, qualified and confident to make a success of their next steps in life. This is achieved through high quality leadership, teaching and support from our staff so that all students learn and progress well. Working at Stocksbridge High School means that you will always hold young people in high regard and have nothing but the highest of expectations for their learning, conduct and aspiration.

Opportunities for professional development and for sharing practice within the school and across the trust enable staff to continually develop their skills and experience. This ambition is evidenced in our recent improvements in achievement and increasing roll; we are now oversubscribed in Y7.

We are here to make a difference to the young people and families of Stocksbridge and we aim to be recognised as outstanding in this endeavour. It is an exciting time to join our school and if you share that ambition and determination I look forward to receiving your application.



Andy Ireland  
**Headteacher**

## Section 4: About Stocksbridge High School

### ...THIS IS JUST THE START...

#### Our Mission

All Students will be challenged to build ambitious future plans. Working together we will develop their character, skills and capacity to make their ambitions a reality.

#### Our Vision

Our vision is based upon the principles of "Believe, Achieve, and Succeed".

- **Believe** - Students will have belief in their own potential. They make positive choices, can acknowledge and celebrate their successes and tackle obstacles to progress with hard work and determination.
- **Achieve** - Students are challenged in every learning experience, every day to produce the highest quality work, through which they achieve their personal and academic goals.
- **Succeed** - Successful students have high expectations of themselves and strive to meet these expectations every day.

#### Our Values

Our values underpin all that we do as a school and are brought to life in all areas of our organisation.

- **Be positive** - We will be positive in all that we do.
- **Be caring** - We care for and support each other.
- **Be courageous** - We make choices to enable us to succeed, even when those choices are difficult.
- **Be reflective** - We consider the impact of our actions on ourselves and others.

#### Our Beliefs

- We will celebrate the achievements of all members of our school community recognising that achievements are personal to each individual.
- We will create an environment in which all members of our school value and enjoy learning.
- We will work to remove barriers to learning for all our students.
- We will do all that we can to ensure all members of our school community are safe and happy.
- We will ensure that all learning experiences are of the highest possible quality.

## ABOUT US

Stocksbridge High School joined the Trust in December 2017. Our aim is to create and sustain educational excellence for all young people, whilst still developing the whole person, building in them the skills they need to be confident, happy and successful.

Based in a superb new building we are proud to offer a stimulating environment for learning. As a growing school we have a unique opportunity to get to know every child individually, enabling us to develop and support them throughout their time at our school. We are driven as a school to constantly challenge ourselves and to accept the challenge of our parents to improve all that we do.

We want all students to make progress from their individual starting points and achieve outcomes that enable them to move on to the next phase of their education at the highest possible entry point.

To ensure this happens we:

- Are relentlessly positive with all students every day, believing they can and will succeed.
- Work tirelessly to remove barriers to learning for all students so that all students can be successful.
- Deliver high quality first teaching and learning experiences all day every day.
- Provide opportunities for all students to develop the skills required to be successful beyond their formal education.
- Ensure that students are safe at school.
- Work with students, parents, carers and the community to support our values of respect and tolerance.
- Celebrate the achievements of all students, recognising that achievements are personal to every child.
- Create an environment in which all staff and students' value and enjoy learning.
- Care for and support each other.

Our school is a popular, thriving 11-16 comprehensive. Our greatest asset lies in our people – a wonderful team of enthusiastic students, committed staff and supportive parents and governors. We value the contributions that each person brings. We are passionate about making school life enjoyable and challenging, providing varied opportunities for learning and securing the highest possible levels of achievement for each and every student. We believe our students deserve every opportunity to flourish, not solely in academic pursuits, but emotionally, socially, spiritually and culturally. We seek to ensure that every student develops vital transferable skills for life and work that will allow them to become active, informed and responsible citizens of the 21st century.

We look forward to your application and thank you for your interest in our school.

Further information about the school including access to the full Ofsted Report can be found on our website: [Stocksbridge High School](#)

## Section 5: Job Description



# Minerva Learning Trust Job Description



***Minerva Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

<b>POST TITLE</b>	Attendance and Pastoral Officer
<b>GRADE/SALARY</b>	Grade 5
<b>HOURS/WEEKS</b>	37 hours per week, 39 weeks
<b>LOCATION</b>	Stocksbridge High School
<b>RESPONSIBLE TO</b>	Assistant Headteacher Inclusion
<b>RESPONSIBLE FOR</b>	N/A
<b>PURPOSE OF THE JOB</b>	<p>To work within the remit of the school attendance policy and procedure to improve levels of student attendance.</p> <p>To work with students and their parents/carers, to re-engage these children with education.</p> <p>To work within the pastoral team to ensure that student behaviours, attitudes and attendance enable them to make best progress</p> <p>This post may work across the family of schools.</p>
<b>RELEVANT QUALIFICATIONS</b>	<p>Good standard of literacy and numeracy.</p> <p>Experience of working with vulnerable and disaffected children within a multi-agency environment.</p>

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

The post-holder, must at all times, carry out his/her duties and responsibilities within the spirit of Minerva Learning Trust and School policies and within the legislative framework applicable to academies.



## MAIN DUTIES

- Undertake general attendance admin tasks as directed to support the needs of the school
- Work alongside the Education welfare Officer and Pastoral team to improve pupil attendance
- Work with the pastoral team in supporting the welfare, behaviour, attitude and learning of pupils
- To ensure accurate recording and reporting of attendance data
- Monitor the systems and procedures for monitoring and recording absence to ensure best practice
- To ensure the completion of registers by all staff is prompt and accurate
- To ensure missing marks and unexplained absences are immediately chased with staff and parents to ensure accurate, up-to-date attendance information and safeguarding responsibilities are adhered to.
- To ensure signing in/out system for pupils is adhered to
- Ensure the accurate and timely reporting and analysis of all attendance data
- Provide accurate attendance information to school management, Local Authority and other agencies as appropriate
- Maintain accurate records of parental meetings, home visits and actions proposed to support the work of the Pastoral Team and to support the preparation of cases for further action.
- Ensure that school continues to improve the attendance of students by challenging absence accordingly.
- Undertake home visits to those students who are persistently absent, identifying reasons for non-attendance, working closely with families and others to achieve regular attendance.
- Monitor attendance of key students, provide immediate response in the event of an absence, liaising with the Pastoral Team to ease return to school with appropriate support.
- To meet parents/carers on a regular basis to discuss attendance strategies and draft parent/carers agreements.
- To lead Attendance Meetings alongside the Pastoral Team.
- To undertake Attendance interviews in school with individual students.
- To provide guidance, support and advice to all staff regarding the attendance protocols and procedures for the school including statutory legislation
- Provide advice and support to families in identifying and understanding barriers to students achieving their full potential.
- Apply a range of persistent and pro-active approaches to engage with families with a range of needs who may be resistant to using services.
- To identify risks to good school attendance and ensure effective measures are in place to reduce or eliminate risk.
- To support the LA's legal response to non-attendance including decisions on penalty notices and court referrals
- Aid transition from Primary to Secondary for students where attendance is a concern.
- To assist the Pastoral Team with Attendance Group and other work and /or 1:1 sessions.
- To raise the profile of need for good attendance, behaviour and learning within the school environment.

- To alert the Pastoral Team to any concern/issues relating to student welfare identified whilst working with students and/or parent/carers.
- To support the pastoral team, working with pupils in their behaviour, conduct and attitudes to school and learning
- Support the application of the school's behaviour, sanction and rewards policies
- Support the operation of the consequences room.
- Mentor and support individuals or small groups of students as directed through the pastoral team
- Proactively develop strong working relationships with students, parents and colleagues.
- Attend and support parents' meetings
- Attend and support pastoral and other team meetings.

### **SAFEGUARDING**

- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.



### **OTHER SPECIFIC DUTIES**

- To play a full part in the life of the school community, to support its mission and ethos and to encourage staff and students to follow this example.
- To actively promote the school and Trust's policies.
- To be courteous and provide a welcoming environment.

### **GENERAL**

- To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher and Local Governing Body.
- This job description will be kept under review and may be amended via consultation with the individual, Headteacher and Local Governing Body as required. Trade Union representatives will be welcome in any such discussions.

## Section 6: Person Specification

	<h1>Minerva Learning Trust</h1> <h2>Person Specification</h2>		 <p>STOCKSBRIDGE HIGH SCHOOL — This is Just the Start —</p>
<b>Post title: Attendance and Pastoral Officer</b>			
<b>Minimum Essential Requirements</b>			<b>Method of Assessment</b>
<b>Experience</b>			
Experience of working in a secondary education environment with pupils and families.			AF/I/R
A minimum of two years in a relevant discipline to the post.			AF/I
<b>Knowledge/Skills</b>			
GCSE/Level 2 qualification or equivalent in Maths/Numeracy and English/literacy			AF/I
Administrative skills and ability to maximise use of available systems			AF/I
Ability to work accurately and with attention to detail.			AF/I
Ability to work to deadlines and manage workload effectively.			AF/I/R
Evidence of appropriate and recent professional development related to the nature of the post.			AF/I
Good interpersonal skills and the ability to develop effective relationships with pupils			AF/I
Ability to work as part of team or individually			AF/I/R
Ability to manage multiple tasks and manage time effectively.			AF/I/R
Ability and skill to motivate pupils to improve their attendance and engage in their learning			AF/I
Self-motivated and ability to effectively prioritise competing demands to meet strict deadlines associated with the post.			AF/I/R
Resilience to deal with the challenges faced in developing this area of work.			AF/I
<b>Work Related Circumstances</b>			
Ability to manage working hours flexibly to meet the demands of the role.			AF/I
Willingness to undertake further development.			AF/I
Willingness and ability to travel to other work locations within the Trust and other venues.			AF/I
Commitment to equal opportunities and ability to recognise the needs of individuals and groups.			AF/I
<b>Equal Opportunities and Safeguarding</b>			
An understanding of safeguarding issues and promoting the welfare of children and young people			AF/I/R
A commitment to safeguarding students			AF/I/R
Suitability to work with children			AF/I/R
A commitment to equal opportunities.			AF/I/R

Ability to recognise discrimination and willingness to put Equality Policies into practice	AF/I
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**Key:** AA = Assessed  
activity  
AF = Application  
form  
I = Interview  
R = Reference

## Section 7: The Appointment Process

These notes are intended to guide you when making an application.

1. The Application Form  
Complete the application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand please make sure that it is legible and that you use black ink. Indicate clearly on the front page the post you are applying for. You are requested to submit a concise application.
2. Education and Training  
State your qualifications and any training you have undertaken relevant to the post.
3. Present Appointment  
Make it clear what your present post is, which establishment you work in and who your employer is.
4. Previous Appointment  
When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work.
5. Referees  
Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.
6. The Supporting Statement/Letter of Application  
The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take particular care to demonstrate how you meet the person specification included as part of these details. **Please limit your supporting statement to two sides of A4 in size 11 font.**
7. Arrangements for Interview  
Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and some support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website prior to attending the interview.
8. The Interview  
Candidates will be invited to spend a day visiting the school during which time they will have the opportunity to meet staff and students and see the school at work. Interviews are likely to take place in the afternoon.
9. Feedback  
Feedback is offered to those candidates who are shortlisted and not recommended for appointment. It is hoped that this information will help you with future applications.
10. Selection for Appointment  
Selection is made conditional upon the successful candidate meeting the Trust's requirements for health, physical capacity and conduct.
11. Arrangements for Applications  
When you have completed your application, the completed form and covering letter should be e-mailed to [htaylor@stocksbridgehigh.co.uk](mailto:htaylor@stocksbridgehigh.co.uk) by the closing date.

