

achieving **Success** for all



Candidate Information Pack
Attendance Officer



Welcome

Thank you for your interest in the Attendance Officer position currently advertised at Churchdown. I thought it would be useful if I gave you a personal perspective of our unique school to help you to decide if this role is the right opportunity for you - a role where you would be happy, thrive and make a valuable contribution to the school community. A place where we rip up the status quo and follow our own path towards excellence.

Churchdown is a school that never stands still. This is evident in the outcomes we have achieved. The progress our students make is truly exceptional and has grown sustainably over the previous years with our Progress 8 score putting Churchdown in the top 1% of all schools nationally. The attendance of our students has also been continuously recognised as excellent by the FFT national attendance awards. However impressive these outcomes are for our children, we are not done yet as we are continuously stubborn about the improvement we still want to make. **Are you someone who could help improve our school yet further for each and every child in your care?**

To help us on our improvement journey, we are part of the SSAT Leading Edge – a group made from the highest performing schools nationally. As a Leading Edge school, we are able to share the best educational practice. This means that the innovation in our school will never stand still. Through working with the best educational leaders in the country we have continued to develop our practice and expertise. For example, we ensure teachers are significantly under allocation to help give the space and time in school to prepare well planned lessons. We also have far more INSET days within the school calendar to support quality department time: we passionately believe professional practice is vital to our proud profession. **Are you someone who wants to develop their practice in school time alongside other high performing schools?**

Regardless of the position of responsibility we hold at Churchdown, all the staff are responsible for inspiring and encouraging those we work with; first and foremost, the students. Our goal is based not on focussing on what's standing in our way; it is about taking steps that will be positive and that will have a lasting effect on everyone around us. We have a very outward facing staff body who also work in a number of other organisations such as the University of Gloucestershire, Best Practice Network and Love My Coaching. As a result of our unrivalled staff provision, individuals move along their own unique career progression pathway much faster here. Because here there are more opportunities to grasp beyond just those in school. **Are you someone who wants to develop their expertise and progress in their career both in school or with one of our partner organisations?**

Our students deserve the best and proudly I can say that, as headteacher, we aspire to give the best for our students. I know this because in our school are people who will care for them; want the best for them; will not allow them to fail; will make them feel part of something bigger than themselves; help them succeed; provide a place where they can do their best and allow them to see a life they didn't know existed. **Could that someone be you?**

I hope this is an insight which inspires you to apply for the role of Attendance Officer. Please do call the school to speak with me so you can decide if Churchdown really is a place you can develop your career. It would be my pleasure to tell you more about our school, show you around and find out more about you.

David Potter



Headteacher



Our School Mission and Purpose

Our mission is to be a school where student development and learning are at the centre of everything we do. Students are expected to strive for personal excellence and demonstrate a commitment to learning as they fulfil their potential. Our community is a nurturing and caring one where students are encouraged to show compassion, friendship and support towards one another. We aim to provide an education which is fully inclusive, where every child is valued for who they are and who they can become.

At Churchdown School the education we provide is guided by values of **integrity, resilience, respect, ambition and friendship**. These values are particularly important to us as we develop the students into lifelong learners and prepare them for a life beyond school.

Employee Benefits

- Car Salary Sacrifice Scheme
- Onsite parking and cycle storage
- Cycle-To-Work Scheme
- Free Flu Vaccines
- Free access to school fitness suite
- Dry cleaning delivery service
- On site car valet service
- Family-focused leave
- Discounted Nuffield Health gym membership
- Subsidised, onsite exercise classes
- Comprehensive Free Employee Assistance Programme
- Free onsite financial advice clinics
- ...and more!

JOB DESCRIPTION

JOB TITLE: Attendance Officer

CONTRACT DETAILS: Permanent, 37 Hours per week, term time only = 0.8538

SALARY SCALE: Full Time Salary Range: £30,060-£32,654 x 0.8538 = Actual Salary: £25,665 - £27,879

LINE MANAGER: Deputy Head

JOB PURPOSE

To monitor and report on whole-school attendance. To work closely with pupils, staff, parents and carers to reduce levels of absence, and act appropriately when persistent absence becomes a safeguarding issue. Work to raise the profile of improved attendance throughout the school.

Administration

- Day-to-day management of registers on SIMS for the whole school;
- To ensure registers are always taken, are accurate and maintained in a timely manner, working collaboratively with year teams and other colleagues to ensure that presence, lateness, unauthorised and authorised absence are recorded accurately and reliably in a manner that supports relevant school policies;
- Pick up messages from the absence line and emails, and act accordingly;
- To proactively seek ways to increase registration completion by staff, developing strategies and sharing them with Senior Leaders;
- Responsibility for the implementation of school systems, procedures and policies in relation to attendance and punctuality.

Working with parents/carers

- Follow up on any unexplained absences with parents/carers;
- Contact parents in relation to attendance and truancy to discuss absence in a sensitive but firm manner and building positive relationships with parents and developing strategies to improve attendance;
- Answer parent queries regarding their child's attendance.

Monitoring and Reporting

- Administer daily attendance reports for Heads of Year/Assistant Heads of Year;
- Produce attendance reports and follow up on unauthorised absences on a weekly basis;
- Creating weekly reports on SIMS to track and monitor attendance/lateness;
- Recording of authorised / unauthorised absence requests on SIMS;
- Working closely with the Pastoral teams and Educational Welfare Officer to keep school absences to a minimum;
- The timely production of termly attendance and absence statistics, including making a significant contribution to government returns, including school census.

Safeguarding

- Liaise with Senior Leaders, Heads of Year, SENDCo, Educational Welfare Officer and other relevant staff regarding students who are of concern.

Other

- Print off hard copies of official registers on a regular basis to ensure they are on hand in the case of a fire / planned evacuation;
- Willingness to undertake anything else that may reasonably be asked by the Senior Leadership Team;
- Experience of managing and being responsible for own workload.

Person Specification

CRITERIA	QUALITIES
Qualifications	GCSE or equivalent level, including at least a Grade C in English and maths
Experience	<p>Experience working in a school environment or other educational setting</p> <p>Experience working directly with pupils and parents</p> <p>Experience working collaboratively with colleagues</p> <p>Experience analysing data and producing reports and identifying key insights</p>
Skills and knowledge	<p>Good listening skills</p> <p>Effective written and verbal communication skills</p> <p>Ability to use IT systems and to conduct analysis and produce reports</p> <p>Good knowledge of Excel</p> <p>Ability to create good relationships with pupils, staff and parents</p>
Personal qualities	<p>Willingness to provide the best possible opportunities for all pupils</p> <p>Organised, proactive and self-motivated</p> <p>Good time management skills</p> <p>Commitment to upholding and promoting the ethos and values of the school</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Ability to always maintain confidentiality</p> <p>Committed to safeguarding, equality, diversity and inclusion</p>

Employment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). Churchdown School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We welcome applications from all sections of the community irrespective of race, gender, sexual orientation, disability, religion or age.

Why Churchdown?

Click [here](#) to find out more about
a career at Churchdown School.



