



Toynbee School

Bodycoats Road
Chandlers Ford
Eastleigh
Hampshire
S053 2PL

Appointment
of
Attendance Officer

Contact Details:

Tel: 023 80269026

Email: recruitment@toynbee.hants.sch.uk

Website: www.toynbee.hants.sch.uk/vacancies

Application Details

I have enclosed with this pack the following details:

- The Pastoral Team
- A job description/role profile
- Letter from the Headteacher

An application form (support staff) is available to download from Toynbee School website. See link: www.toynbee.hants.sch.uk/vacancies

Employment Checks

Employment checks will be undertaken to establish positive outcomes in the following areas dependent upon role:

1. Personal Identity
2. Right to Work in the UK
3. Police check/Enhanced Level Disclosure and Barring Service Check
(previously CRB disclosure)
4. Employment History
5. Qualifications
6. Health
7. References

Equal Opportunities Statement

In our school we are committed to securing genuine equality of opportunity, whether required by law or not, in all aspects of our activities as an employer and service provider.

This commitment is based on our belief in the broad principles of social justice and our aim is to provide services and employment on a fair and equitable basis.

Our staff are encouraged to demonstrate their commitment to equality by taking active steps to: eliminate discrimination, promote equality of opportunity and promote good race relations.

Pastoral Team

Core purpose of the Pastoral Team is to ensure that pupils are safe, happy and supported to achieve their potential.

Deputy Headteacher - Responsible for the leadership and oversight of all Pastoral, Safeguarding and Inclusion functions within the school.

Assistant Headteachers - Each responsible for the strategic leadership of pupil behaviour, attendance, standards and expectations in Key Stage 3 and Key Stage 4.

Guidance Managers (Year Leaders) - The Guidance Managers are each responsible for the leadership of their own Year Group. They are based in their own office in different parts of the school.

Guidance Managers (Attendance) – The Attendance Guidance Managers are responsible for managing the ‘Lodge’ pupil support unit, focused on improving attendance for Emotional Based School Avoidance (EBSA) pupils, those pupils that are persistently absent pupils and re-integrating pupils to school.

Guidance Manager (Hub) – The Hub Guidance Manager is responsible for managing the ‘Hub’ pupil support unit, focused on supporting pupils at risk of suspension, disengaged from their education or struggling to build positive relationships with their peers and adult.

Vulnerable Pupil Coordinator - Responsible for Looked After, Post Looked After and Dual Registered Pupils. In addition, responsible for safeguarding, external agency liaison and Alternative Provision.

Attendance Officer – Responsible for maintaining the pupil attendance systems, including first day absence contact, implementing the attendance processes and working alongside the Pastoral Team in all matters relating to attendance.

Pastoral Assistant – Responsible for providing support for the Pastoral team. This includes oversight of the daily Pupil Response system and supporting the Teachers, Guidance Managers and SLT with pupil and parental communication, helping to ensure the smooth functioning of the Pastoral team.

Pastoral Administrator - Responsible for providing administrative support to the Pastoral team. This includes maintaining all pupil records, processes and systems, preparing letters and undertaking communications with staff, parents and other agencies and helping to ensure the smooth functioning of the Pastoral team.

Toynbee School Job Description

Post	Attendance Officer	Current Post Holder	
Allowance/ Scale	EHCC Scale D	Date Reviewed	
		Signed	

Accountability:

The Attendance Officer will be responsible to

1. Headteacher
2. Senior Leadership Team

Job Purpose: The post holder must ensure compliance with school attendance policies and procedures and other statutory reporting requirements, including undertaking data entry/analysis and recording with regard to attendance and to maintain accurate and timely Attendance records.

Profile and Responsibilities: (Local specific from job profile)

1. Attendance

- Ensure that all school procedures relating to attendance and lateness are followed and recorded using Arbor, CPOMS, Office365 and other systems in line with the school's Attendance Policy
- Support SLT with the implementation of any statutory or non-statutory changes with regards to attendance.
- Work closely with the Attendance Leader and Guidance Managers, attending pupil and parental meetings where appropriate, to encourage high and improved levels of attendance.
- Analyse attendance figures and use the analysis to work with the Senior Leadership Team and Guidance Managers to drive and sustain improvement with regard to attendance and punctuality.
- Be the first point of contact for parents for first day absence (via Arbor and email), ensuring robust register records are maintained. (Supported by the Administration Team)
- Ensure appropriate attendance coding is in place for pupils who are unable to attend school.
- In conjunction with the Senior Leadership Team and Guidance Managers, implement the Hampshire Code of Conduct for Attendance regarding Legal Intervention, Penalty Notices and pupil non-attendance.
- As required, provide half termly statistics for SLT and Governors on pupil attendance.

2. Safeguarding

- Respond to safeguarding related incidents, reporting directly to the DSL
- Ensure Safeguarding and Child Protection Policies are followed

3. Communication

- Liaise with parents and staff on attendance matters keeping them informed regarding issues and actions, including the use of standard letters.
- Respond to parental enquiries and follow up, logging date, time, reason, and action.
- Ensure all pupil records are kept up to date and that relevant information is disseminated to staff.
- In conjunction with Guidance Managers, prepare formal letters and communications to parents regarding non-attendance.
- Be the first point of contact with the Hampshire Legal Intervention Team regarding Penalty Notices and Legal Intervention.
- Provide effective liaison with outside agencies including Childrens Services and CAMHS as required.

The person undertaking the role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned by the Headteacher.

Letter from the Headteacher

Dear Candidate,

I am delighted that you are considering applying to be the Attendance Officer at Toynbee School. We are proud to be a holistic and inclusive school that promotes the highest expectations of our pupils. It is an exciting time in our development as a school and we are determined to further improve on our journey to become "outstanding". We are proud of our successful OFSTED inspections in 2015, 2019 and 2024 where we were judge good, however, we are never complacent and know that there is always more we can do to improve Toynbee for pupils, staff and the wider community. Our pupils know that they are at the centre of all we do and as a result they play a significant role in shaping the school's improvement.

Toynbee is a friendly school with a strong reputation in the local neighbourhood for excellent results and delivering on its 'Personal Best ethos'. Our parents have described the school as "a gem in Chandler's Ford", and our pupils' aspirations and dreams for their future are the central focus of our work here. We believe that only through full participation in school life can our pupils become the most incredible person they can be. We want them to thrive and develop their potential through every opportunity offered to them, both within and beyond the classroom. Our pupils can enjoy exceptional teaching, with friendly and respectful support alongside some of the best extra-curricular provision the County has to offer.

Our academic curriculum is traditional and there is plenty of choice for all pupils' talents to be recognised. We pride ourselves on finding flexibility for individuals' needs and whilst this is provided for across the schools' academic and extra-curricular activities, it is especially evident in our Visually Impaired Resource Centre that supports VI pupils across Hampshire and beyond.

When pupils join Toynbee they are put into one of four houses and it is through our House System that pupils are given the chance to earn rewards, achievement points and enter inter-house competitions, which both reinforce and celebrate the gifts and talents of our pupils.

Alongside the impressive exam results our pupils achieve; we want them to grasp every opportunity to learn a new skill or participate in an event which stretches and enriches them. We believe that opportunities taken open doors and develop the whole person. None of this could be achieved without our excellent Guidance Support Team who enable our pupils to flourish and grow in confidence and ability during their time with us.

If you are ready for the next challenge in your career, and would like to be part of this dynamic, exciting journey, we look forward to receiving your application.

Yours sincerely,

Matthew Longden
Headteacher