

# St Bede's Catholic College



## Recruitment pack for the post of:

### Attendance and Student Support Officer

30 hours per week, permanent, term time only including 2 inset days, to start as soon as possible

Pay scale BG7, point 7, 10 hours per week plus  
BG9, point 19, 20 hours per week

Actual annual salary £19,827 (pay award pending)

Closing date: Noon on 2<sup>nd</sup> September 2024



0117 377 2200



[www.stbedesc.org](http://www.stbedesc.org)



Long Cross, Lawrence Weston, Bristol, BS11 0SU

# St. Bede's Catholic College

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**Principal:** Mr R. J. King, M.Ed



Dear applicant

St Bede's Catholic College is a great place of learning with a unique culture and climate. Visitors comment on a calm and industrious place where children are stimulated and challenged to develop their talents and encouraged to strive for excellence. Achievement and effort are valued and celebrated. Within and outside the classroom numerous opportunities exist for young people to unlock their talents and develop self-worth, esteem, confidence, resilience and independence.



Children are enthusiastic about life in college and embrace the many opportunities to grow in faith, developing religious understanding and a sense of service. Spiritual and moral development lies at the heart of our work and is a major strength within this vibrant faith community, where every child is valued.

Young people are encouraged to strive for excellence in every aspect of their work. We hold high expectations of ourselves and all those who work within our community and these translate to the children in our care. They are enabled from the early stages to be active, enquiring and critical open-minded thinkers; to be ambitious for themselves and broaden their horizons.

The college has a long-standing tradition of scholarship and academic success. The value of hard work is never underestimated; this, coupled with inspirational and passionate teaching, enables everyone to fulfil their potential and walk tall with confidence.

As important as they are, education at St Bede's is about much more than examination results as you will discover when you visit this vibrant community where quality is all pervading.

Yours faithfully

Mr R King

Principal



## **The St Bede's Way**

The St Bede's Way is a practical guide to the culture at St Bede's. It is the way we aspire to do things, the expectations we have of each other and the support we provide to help us all succeed. It is the aim of all our community, both adults and students.

St Bede's has one simple message: **Work Hard. Be Kind. Do The Right Thing.**

## **Where Excellence meets Purpose**

At St. Bede's Catholic College, we believe that our colleagues are the heartbeat of our institution. We are not just a school; we are a community committed to fostering an environment where every member thrives. As you consider joining our team, here's what we promise to provide you:

### **Inspiring Mission and Values:**

Be part of a community driven by a rich heritage and a commitment to excellence in education. Our Catholic values permeate everything we do, creating a purpose-driven work environment.

### **Collaborative and Inclusive Culture:**

Embrace a culture of collaboration, where your unique skills and perspectives are valued. We are committed to creating an inclusive atmosphere that celebrates diversity and encourages open dialogue.

### **Professional Growth and Development:**

Your growth matters to us. Access ongoing professional development opportunities, workshops, and mentorship programs to ensure you stay at the forefront of your field and achieve your career goals.

### **Student-Centric Approach:**

Experience the joy of shaping young minds. Our student-centric approach prioritises their holistic development, providing you with the satisfaction of contributing to their growth and success.

### **Work-Life Balance:**

We understand the importance of a balanced life. Enjoy a supportive work environment that values your well-being, providing flexibility and resources to help you maintain a healthy work-life balance.

### **State-of-the-Art Facilities:**

Work in a modern and well-equipped campus that fosters a positive learning environment. Our facilities are designed to inspire creativity and innovation in both students and staff.

### **Community Engagement:**

Engage with the local community and make a difference beyond the classroom. Join initiatives that connect our school with the broader community, reinforcing our commitment to social responsibility.

***Join St. Bede's Catholic College and be part of a community where your skills are appreciated, your growth is nurtured, and your contributions make a lasting impact on the lives of students.***

## ADVERT

### **Attendance and Student Support Officer – term time only including 2 inset days, 30 hours per week**

#### **JOB OVERVIEW**

We are seeking to recruit an enthusiastic and dedicated Attendance and Student Support Officer who will support the lead Attendance Officer with all aspects of daily attendance within our college. The successful candidate must have the ability to promote a positive attitude to improve attendance and reduce persistent absence in line with attendance protocols and policies and have excellent communication skills to engage and motivate our students and families with behavioural, social emotional and mental health issues. You would ideally hold a current UK driving licence and have use of your own vehicle to facilitate very occasional home visits.

You must aspire to be an outstanding colleague, with a willingness to share and learn. We wish to appoint someone who will help us to make a positive difference to the lives of young people.

We promise a supportive and enjoyable working environment and the resources needed to carry out the role to the highest standards.

St Bede's has a diverse community of students and we would be pleased to receive interest from applicants of all backgrounds.

#### **WHY CHOOSE US**

St Bede's has a superb reputation locally, within the Diocese and nationally. We are recognised by the Diocese as an Outstanding Catholic school and hold the SEND Inclusion award that recognises our high-quality education for students in SEND. In addition, we hold a Beacon status for Holocaust Education, the Geography Quality Mark and an award from the Incorporated Society of Musicians in recognition of excellence in Music. We have also been recognised for 'Leadership through moral purpose', 'engaging with evidence and research' and for our outstanding results by SSAT. The College has also recently been awarded the Leading Parent Partnership award in recognition of our work with parents and re-accredited as Investor in People.

#### **WHAT WE OFFER:**

- A school that is fully dedicated to developing every child to reach their full potential, irrespective of their ability.
- Collaborative working to support our endeavours to work smarter and achieve an effective balance between home and work.
- Excellent CPD opportunities to grow and development through mentorship and coaching.
- Free onsite parking (when available).
- Paid holiday allowance for support staff of 25 days, increasing by one day each year to a maximum of 30 days (plus 8 bank holidays)
- Local Government Pension Scheme
- Access to free employee assistance programme
- Free eye tests

The hours of work will be 30 hours per week, term time only including 2 inset days, Monday to Friday 08.30-14.30 for which the annual salary is £19,827 (pay award pending).

Please complete the application form and submit this with a letter outlining your experience and suitability for this role. The closing date for applications will be **noon on Monday 2<sup>nd</sup> September 2024**

**St Bede's is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.**

***Offers of employment are subject to Enhanced Disclosure and Barring Service clearance, excellent references and medical clearance.***

## **Job Description**

<b>POST</b>	Attendance and Student Support Officer
<b>GRADE</b>	St Bede's Grade 7, point 7 – 2 hours per day, 08.30-10.30, Attendance Administration St Bede's Grade 9, point 19 – 4 hours per day, 10.30-14.30, Student Support Officer
<b>HOURS</b>	30 hours per week, term time only including 2 in-service days Monday to Friday 08.30 – 14.30
<b>MANAGED BY</b>	Assistant Principal – Pastoral / Vice Principal – safeguarding and welfare

### **ATTENDANCE ADMINISTRATOR**

#### **Key Job Outcomes**

To monitor, collate and complete whole-school attendance data. Establish MIS and SISRA protocols to allow the effective and efficient collection of student progress data

#### **Administration**

- Ensure daily attendance registers are accurate and complete, and follow up with staff members about any incomplete data
- Follow up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school procedures
- Manage attendance returns for the school census
- Build and refresh knowledge of the school's MIS and other relevant systems
- Manage the absence email and Reach messages and update the MIS system
- Update paper trip registers
- Send daily absence messages home, following up with any issues/discrepancies
- Advise the Attendance Officer and Safeguarding Lead of any absent vulnerable students and the reasons for absence
- Support the attendance team with any additional duties

### **STUDENT SUPPORT OFFICER**

#### **Purpose of the Job**

To enable pupils to overcome individual barriers to learning and raise standards of achievement by identifying the problems and being solution focused.

#### **Key Job Outcomes**

Enable the students to raise standards of achievement, improve attendance, raise standards of behaviour, self-esteem and confidence and increase post 16 participation rates by:

- Developing a 1:1 mentoring relationship with students identified as needing support and to devise, implement and evaluate individual student action plans
- Supporting students identified as at risk of underachieving
- Supporting students with behavioural difficulties by liaising with learning support staff and other external agencies as appropriate
- Support pupils in developing behaviour management strategies and technique
- Register pupils when necessary, ensuring a calm and prompt start to the college day

- Be available at front of house during registration periods
- Be available throughout the day to support students with their concerns. Triage their needs and signpost support
- Listen to, reassure and support students, as needed
- Carry out regular uniform checks
- Attend tutor meetings when required
- Attend relevant meetings including Tutor and Head of Year 7/Head of House meetings when required
- Maintain contact with parents as needed
- Provide assistance with
  - monitoring and reviewing pupil progress with the Head of Year 7/Heads of House
  - following up absences in consort with the Welfare and Attendance Officer, the smooth transition of pupils joining or leaving the college in year
  - monitoring of targets for pupils on the support programme
  - administration and invigilation of internal and external examinations
  - support of disciplinary matters as delegated by Heads of House/ Head of Year 7
- Coordination and collation of work for pupils who are absent long term, in inclusion or suspended
- Monitoring of students working in inclusion
- On a termly basis collect and collate recommendations for class movement
- Support the First Aid Coordinator

## **OTHER AREAS OF RESPONSIBILITY**

### **Professional development**

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

### **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Be alert to when persistent absence becomes a safeguarding concern and early help may be required
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

### **General Accountabilities**

- A. So far as reasonably practicable, the post holder must promote safe working practices within their work areas.
- B. Work in compliance with the College policies and procedures.
- C. Ensure that output and quality of work is of a high standard and complies with the high expectations of the college for all employees
- D. The Governors are the employers of all staff within the college and they have adopted the Catholic Education Service Disciplinary and Grievance Procedures and Contracts of Service.
- E. All employees participate in an annual review of performance and agree targets for further development.
- F. Present for work in a professional manner in accordance with the Code of Conduct for Staff.
- G. Support the Catholic ethos of St Bede's as a Catholic college.

The post holder may also be required to undertake other duties commensurate with their grade in relation to a post of this nature.

## Attendance and Student Support Officer

### Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"><li>• GCSE or equivalent level, including at least a Grade C in English and maths</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience working in a school environment or other educational setting</li><li>• Experience identifying interventions to raise attendance of pupils</li><li>• Experience working directly with pupils and parents</li><li>• Experience working collaboratively with colleagues</li><li>• Experience analysing data and producing reports and identifying key insights</li></ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"><li>• Good listening skills</li><li>• Effective written and verbal communication skills</li><li>• Knowledge of the possible interventions to raise attendance</li><li>• Knowledge of the potential barriers to high attendance that pupils may face</li><li>• Ability to tailor interventions to individual pupils</li><li>• Ability to use IT systems and to conduct analysis and produce reports</li><li>• Good knowledge of Excel</li><li>• Ability to create good relationships with pupils, staff and parents</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• Willingness to provide the best possible opportunities for all pupils</li><li>• Organised, proactive and self-motivated</li><li>• Good time management skills</li><li>• Commitment to upholding and promoting the ethos and values of the school</li><li>• Ability to work under pressure and prioritise effectively</li><li>• Ability to maintain confidentiality at all times</li><li>• Committed to safeguarding, equality, diversity and inclusion</li></ul>



## Why Bristol?

It is no surprise that Bristol is consistently rated as one of the best places to live and work in the UK.

Join us and you'll get more than a challenging job: you'll enjoy all the benefits of living and working in one of Europe's most vibrant and best located cities, known for its cultural diversity.

Bristol has an excellent international reputation as a centre of culture, partly thanks to the regeneration of the city centre and historic harbourside, as well as our festival scene. With great architecture and stunning views, a host of cultural attractions and a great range of places to eat and drink, the city also offers one of the country's widest selections of music, multimedia and performance venues, nightclubs, art galleries, museums and historic buildings. In and around the hustle and bustle of the city, Bristol boasts over 400 gardens and parks, ideal for walking, cycling and relaxation.

As well as all this, Bristol is within easy reach of some of Britain's most stunning landscapes, such as the Cotswolds, Cheddar Gorge, Somerset, Devon and South Wales countryside and coast. It's also close to some of the UK's heritage sites such as Stonehenge, Avebury and Glastonbury.

It's easy to get to the rest of the UK and Europe from Bristol. Of all the major UK cities, it's the nearest to London and has unrivalled rail and motorway links, not to mention one of the country's fastest growing international airports. Bristol has also been named as the UK's first cycling city and one of Europe's most bike-friendly destinations.





## How to Apply

Please complete the application form, available electronically via Eteach or as a word document on the college website, and submit this with a letter outlining your experience and suitability for this role to Claire Walker, PA to the Principal by emailing [walkerc@stbcc.org](mailto:walkerc@stbcc.org) by noon on Monday 2<sup>nd</sup> September 2024

No other application forms or curriculum vitae' will be accepted.

We are an equal opportunities employer and committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

We follow safer recruitment practices and appointments are subject to an enhanced DBS check, satisfactory references, online screening, qualification verification and evidence of your right to work in the UK.

Our safer recruiting and safeguarding policies are available on our website: [www.stbedescc.org](http://www.stbedescc.org)

