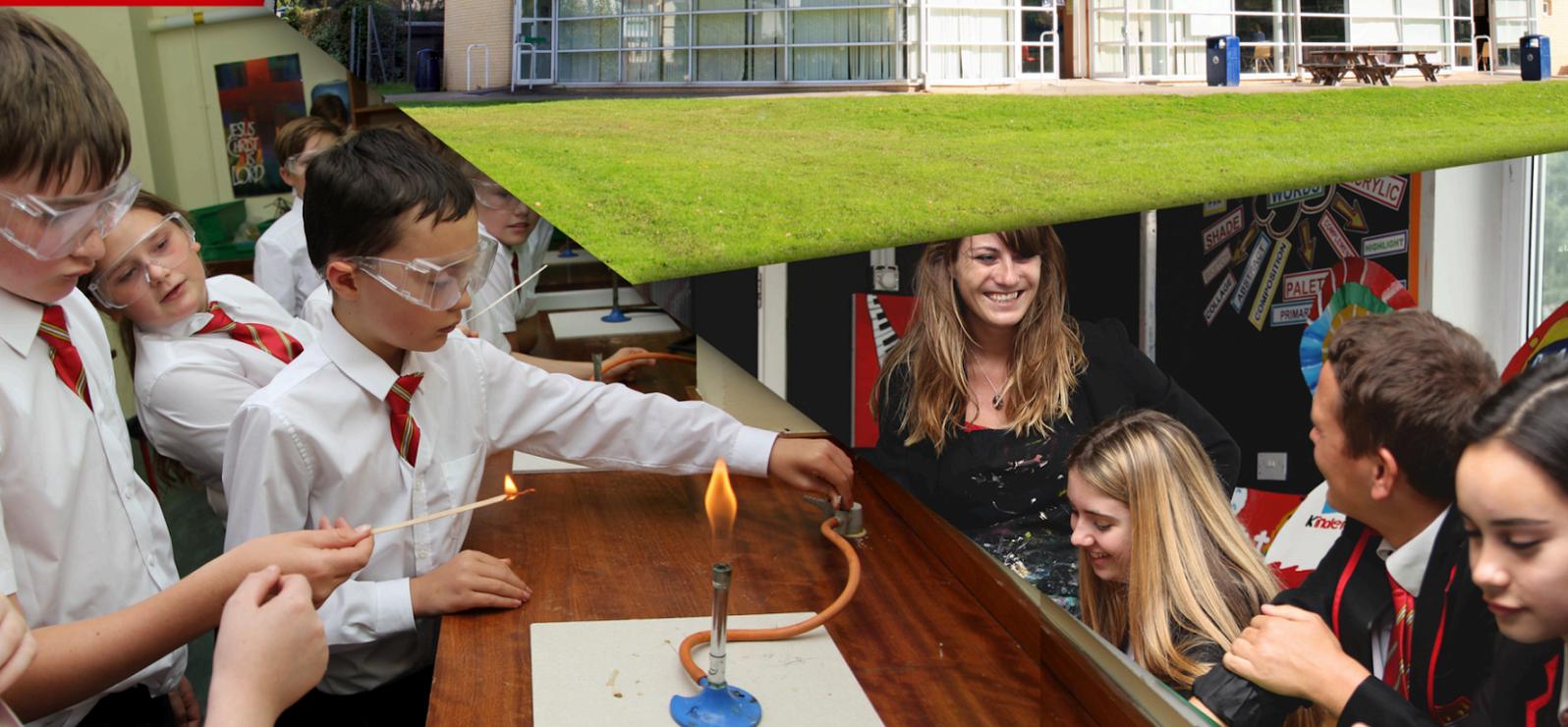




ST. CUTHBERT MAYNE

Joint Catholic and Church of England school

Job information pack



Welcome to St Cuthbert Mayne School

'Educating for life in all its fullness'

Welcome from the Headteacher

Thank you for your interest in the role of Attendance Mentor at St Cuthbert Mayne School.

We are seeking to appoint two exceptional Attendance Mentors to join our Pastoral Team. Attendance Mentors will work with students and parents to identify and remove barriers to regular school attendance

The successful candidate will ideally have experience of working successfully with children, families and multi agencies. They will be aware of the latest government guidance 'Working Together to Improve School Attendance'.

If you would like to discuss the role or visit the school before application please contact our Human Resources Officer - recruitment@stcm.torbay.sch.uk

About our School

St Cuthbert Mayne School is a Joint Roman Catholic & Church of England School that welcomes all students from across Torbay and South Devon, regardless of their faith background. Our school community is made up of students and staff from Christian and non-Christian backgrounds, who are respectful of our Christian ethos.

There are currently over 1000 students on roll and the school is growing in size year on year. The teaching accommodation is of mixed age but well-resourced and maintained. The first of two exciting building projects was completed in February 2023 and the next project to further improve the facilities for our students has started and is due to be completed by February 2024.

It is an exciting time to join us on our journey to provide an outstanding, inspirational and challenging education for all students. We have a relentless focus on ensuring that our children have access to an ambitious and engaging curriculum that equips them with the essential knowledge and skills they need so that they live life to the full both now and in the future. This will be a challenging but very rewarding post. The school is committed to developing all its staff through regular coaching and a wide range of professional development opportunities through the South West Institute for Teaching (SWIFT). We also work in partnership with Education South West (ESW) as part of a family of schools, to educate children so they lead great lives. If you are passionate about transforming the lives of our students and believe you have the skills and experience to make a difference then we want to hear from you.

Contract Details - Attendance Mentor

Salary - Grade F12 - 17

Contract - Fixed Term until August 2025

Hours - 37.5hpw (8.00am - 4.00pm Monday - Friday)

Weeks - 39 weeks per year (Term time plus 5 days INSET)

Start - As soon as possible

Application Process:

You are asked to complete and submit the following:

1. An application form which is completed in full.
2. A letter of application no longer than 2 sides of A4. (Letters must outline how you meet the essential criteria as outlined in the person specification and how you have the skills, knowledge and experience to carry out the role for which you are applying to a high standard.

Submit your application to: recruitment@stcm.torbay.sch.uk by **10am on Tuesday 3rd September 2024**

Please do not submit your CV. As a school, we are committed to safer recruitment and as such can only accept applications that are on the school's application form.

If you have not heard from us within two weeks of your application, then you have not been successful.

Closing date: 10am on Tuesday 3rd September

Interview date: Tuesday 10th September

St Cuthbert Mayne 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 candidate will be required to undertake a Disclosure and Barring Service Check and references will be taken for all shortlisted candidates.

St Cuthbert Mayne School is an equal opportunities employer and as such we do not discriminate based on age, gender, disability, race or any other equal opportunities criteria.

Attendance Mentor

Post Title:	Attendance Mentor
Line Manager	Assistant Headteacher for Attendance
Salary Grade:	F12 - 17 (Grade F 12 - 17 - £22,904 - £ 24,940)
School Area:	Pastoral
Hours of Work:	37.5 hours per week, 39 weeks per year (term-time plus 5 INSET Days). Monday - Friday 8:00am - 4:00pm (30 minutes unpaid lunch)

Key Purpose of Job

- To work with students and their families to identify and remove barriers to regular school attendance

Key Duties

- Use attendance data effectively to identify students who have poor attendance
- Work with individual students /groups of students to bring about a sustained improvement in their attendance.
- Recognise and celebrate good attendance through the school rewards system
- To liaise with and establish positive and proactive relations with staff, parents, agency staff and students to identify and overcome barriers to good attendance
- To communicate with, support and challenge parents as appropriate when there are attendance issues for their children
- To support in attendance improvement case work
- Keep accurate and detailed records / case notes of students' attendance meetings and interventions, through CPOMS and discuss these with the Assistant Headteacher with responsibility for Attendance and the Heads of Year at Attendance Board meetings
- To complete one day home visits for students on the school watch list
- To complete three day home visits for students' whose parents make no contact with school.
- Arrange and undertake home visits where necessary, implementing strategies to improve their attendance
- To meet with students returning for a period of absence (3 days +) and ensure they are welcomed back and given the opportunity to discuss any particular concerns

e.g. in relation to missed work. Actively support students returning from a period of absence with structuring their catch up

- To maintain appropriate records, prepare report and provide statistics as required
- To make referrals to the Family Support Officer/MASH where necessary
- To assist with students involved at Early Help where attendance is flagged as a primary concern
- Attend Early Help panels by request
- To support the attendance work of the Heads of Year
- Return phone calls within the agreed time frame

Safeguarding

- To know, understand and undertake the roles and responsibilities of education staff as outlined in the DfE Keeping Children Safe in Education guidance
- To ensure the school policy on safeguarding is followed to ensure that all students are safe in school
- To adhere to the staff code of conduct at all times

School Ethos and Values

- To conduct oneself in a manner befitting a member of school staff at all times, ensuring behaviours that display positivity to others.
- To make maximum use of opportunities to generate a culture of celebration and praise amongst staff and students of the School.
- Promote the health, welfare and emotional well-being of all students and staff.
- Promote equality of opportunity for all students and staff.

Other

- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- The post-holder is expected to familiarise themselves with and adhere to all relevant policies and procedures.

This document outlines the duties required. It is not a comprehensive or exclusive list and duties may vary from time to time, which do not change the general character of the job or the level of responsibility entailed.

Roles and job descriptions are subject to an annual review.

Person Specification:

Person Specification	Essential	Desirable	Evidence based
Qualifications			
Level 2 qualification in English & Mathematics	Essential		Application Certificates
First Aid Qualification or willingness to undertake the qualification	Essential		Application Certificates
Level 3 safeguarding qualification		Desirable	Application Certificate
Post-16/University qualifications or equivalent		Desirable	Application Certificate
Recent participation in a range of relevant in-service training/initial training programmes		Desirable	Application Certificate
Professional Experience and Knowledge			
Experience of working with students and their families	Essential		Application Interview
Experience of working with multi-agencies		Desirable	Application Interview
Knowledge of effective intervention strategies to help overcome attendance barriers		Desirable	Application Interview
Experience of working in a school environment		Desirable	Application Interview
Knowledge of national attendance legislation		Desirable	Application Interview
Using school attendance data to target intervention		Desirable	Application Interview
In-depth knowledge and experience of Child Protection and Safeguarding procedures		Desirable	Application Interview
Professional skills			
Ability to communicate effectively orally and in writing to a range of audiences	Essential		Application Interview
Well-developed interpersonal skills	Essential		Application Interview
Effective IT skills and the use of Microsoft/Google platforms/Web Edits	Essential		Application Interview
Strong commitment to team working and partnership	Essential		Application Interview
Personal Qualities			

Committed to the development and maintenance of good relationships with staff, parents, students, governors, and the community	Essential		Interview
Positive, passionate and enthusiastic outlook, embracing risk and innovation	Essential		Interview
Good organisation skills	Essential		Interview
A sense of humour	Essential		Interview
A team player	Essential		Interview
Solution focused outlook	Essential		Interview
A good decision maker	Essential		Interview
Resilient and able to work under pressure	Essential		Interview
Demonstrate respect and empathy towards others	Essential		Interview
Resilience, perseverance and optimism in the face of difficulties and challenges	Essential		Interview
Commitment and dedication to social justice, equality and excellence	Essential		Interview
Capacity to be flexible, adaptable and creative	Essential		Interview
Committed to the CPD of self and others in the school	Essential		Application Interview
Committed to a collaborative school vision of excellence and equity that sets high standards for all and welcomes and secures the support of others in achieving it	Essential		Interview
Willingness to develop/be sensitive towards the Christian ethos of the school	Essential		Interview
The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the safeguarding and child protection policy and staff code of conduct	Essential		Interview
Equal opportunities			
Candidates must demonstrate an awareness and understanding of equal opportunities	Essential		Application Interview