



**Love God
Work Hard
Be kind**



Holy Cross
CATHOLIC HIGH SCHOOL

**Attendance
Improvement Officer**

We are seeking to recruit an exceptional candidate to play an active part in encouraging all pupils at Holy Cross to see the virtue and importance of high standards of attendance, punctuality, self discipline, and positive attitudes, so that each pupil's experience of school is worthwhile and enjoyable.

Holy Cross is Catholic High School established by the Catholic Community of the Chorley Deanery under the trusteeship of the Liverpool Archdiocese. We work in partnership with parishes and parents to provide the best possible education for our young people between the ages of 11 and 16, building on the foundations laid in primary school and preparing for their future development at the Catholic Sixth Form college or other post-sixteen establishments, or in the world of employment and training.

The role:

The successful candidate will have the opportunity to grow with the school. They will be supported in their development and will have the opportunity to further develop the role.

As a school, we offer:

- A supportive leadership structure
- A warm community in which your career will flourish
- Robust effective behaviour system
- Thorough, supportive induction process
- Bespoke CPD
- Access to high-quality, regular professional development
- Opportunities to collaborate with colleagues across the Archdiocese and the local authority
- Continual review of working practices and staff workload

Contract: Full-time hours, permanent contract
Term Time Only + 5 Days

Start date: 3 June 2024

Salary: Grade 6 Pt 11 – 19 £25,979-£29,777
(pro rata)

Closing date: 12 noon, Wednesday 17 April

Interview: Wednesday 24 April 2024

You will:

- Share and demonstrate our school's ethos and culture
- Be reflective about the school and committed to securing its continued development
- Have an excellent attendance and punctuality record
- Have the skills to encourage all pupils at Holy Cross to see the importance of high standards of attendance and punctuality for success in life after school
- Be prepared to offer information, guidance and support to parents, so as to maximise pupil attendance, punctuality and positive attitudes to learning



www.holycross.lancs.sch.uk

Information Pack

Attendance Improvement Officer



We are delighted to be able to offer the opportunity for an ambitious, highly-motivated and enthusiastic Attendance Improvement Officer to assist the Assistant Headteachers responsible for attendance and pastoral matters. The Archdiocese Section 48 inspection in March 2020 confirmed our Outstanding Catholic School status which we have held for many years.

Our mission statement is based on John 10:10 "I have come that they may have life and have it to the full". At Holy Cross pupils fulfil this mission through working hard, loving God and being kind. We encourage pupils to reflect on how good behaviour and attendance affect daily life, moral choices and values.

Pupils track their attendance fortnightly during form time and are encouraged to reflect on their attendance, punctuality and progress, by setting ambitious, individual targets. The form tutor is the first point of contact for these matters, and they refer any concerns to the Head of Year, who liaises with the Attendance and Pupil Support Officer regularly. We strive to maintain effective communication with parents and carers and provide a range of support to ensure successful outcomes. We use a range of rewards for good attendance and behaviour, which is recognised in assemblies and awards events.

For pupils whose attendance is not good enough, we employ a range of support strategies, including attendance contracts, attendance panels and report cards, but unfortunately, there are occasions when we do need to use the support of the local authority and may need to fine parents or carers for non-attendance. This is always as a last resort, after other supportive measures have been used.

Our attendance post-pandemic is consistently above the national averages, but there is still room for improvement, and we pay particular attention to ensuring key cohorts of pupils are provided with the best support and guidance to ensure they attend, make progress and make the best of the opportunities offered to them.

We liaise with a range of external agencies who can offer further support should this be needed, and the pastoral team have a wealth of experience in how to access this support, so we value the ability to work collaboratively, in order to ensure the highest standards of attendance, pastoral care and guidance.

Mr P Morris
Assistant Headteacher

Job Description

Attendance Improvement Officer



Responsible to

Business Manager/Assistant Headteacher Attendance

Key Responsibilities

General Duties

- Advise the SLT and governing board on strategies to promote the regular attendance of all pupils in the school
- Take a leading role in implementing agreed upon strategies for improving attendance
- Understand, implement and update the school's Attendance Policy
- Work on initiatives to raise awareness of the importance of good attendance amongst the school community
- Maintain a working knowledge of legislation and statutory framework relating to school attendance and ensure that the school is operating in line with its statutory responsibilities towards pupils
- Work with the Local Authority, eg by referring pupils with concerning attendance rates, where necessary
- Contact pupils' parents in response to allocated referrals home visits or meetings in school
- Work with the LA and the SLT, to issue fines to parents for their child's poor attendance
- Support the pastoral team and SLT to develop targeted procedures to support pupils with lower attendance to attend school
- Analyse school attendance data to identify trends, key areas of concern and areas for improvement

Working with Parents and Pupils

- Identify pupils with patterns of poor attendance
- Meet with pupils to ascertain reasons for poor attendance and to encourage them to attend school
- Maintain contact with the parents of pupils who have poor attendance to discuss the reasons for poor attendance and agree plans for improving attendance and punctuality
- Work with the pastoral support team to ensure the wellbeing of pupils who are struggling with attendance is supported
- Work with pupils, their parents and the pastoral team to plan and implement interventions for specific pupils or groups of pupils who are struggling with attendance
- Take the lead on developing any attendance case studies
- Make home visits where necessary, in line with the relevant school policies

Administration and Data Protection

- Draft termly attendance reports to submit to the governing body that detail and analyse attendance rates
- Keep accurate and clear records of all interventions and consultations conducted

- Keep up-to-date records of unexplained absence and any follow-up actions
- Send out general communications to parents and pupils about attendance and handle queries
- Collate and maintain attendance data for analysis
- Ensure that attendance data is stored in accordance with the Data Protection Policy and take responsibility for securely erasing expired data under the leadership of the DPO
- Convert attendance data which includes personal information into statistical data where necessary

Safeguarding

- Understand and adhere to the school's Child Protection and Safeguarding Policy and the DfE's statutory guidance 'Keeping Children Safe in Education'
- Ensure awareness of the statutory obligations the school has towards safeguarding pupils.
- Be aware of indicators of safeguarding and child protection concerns
- Be vigilant as to where absence or poor punctuality could be indicative of safeguarding concerns.
- Closely monitor the attendance of pupils who are deemed vulnerable or at risk of harm
- Collaborate with the DSL to launch and monitor interventions for vulnerable pupils who have low attendance in line with safeguarding obligations.
- Escalate safeguarding concerns about pupils to the DSL immediately
- Work with the DSL to engage with pupils' families where low attendance is a result of a safeguarding concern
- Understand the limits of confidentiality, eg in the case of a safeguarding concern where information must be reported to the DSL or external agencies

Other Duties

- Liaise with external parties, eg the LA and social services, where necessary
- Keep up-to-date with necessary training, eg safeguarding training
- Maintain strict confidentiality where appropriate
- Attend meetings and updates provided by the Local Authority as required
- Arrange and supervise late to school detentions
- Meet and challenge children who arrive late to school
- Offer general support to the admin team when required
- Meet with Heads of Year fortnightly to discuss attendance issues
- Run interform attendance competitions, half termly

Person Specification

Attendance Improvement Officer



The Governing Body is seeking to appoint a person who possesses the following qualities and skills:

Qualifications

- GCSE Grade C or above in English and Maths (or equivalent)
- Safeguarding training or a willingness to complete safeguarding training

Skills and Knowledge

- The ability to interact positively with staff, parents, pupils, external agencies and members of the public
- Problem-solving skills
- The ability to pay attention to detail
- Strong written and verbal communication skills
- Knowledge of data protection regulations
- The ability to read and compile statistical data
- Proficiency in using ICT equipment and software

Experience

- Working as part of a team
- Working with children and/or young people is desirable
- Working within a school environment is desirable
- Administration
- Statistical Handling
- Working in attendance related role is desirable

Personal Qualities

- High expectations of self and professional standards
- The ability to work as both part of a team and independently
- The ability to maintain successful working relationships with colleagues
- The ability to relate to children and/or young people

For more information about our school, please visit: www.holycross.lancs.sch.uk

For an informal discussion or to arrange a visit please contact:

Mr P Morris, email: p.morris@holycross.lancs.sch.uk or Tel: 01257 262093

Completed application forms should be sent to vacancies@holycross.lancs.sch.uk

Please note that in line with Keeping Children Safe in Education 2023 an online search will be carried out as part of our due diligence on shortlisted candidates. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS disclosure.



Holy Cross
CATHOLIC HIGH SCHOOL



TELEPHONE 01257 262093

ONLINE www.holycross.lancs.sch.uk

E-MAIL vacancies@holycross.lancs.sch.uk

TWITTER @holycrosschrl

How to find us

**Holy Cross Catholic High School,
Myles Standish Way, Chorley, PR7 3LS**

Conveniently situated with good transport links via the M61, M6 and A6 to Wigan, Preston, Bolton, Manchester, and mainline train station.