



Attendance Officer

Application pack



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Principal's Introduction

Thank you for your interest in our school and the post of Attendance Officer at Caroline Chisholm School. Our school is a dynamic and heavily over-subscribed all-through academy, which covers an age range from 4 to 19. The school caters for over 2000 students across our Primary phase, Secondary phase and Sixth Form.

The successful candidate will be a highly motivated individual who has outstanding experience and/or potential. Our new team member will be expected to motivate and inspire students, staff and parents to develop and promote a culture that challenges students to achieve at the highest levels.

As an Attendance Officer within our fully inclusive, all-through learning community, your role will be to support the students in a positive attitude both in the school and within our school community wider audiences.

It is a busy and exciting time at Caroline Chisholm. We are delighted that our long-awaited Ofsted review resulted in a 'Good' outcome with 'Outstanding' in our early years provision. We aim to continue to rapidly improve, to become one of the highest performing schools in the Northamptonshire area.

My vision for the school is that it becomes a centre of excellence in developing innovative teaching as well as being a school that focusses on developing success, confidence and ambition in all our students. It is therefore important that the successful candidate has a true passion and determination for promoting our teaching and learning, coupled with drive to deliver outstanding communications and promotion materials for our school.

If you feel that our school ethos fits your ambitions, we would very much like to hear from you. This position is available from mid-November.

Regards,



David James

Principal

Our School

Caroline Chisholm is an oversubscribed, academically successful school that strives to develop young people into ambitious, highly successful, happy and resilient young adults. We make learning enjoyable from reception right up to the sixth form. We provide a challenging academic curriculum, coupled with a very supportive pastoral system that values the strengths and talents of the individual student.

Since our opening in 2004, we have progressed as a school to offer both incredible facilities and teaching. In January 2020, we welcomed a visit from Ofsted and were awarded a 'Good' status. They were keen to note that,

“Pupils are well supported for their next steps in education and training. Opportunities for extra-curricular activity are highly regarded. These include a wide range of sports, dance, drama and visual arts.”
 Ofsted, 2020

Extra-curricular involvement is not considered an “add on” at our school. Engagement in sports, the arts, school trips and out of class activities enable us to build the qualities of empathy, mental agility, resilience and perseverance that we value as a school.

Our purpose-built, state of the art, all through (4-19) provision makes Caroline Chisholm School a school for the 21st Century.



Parents who choose Caroline Chisholm School for their child can be assured that we will work hard to look after them, unlock their potential and provide every opportunity to make their time with us enjoyable, engaging, rewarding and successful – so that they can be the best they can be.

Our Vision and Values

Caroline Chisholm School is a safe, secure and inspirational learning environment at the heart of our community, where everyone is equally valued and respected - a community built on:

Ambition

By developing the school culture, where everyone:

- strives to be the best they can become
- aspires to ambitious goals
- nurtures and supports

Confidence

Where everyone develops self-belief by:

- overcoming challenges
- taking calculated risks
- upholding our shared values

Success

Where everyone is inspired to:

- become a high performing learner
- embrace a range of rich and diverse opportunities
- celebrate achievement in all its forms

Academic attainment across all phases is consistently above national averages.

Our school ethos 'Everyone, Every Lesson, Every Opportunity' carries across all phases of our school. If our ethos fits with your ambitions, we would very much like to hear from you. This position is available to start immediately.

We aim to provide school experiences and opportunities that promote and encourage ambition, confidence and success for everyone, through the effective support and engagements of parents. Our school ethos plays a key role in every lesson and activity, both in and out of school to ensure that everyone can aim high and unlock their individual potential. We will encourage each child to make the most of every opportunity so that their educational experience at school is as enjoyable, rewarding and as successful as possible – nurturing the best in everyone.



Safeguarding

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. This post will be subject to an Enhanced DBS Disclosure. All applicants should read the school's Child Protection and Safeguarding Policy (which is available on our website) and are required to declare any information, as requested, on the online application form.

How to Apply

To apply, please complete the online application form and attach a supporting statement to tell us about your experience and suitability for the post with reference to the attached job description and person specification.

If you have any immediate questions around this, please do not hesitate to email Sarah Stowey, Director of HR using the email address: sstowey@ccs.northants.sch.uk

Please note that all applications must be submitted by: 12pm on 05/11/2021. If you have not heard from the school within 2 weeks of this deadline, please assume that your application has not been successful on this occasion.

References will always be requested before interview.

Interview date

- Interviews for the post are likely to be w/c 8th November 2021.
- The school reserves the right to interview strong candidates at an earlier date to ensure we secure the best person for the post.

Start date

- As soon as successful candidates are available.



Job Description:

Attendance Officer

Responsible to: Principal

Hours per week: 37 hours per week, 39 weeks per year.

Contract type: Permanent

Salary: Grade G £20,494 – £22,183 Actual Salary £17,549.02 - £18,995.31

Main Purpose

To provide a specialist service to help the school to raise achievement by improving school attendance and punctuality and to meet our attendance targets.

Ensuring children attend school, personal contact with parents and children either through meetings/home visits or calls to identify common concerns and barriers to attending school is crucial.

The promotion of positive attitudes by pupils and their families towards education and ensuring that parents are made fully aware of their statutory responsibilities, particularly where there is persistent absence. Make unsupervised home visits and attend meetings both at school and off site.

Ensure a high-level importance is the precise recording by the attendance officer of the reasons given for absence, this will enable the attendance officer to use this profile to implement the right support plan for individual children/family.

Confidentiality and discretion must be observed at all times.

Main Duties and Responsibilities:

- Maintain accurate, (adhering to data protection legislation), relevant and up-to-date school records for effective audit control Yr. R – Yr. 13 (whole school).
- Ensure the welfare of CME (children missing from education) and carry out welfare checks in accordance with legislation and make referral as necessary.
- Promote and safeguard the welfare of children that you are responsible for or come into contact with.
- Comply with and ensure that school policies, procedures and risk assessments, for example, Lone Working, Safeguarding, Data Protection and e-safety are followed.
- Work alongside parents, staff and when necessary and outside agencies to help improve the outcome for vulnerable children, liaising with internal departments, e.g., safeguarding, pastoral, lead learners and SEN. Attend targeted professional meetings to agree a plan with appropriate strategies and timescales to tackle the issues.
- Identify whole school students with unexplained absence each day and act accordingly.
- Ensuring punctuality of students and identifying strategies for when this is an issue.

Main Duties and Responsibilities – continued:

- Partake in relevant training and professional development.
- Identify patterns of absences, establish the reasons behind them and implement measures to reduce persistent absence figures.
- Contribute to development of school attendance using a variety of software packages and information management system technology.
- Work with the data manager to produce and interpret statistical attendance data.
- Monitor attendance voicemails, Schoolcomms and emails and ensure registers are completed by teaching staff and follow up, ensuring all students are accounted for as soon as possible each day.
- Daily registers printed and students accounted for, in case of fire alarm.
- Working closely with the Education, Inclusion and Partnership Team regarding children for whom attendance is a concern.
- Working with students to find strategies to improve attendance.
- Completing and submitting the daily report to DfE regarding attendance as required.
- First aid co-ordinating/training as well as attending first aid on calls.
- Ensuring internal processes related to COVID are adhered to with regards to COVID tracking and the updating of registers.
- Liaise with the school's admissions team with relation to managed moves and new admissions.

Whilst we have made every effort to explain all the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The post holder will be expected to attend meetings or make home visits in or outside of the normal school day so flexibility about the timing of working hours is an essential requirement of this role.

“Every teacher I have is incredibly passionate in the subject they teach. We engage with them, because they engage us. They want to be with us in the classroom.”

- Sixth Form Student



Whole school duties and responsibilities

School culture and behaviour

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism and support teams when required.
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

Organisation and school improvement

- Oversee systems, processes and policies so the school can operate effectively
- Ensure staff and pupils' safety and welfare through effective approaches to pastoral support and safeguarding, as part of duty of care.
- Ensure effective use of budgets and resources (if applicable)
- Identify problems and barriers to school attendance and develop strategies for school improvement that are realistic, timely and suited to the school's context.



Professional development

- Liaise with staff well with due attention to workload
- Keep up to date with developments in education and attendance legislation
- Seek training and continuing professional development to meet your own needs

Governance, accountability and working in partnership

- Work with the trustee board and external organisations as appropriate
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve attendance outcomes for all pupils.



Other areas of responsibility

Pastoral

- Liaise and support the pastoral team and work collaboratively to ensure the attendance, and safety of student is paramount.
- Promote and evaluate the effectiveness of the school's behaviour policy and strategies
- Analysing whole-school data on attendance, behaviour, exclusions and wellbeing to inform future improvement strategies
- Organise and attend student welfare checks in line with children missing from education and safeguarding policies.
- Member of lunch duty rota.

High Performance Learning

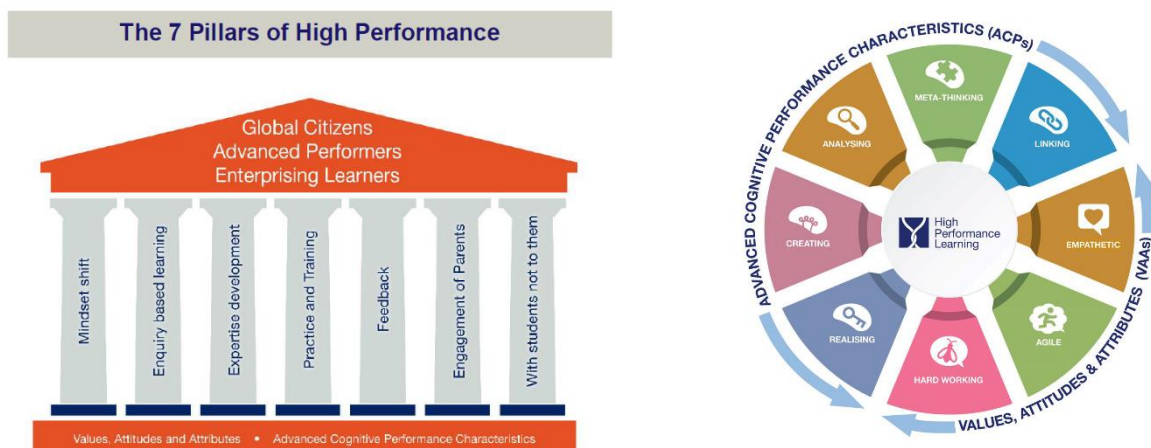
At Caroline Chisholm School, our approach to Teaching and Learning is driven by the High Performance Learning Framework. The High Performance Learning Framework is a practical method for schools and teachers to develop their students' intelligence. At the basis of the Framework are the Advanced Cognitive Performance Characteristics (ACPs) and the Values, Attitudes and Attributes (VAAs) that students can develop to become high performers.

The background to the High Performance Learning philosophy is our growing understanding of how to create more high performing students. This requires a decisive move away from expecting only a small proportion of students to be able to achieve academic success and towards expecting high performance to be the norm in the school.

We are currently nearing the end of the school's first year of working towards the High Performance Learning Award which is a prestigious, globally-recognised award that celebrates the achievements of schools which are amongst the best in the world. Achievement of the award is a confirmation of the school's ability to provide an exceptional level of education for its students, using the High Performance Learning approach to enable them to reach high levels of academic performance. When we gain our accreditation, it will be recognition that at Caroline Chisholm School:

- Everyone in the school, regardless of background or starting point, is able to achieve the highest academic standards
- Students will be equipped with the values, attitudes and attributes that will serve them well in university, the workplace and their lives
- The school will be capable of delivering this outcome consistently year on year, regardless of changes to context or circumstances.

Staff joining Caroline Chisholm School are given training and support to help them learn about the High Performance Learning Framework as part of our induction programme.



Person Specification

Person Specification				
Essential/ Desirable	Requirements	Assessment Criteria		
		Interview	Application	Appointed
Experience				
E	Experience in working with young people and families.		✓	
E	Willing to make home visits	✓		
D	Experience in supporting colleagues in an education setting	✓	✓	
E	Experience in carrying out administrative tasks with an emphasis on attention to detail	✓	✓	
E	Experience in working to an agreed performance level and taking part in performance review		✓	
Personal Qualities				
E	Able to be an effective team player	✓		
E	Able to work effectively with diverse groups of people including families and agencies	✓		
E	Positive and caring approach to students	✓		
E	Able to organise time efficiently and work to deadlines	✓		
Education, training and skills				
E	Good education with minimum of 4 GCSEs or O Levels at Grade C or above, including English and Maths		✓	
E	Competence in the use of ICT to a level appropriate to the post applied for	✓	✓	
E	Able to communicate effectively using both the spoken and written word, including external agencies and professionals	✓	✓	
E	Appropriate level of data protection, security and confidentiality awareness	✓	✓	
Applicable to all staff				
E	Undertake training as required to fulfil the requirements of the role	✓	✓	
E	Genuine interest in the education of young people and ability to contribute more widely to the life and community of the school	✓	✓	
E	Play an active role in terms of safeguarding all students and adults	✓	✓	✓