



ALSOP HIGH SCHOOL



# APPLICATION PACK

<b>ROLE:</b>	Attendance and Internal Truancy Officer
<b>START DATE:</b>	Immediate start
<b>SALARY:</b>	Actual Salary: £24,638-£28,282
<b>GRADE:</b>	Grade 5 (SCP 17-24)



# CONTENTS

PAGE	ITEM
4	Message from Omega Multi-Academy Trust
6	Message from Executive Principal
8	Job description
12	Person specification
14	The selection process
16	Staff benefits & wellbeing



“I have worked at Alsoop High School since 2000, when I started my career in education, as a PE Learning Support Assistant. It was working with such a passionate and enthusiastic staff team that inspired me to complete my PGCE and return as a member of the teaching staff in 2002. I have taken advantage of every opportunity and experience Alsoop has offered, which has led me into my current role of Assistant Headteacher.

Alsoop is a very special and unique school and our students and families are at the centre of all we do. We ensure everyone has the opportunity to be the very best that they can be, both personally and academically. I am immensely proud to work alongside my amazing colleagues to help shape the generations of families we serve within the school community and beyond”.

**Kathy Begley**

**Assistant Headteacher**



# MESSAGE FROM THE TRUST

Dear Applicant,

We are delighted that you are considering applying for a role at Alsop High School, part of Omega Multi-Academy Trust. Your interest comes at an important and exciting time in the development of the trust and the implementation of our new three-year strategic plan. Our mission and aims sit at the heart of our strategy; to provide the best school experience possible for every child, and to be the best employer we can be.

Formed in 2018, Omega Multi-Academy Trust is a cross-phase group of seven schools serving the metropolitan Borough of Warrington and the City of Liverpool. Our schools are firmly rooted in their communities and respond to their needs with local understanding and knowledge, retaining their unique identities. We strongly believe in the power of genuine collaboration and school-to-school support, so as a trust, we exploit every opportunity that arises to embrace the sharing of best practice, celebrating our many strengths whilst learning together from our mistakes.

We pride ourselves on nurturing a culture of inspiring education which emphasises the knowledge, skills and experiences that will enable pupils to be resilient and aspirational. We invest in our staff and embed innovative, high-quality teaching and learning into our curriculum whilst keeping the best interests of our students at the heart of everything we do.

In my role as Chief Executive Officer, it is a privilege to witness the drive and determination of our staff who have welcomed our new strategic vision so enthusiastically. The strategic plan, as well as having a necessary focus on school improvement as standard, includes a focus on you, the people who help and support our children and young people to stay safe and thrive.

If we are successful in our mission, we will have ensured our schools provide:

- World-class teaching that promotes exceptional learning.
- Bespoke pastoral care that nurtures our students' aspirations.
- Inspiring learning environments, where our students can make mistakes and overcome them to become the best version of themselves.
- Industry-leading professional development for all colleagues, investing in our teams to support them in fulfilling their personal and professional ambitions.



The hard work is paying off and whilst we know our work is far from complete, we are proud to have reached some key milestones. In recent months we have achieved:

- Extremely positive outcome from Ofsted's recent Summary Evaluation of our Trust, commenting on our rigorous approach to staff development, our development of leaders and our strong commitment to staff wellbeing. Inspectors commented that our offer makes Omega Multi-Academy Trust an attractive employer.
- Strong outcomes in each of the Ofsted Inspections of four Primary Schools, with three schools retaining their 'Good' judgments and one retaining 'Outstanding'.
- Strong outcomes in Early Years, Key Stage 1 and Key Stage 2.
- Strong or improving outcomes in both Post-16 and GCSE examination cohorts at our two Secondary Schools.

Our dedicated staff and committed team of Trustees and Governors are relentless in their aim of creating truly world-class schools. Our Headteachers are empowered to create schools that reflect the communities they serve, yet we encourage our schools to be externally focused, obsessive in their quest to learn from the very best, never leaving opportunities for improvement to chance. We see vacancies such as this as an opportunity to attract new talent, bringing the best practice into our trust. By joining us, you become a crucial part of the team that will deliver our vision. Together, we will transform lives.

Yours faithfully,



Mr Christian Wilcocks  
**CEO Omega Multi-Academy Trust**



# MESSAGE FROM EXECUTIVE PRINCIPAL

It is my pleasure to welcome you to Alsop High School.

I am delighted that you are considering joining our community. Alsop High School is the largest secondary school in the vibrant city of Liverpool, with 1500 students across Key Stage 3-5. We have been at the heart of the Walton community for over 100 years.

As the Executive Principal of this warm and wonderful school, which is part of Omega Multi-Academy Trust, I feel both proud and privileged to lead our mission of 'Achieving Excellence Together.' At Alsop High School, excellence means seeking 1% improvements every day in all that we do, for both staff and students. We are looking for talented, committed and passionate colleagues to join us on this journey to excellence.

New colleagues often highlight the support from others and the team ethos is a real strength of our school. Built upon our three core values of *Ambition*, *Respect*, and *Community* and aligned with the Omega Multi-Academy Trust mission, we strive to provide the best possible school experience for every child and to be the best employer we can be. We consider the workload and wellbeing of our staff to be our greatest resource, which means that we place a high value on managing the amount of work given to staff and ensuring that their overall wellbeing is considered.

I will always expect our staff to treat the children in our care as they would their own. One of my favourite quotes is, "*children's learning is not a rehearsal; they never get a second chance.*" We want ambitious staff who are passionate about maintaining the highest standards every day to ensure that every moment of students learning is as effective and enriching as possible.

We aim to cultivate a warm, family-like work environment and seek to recruit and retain dynamic and inspirational staff who share our vision and commitment. As part of the Omega Multi-Academy Trust, colleagues benefit from strong collaboration, network opportunities and a broad and varied professional development programme at every level. We plan to "train staff so well that they can leave but treat them so well they don't want to."



We offer flexible working arrangements and a wide range of CPD opportunities for staff. While we love working in education, we recognise its challenges, which is why your wellbeing is always a priority for us, from emotional support to regular workload management.

As part of a trust, we offer all staff exclusive access to our wellbeing and benefits app “Omega MAT Plus+.” This app provides a gateway to a wide range of exciting benefits, including an Employee Assistance Programme with 24/7 health and wellbeing support, access to GP video appointments and discounts and savings at many high street stores and big brands.

We believe that a diverse and inclusive workforce is essential, drawing from a range of talents, backgrounds and experiences and striving to represent the community we serve. Ultimately, it is the children and young people who will benefit the most, so this is the perfect opportunity to work in an innovative and creative school. We strongly encourage all potential applicants to visit us or get in touch for an informal conversation prior to the interview. We are happy to welcome visitors for an informal tour at any time.

I look forward to meeting you.

Yours faithfully,



**Mr J Kerfoot**  
Executive Principal



# JOB DESCRIPTION

<b>Job Title:</b>	<b>Attendance &amp; Internal Truancy Officer – Support Staff</b>
<b>Academy:</b>	<b>Alsop High School</b>
<b>Grade:</b>	<b>Grade 5 SCP 17-24</b>
<b>Salary:</b>	<b>Actual Salary: £24,638 – £28,282</b>
<b>Hours:</b>	<b>37 hours per week, Term time only, plus 5 inset days</b>
<b>Accountable to:</b>	<b>SLT Line Manager and executive Principal</b>
<b>Start Date:</b>	<b>Immediate start</b>
<b>Contract type:</b>	<b>Permanent</b>

We are a school on a mission and our mission is clear – to provide the best school experience for every child in our school community so that their life chances are transformed. To support us on this mission, we are seeking to appoint a highly motivated and inspiring Attendance & Internal Truancy Officer.

As an Attendance & Internal Truancy Officer you will have a passion for inspiring, supporting, and challenging students to achieve excellence. Working as part of our Attendance Improvement Team, you will have high standards and expectations and bring a positive ‘can do’ attitude to support a positive culture across the school; supporting and challenging our students in equal measure so they are Ready to Learn.

## PURPOSE

As a member of the Attendance Improvement Team, and under the supervision of the Attendance & Student Services Manager, the Attendance & Internal truancy Officer is to proactively support and engage with students and their families within their allocated year groups to improve attendance levels and reduce persistent absence in line with our School Improvement Plan.





## Job dimensions:

- To work as part of the Attendance Improvement Team and wider Pastoral Interventions Team to secure safeguarding and attendance within their allocated Year groups
- First Day Calling and 'Follow Up' home visits for non-attending students and in particular for any students internally truanting throughout the day
- To monitor attendance and update the attendance Management Information System (Bromcom), together with the automated Text Message system to contact parents/carers regarding absent or late students and send a message each lesson to update on any internal truancy.
- To send out appropriate correspondence to parents/carers regarding absence and attendance at appropriate stages of the Attendance Matters Action Plan
- Case Recording – regular updating of student information on the Attendance Interventions Tracker and specifically to manage the tracking of internal truancy.
- Supporting case planning with the Attendance & Student Services Manager
- To track and keep up to date case studies of students in their allocated Year groups where external intervention has been or will be necessary i.e. evidence for Fixed Penalty Notices or Court Action and process referrals for Fixed Penalty Notices as required to the Education Welfare Officer (EWO)
- To track and respond appropriately to eradicate unexplained absences/patterns of absences and internal truancy in collaboration with the Year Manager / Year Team
- To liaise and act on referrals from Year Managers and SLT where early intervention is required.
- To hold discussions and meetings with students, either individuals or groups, regarding attendance and to mentor individual students where appropriate
- To meet/communicate with parent/carers e.g. recorded phone calls, home visits, meetings at school to discuss reasons for absence with parents/carers, offering support and challenge where appropriate
- To set appropriate 'staged' attendance targets for students in line with our Attendance Matters Action Plan and monitor a truancy cohort.
- Track and proactively support Persistently Absent (PA) students and those that are deemed to need extra support.
- To supervise the Student Services 'Late Gate' to monitor late arrivals and record entries including student conversations, calls to parents and meetings in school in line with our Attendance Matters Action Plan
- To prepare attendance data for their allocated cohort, monitoring reports and / or Quality Assurance data for the Attendance & Student Services Manager / SLT / Headteacher
- To attend and participate in meetings with the Attendance Improvement Team / wider Pastoral Team



### **Associated Duties:**

- Be aware of and comply with all the School and Trust's policies and procedures especially relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person in a prompt manner.
- To report all safeguarding information and concerns to the Designated Senior Leader. This should be completed promptly, factually, and in line with the school's confidentiality requirements.
- To attend statutory training as and when required.
- Undertake any reasonable duty deemed necessary by the Line Manager / Senior Leadership Team.

This job description is not necessarily a comprehensive definition of the post and will be subject to modification or amendment at any time after consultation with the post holder. The post-holder will undertake the professional duties of a member of school staff as circumstances may require under the reasonable direction of the Headteacher.



“Beginning my teaching journey in Alsop High School is an experience I am truly grateful for. Having been an Alsop student myself, I have always admired the dedication, hard work, and heart of the staff body. Throughout my training year, I was given the utmost support and felt inspired daily. That inspiration is something I endeavour to share with our students. I aspire to create an environment in which all pupils believe in themselves and encourage them to see what I see in them.

The continued professional development from Alsop and Omega Multi-Academy Trust during my ECT year have been invaluable. I have been encouraged and guided to become a reflective practitioner and undoubtedly, this has had a positive impact on my confidence and classroom presence. My experience since joining Alsop High School has enabled me to see the true heart of our school and I am enjoying the privilege of positively contributing in any way I can.”

Eve McArdle  
**English Teacher**



# PERSON SPECIFICATION

**Academy: Alsop High School**

**Job Title: Attendance & Internal Truancy Officer – Support Staff**

**You should be able to demonstrate that you meet the following criteria which are all essential**

E= Essential D=Desirable

**Measured by:**

A=Application Form

T=Test/Exercise

P=Presentation

I=Interview

R=Reference

You will be required to safeguard and promote the welfare of children and young people. Candidates failing to meet any of the essential criteria will automatically be excluded.

## QUALIFICATIONS

<b>E</b>	Level 2 equivalent qualifications including English/Literacy and Mathematics/Numeracy.	A
<b>D</b>	Recognised and relevant NVQ Level 3 qualification or equivalent	A
<b>D</b>	Willingness and ability to obtain and/or enhance qualifications related to the role and training for development in the post	A

## EXPERIENCE

<b>E</b>	Experience of working with children	A/I
<b>E</b>	Experience of working in a school environment or other youth setting	A/I
<b>E</b>	Experience of supporting student attendance	A/I
<b>D</b>	Experience of administrative work and confidential record keeping	A/I
<b>D</b>	Experience of engaging with external agencies	A/I

**KNOWLEDGE AND UNDERSTANDING**

<b>E</b>	Knowledge of attendance guidelines	A/I
<b>E</b>	Knowledge of the concept of confidentiality	A/I
<b>D</b>	Knowledge of safeguarding and child protection protocols	A/I

**PERSONAL QUALITIES AND SKILLS**

<b>E</b>	Ability to relate well to children and build positive relationships	A/I
<b>E</b>	Ability to work as part of a team	A/I
<b>E</b>	Good communication skills	A/I
<b>E</b>	Ability to relate well to parents/carers to best support their children	A/I
<b>E</b>	Ability to supervise, support and inspire students	A/I
<b>E</b>	Time management & organisational skills	A/I
<b>E</b>	Flexible attitude to work	A/I
<b>E</b>	Commitment to undertake in –service development / training	A/I
<b>E</b>	Commitment to safeguarding and protecting the welfare of children and young people	A/I
<b>D</b>	Administrative / ICT skills including confidential record keeping	A/I

**PRE-EMPLOYMENT CHECKS**

<b>E</b>	Positive recommendation from all referees, including current employer	R
<b>E</b>	DBS Clearance post appointment	N/A



# THE SELECTION PROCESS

## HOW TO APPLY:

If you wish to apply for this post with Omega Multi-Academy Trust, then you should follow the below steps:

- If you would like to discuss this role with the Executive Principal or organise a visit to our school, then please email [office@alsophigh.org.uk](mailto:office@alsophigh.org.uk) with your request and we will coordinate a mutually convenient date and time to visit.
- Download and complete the Omega Multi-Academy Trust application form from our website.
- Complete the application form fully, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees, one being your current employer (with name and email addresses if possible).
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification, along with details of the unique contribution that you could make to the future success of Alsop High School. CVs cannot be accepted.
- The application form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post. There should be no unexplained gaps in career history.
- Email completed application forms to [recruitment@omegamat.co.uk](mailto:recruitment@omegamat.co.uk) by the deadline below
- PLEASE NOTE THE REQUIREMENT TO ATTACH YOUR APPLICATION FORM AS A SEPARATE DOCUMENT TO YOUR EQUAL OPPORTUNITIES FORM WHEN EMAILING YOUR APPLICATION TO US.

## TIMETABLE FOR THE SELECTION PROCESS

**Closing date for applications:** Monday 4<sup>th</sup> November 2024 at 9am

**Start date:** Immediate start



“From the first minutes of starting my role as pastoral support officer, Team Alsop has always made me feel welcome, valued and supported. In my role, I count myself lucky to be able to forge excellent relationships with the students and their families. The role brings me great job satisfaction in assisting students to become the best, happiest and most successful versions of themselves.

Alsop has always supported me with my own continuing professional development, encouraging me to take part in both whole school and individual projects and this has given me opportunities to further my own knowledge and expertise in my role. I am proud to be part of such a supportive and caring team of staff, who work tirelessly to ensure the students stay at the center of everything we do.”

Dave Taylor  
**Pastoral Support officer**



# STAFFWELLBEING & BENEFITS

Omega Multi-Academy Trust is committed to attracting, developing and retaining top talent to achieve high performance across all school communities. Vital to pursuing this aim is the recognition of employees for exceptional performance, behaviour and achievements. Our offer encourages such recognition of individuals and teams through a range of formal and informal methods. We are committed to encouraging positive work environments that promote the physical and mental wellbeing of our staff. The capability, capacity and comfort of our colleagues is a priority for us.

Omega MAT Plus+ is an exclusive suite of benefits that is on offer to every colleague across the Trust. This is a gateway to a huge range of exciting benefits, including an Employee Assistance Programme. There is 24/7 health and wellbeing support available for everyone, as well as fabulous discounts against big brands and many high street stores.



Discounts against big brands and high street stores including supermarkets, holidays, leisure activities, cinemas and restaurants



An offer to purchase home technology and personal electronic devices by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes



An offer to purchase a cost effective way to get new cycling equipment and bicycles by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes.



An offer to purchase an electric car by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes.



Discounted corporate memberships access to 3700 gyms, health clubs and leisure centres across the UK





# STAFFWELLBEING & BENEFITS



Online Health Portal

Access to the Health Assured Health Portal. Containing an online library of wellbeing information, including articles, videos, and self-help guides to provide support on a range of health and advisory issues to aid your physical and mental health.



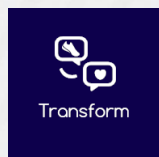
Online GP

Video or phone consultation with a GP at a time that suits you.



Employee Assistance Programme

Legal, money advice and personal support and guidance.



Transform

Transform brings together a carefully created suite of wellbeing tools, including hundreds of workout classes, motivational messages, mental health support, healthy recipes, tools for a better night's sleep and stress management techniques.



Free on-site parking at all school locations.



## ALSOP HIGH SCHOOL

**Alsop High School**  
Queen's Drive, Walton,  
Liverpool, Merseyside, L4 6SH

Telephone: 0151 235 1200  
Email: [office@alsophigh.org.uk](mailto:office@alsophigh.org.uk)  
[www.alsophigh.org.uk](http://www.alsophigh.org.uk)

**Omega Multi-Academy Trust**  
Lingley Green Avenue, Great Sankey  
Warrington, Cheshire, WA5 3ZJ

Telephone: 01925 988330  
Email: [enquiries@omegamat.co.uk](mailto:enquiries@omegamat.co.uk)  
[www.omegamat.co.uk](http://www.omegamat.co.uk)