

# Recruitment Pack



Attendance Officer  
September 2021



School ready; Work ready; Life ready



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## Horizon Community College: Our Vision

The economic, cultural and social landscape of Barnsley is changing. Opportunities in further education, higher education and professional roles are increasing; opportunities for individuals to shape their own career pathways are growing; opportunities for individuals to challenge traditional socio-economic patterns are multiplying.

At Horizon Community College, our responsibility is to prepare students for this reality. We want young people to leave the College well qualified and with a unique skill set that will enable them to stand out from the crowd. We want young people to be in possession of a passport of qualifications and employability skills that will enable them to pursue exciting careers, attend prestigious universities, complete dynamic apprenticeships and play leading roles in regenerating this area and beyond.

Our curriculum is tailored to the needs of and meets our ambition for each individual student. This is underpinned by the College's core values which help to prepare every student for a lifetime of success. Our Curriculum and Culture ambition:

- aims to **challenge every learner, in every lesson, every day**
- develops the character and skill set of all, through the belief that we are '**Positive Role Models**'
- ensures **opportunities for all** through our personal development and Careers and Enterprise programmes.

Successful education is also about working in close partnership with our families and the community to ensure our students succeed in each School year and are prepared for the next appropriate phase of their education. We work together to empower our students to believe that anything and everything is possible.

We heavily invest in the growth and development of our entire workforce, so they are also prepared for the next phase of their careers. We promote 'one team' working hard to support each other. We are focused on continued professional development for staff at every level.

We embed a curriculum and culture that results in Equity of Opportunity, Strong Community, High Expectations, Global Readiness and Kindness so that our students are School Ready; Work Ready; Life Ready.



**Claire Huddart**  
**Principal**

**We are delighted that you are applying for a role at Horizon Community College, and hope that this document will inform you about how we aim to provide the very best secondary education in Barnsley and beyond.**

# Vision Overview 2020-2025

## Vision

**School Ready; Work Ready; Life Ready**

## Ambition

Our Curriculum and Culture:

- aims to **challenge every learner, in every lesson, every day.**
- develops the character and skill set of all, through the belief that we are **Positive Role Models.**
- ensures that there are **opportunities for all** through our personal development and Careers and Enterprise programmes.

## Values

Tolerance Teamwork Kindness Respect Pride Engagement Questioning Independence Organisation Resilience

## Aims

Equity of Opportunity	Global Readiness	High Expectations	Strong Community	Culture of Kindness
To remove academic and social barriers and ensure equitable access to qualifications, programmes and wider opportunities in College.	An ambitious curriculum that ensures students gain the knowledge, skills and cultural capital needed to graduate with options to be highly successful and make a positive contribution to the community and beyond.	Students are challenged and supported to reach their highest academic potential. An extensive personal development programme allows students to build character and resilience ensuring personal growth year on year.	Engage with our students, families, staff and community to cultivate a safe and welcoming College built on mutual respect and courtesy so all learners thrive. Students recognise risk and know how to stay safe.	A culture of Kindness throughout the College, with caring and culturally proficient, tolerant students and staff.





# CORE VALUES

## At Horizon Community College

<b>PRIDE</b> Wear full College uniform at all times Take pride in all you do and actively look to improve your work	<b>ORGANISATION</b> Bring correct equipment to every lesson Organise your time and complete homework to the best of your ability	<b>ENGAGEMENT</b> Be focussed and attentive in lessons act on advice and feedback Seek to discover new things & be prepared to take risks	<b>QUESTIONING</b> Contribute in every lesson Ask questions to deepen your knowledge and understanding	<b>RESPECT</b> Follow staff instructions the first time & every time Be honest and polite to others	<b>KINDNESS</b> Be considerate and supportive of others Treat others as you would expect to be treated	<b>TEAMWORK</b> Engage with cooperative learning Take on an active role within the team, readily sharing ideas and information	<b>TOLERANCE</b> Value others regardless of sexuality, race, faith gender or disability Accept the quirks of others	<b>INDEPENDENCE</b> Demonstrate dedication & commitment Be self-disciplined and evidence self-direction	<b>RESILIENCE</b> Persevere and recognise it is alright to make a mistake Respond well to constructive criticism
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## **Child Safeguarding Policy**

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A Disclosure and Barring Service (DBS) check will be undertaken for the successful applicant.

The College pays full regard to DfES guidance 'Safeguarding Children and Safer Recruitment in Education' Jan 2007. We ensure that all appropriate measures are applied in relation to everyone who works for Horizon who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

Please visit:

<https://horizoncc.co.uk/safeguarding/>

## **Vacancy Details**

**Role: Attendance Officer**

**Salary: Grade 3 (£16,181 - £16,505 actual salary)**

**Hours Per Week: 37, term time only plus 2 INSET days**

**Type: Permanent**

**Closing Date: Monday 20 September 2021 at 12 noon**

As an Attendance officer you will play a key role, working closely with the Attendance team and school teams, to co-ordinate the effective management of attendance and punctuality systems across the College, ensuring a consistent approach is in place across each school.

Excellent communication skills and the ability to use Excel confidently are essential, along with experience in the use of attendance systems to generate data for analysis.

Experience of working with young people in a variety of situations is essential along with a high level of administration skills. Qualifications required are 4 GCSE's including English and Maths (Grades A\* to C) along with a Level 3 qualification in a relevant subject.

A Disclosure and Barring check will be undertaken for the successful applicant.

This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A disclosure and barring services check will be undertaken for the successful applicant.

Horizon Community College reserve the right to close this advert prior to the closing date above.

## Job Description

<b>SERVICE AREA: Horizon Community College</b>	
<b>JOB TITLE: Attendance Officer</b>	
<b>GRADE: 3</b>	
<b>RESPONSIBLE TO: Senior Attendance Officer</b>	
<b>EMPLOYEE SUPERVISION: None</b>	
<b>DATE AGREED:</b>	<b>BY WHOM:</b>

### Purpose of Post:

To work closely with the Attendance team and school teams to co-ordinate the effective management of attendance and punctuality systems across the College, ensuring a consistent approach is in place across each school.

As an Attendance officer within the Attendance Hub ensure attendance and punctuality systems, operate efficiently and effectively.

### Key Areas:

#### To work as part of a team in the following key areas

- As part of a team, contribute to improving attendance for all groups of students in order to meet the targets set by the college and nationally.
- Operation of the college attendance and punctuality system including the collection and maintenance of data and the provision of reports to the school teams as required.

### Duties and Responsibilities:

#### Supporting attendance and punctuality systems

- Responsibility for the management of the college attendance and punctuality system ensuring that records are accurate and up to date.
- Daily collection and maintenance of electronic registers, and other attendance information including the manual updating of records as required.
- Undertake first day absence calls to parents/carers in the event of unexplained absence and any follow-up calls that may be necessary.
- Assist the Attendance team and school teams in aspects of attendance and punctuality including meetings with students and parents/carers, home visits and liaison with education welfare service and other external agencies.
- Attend a weekly attendance meeting with the Assistant Heads of School to discuss individual absence issues that are a cause for concern.
- Monitor attendance and punctuality across the College and provide reports as required.
- Identify students who may require a home visit.
- Ensure that attendance records are available throughout the day in case of an emergency situation, in accordance with Health and Safety regulations.
- Maintain student records using the SIMS system and manual filing systems where necessary.
- Record information on College systems including SIMs and CPOMs as and when required.

#### Support for the college



- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality, data protection, reporting all concerns to an appropriate person.
- Ensure every child is valued for who they are and that all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the College.
- Establish constructive relationships and communication with other agencies/professionals to support achievement and progress of students.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and support in the training and development of other staff.

The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.

**The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.**

## Employee Specification

When filling in the application form, please demonstrate with clear, concise examples how you would meet the requirements of the post. You will be assessed in relation to the Essential and Minor criteria. Please bear in mind that you must possess the Essential Criteria on day 1 to be able to do the job. If there are large numbers of applications for the post then all of the criteria will be used for shortlisting. Under the Disability Discrimination Act (DDA), we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process. We have tried to assess this in our Job Description and Employee Specification, however if you feel that there are barriers, please tell us in the application form. As part of the DDA, we are committed to making reasonable adjustments, wherever possible and it would help us to know your needs in order to do this.

Attributes	Criteria	How Identified (either Application Form or Interview)	Rank (Essential/Minor)
<b>Relevant Experience</b>	Proven experience of working with children and young people in a variety of situations.	Application form/interview	Essential
	Experience of working with external contacts.	Application form/interview	Essential
	Experience of presenting information at a range of formal meetings.	Interview	Minor
	Experience of resolving issues relating to young people.	Interview	Essential
	Administration, particularly in relation to recording information on appropriate systems.	Application form	Essential
	Experience in the use of attendance systems.	Application form/interview	Essential
<b>Education and Training Attainments</b>	4 GCSE's or equivalent including English and Mathematics (Grades A to C).	Application form/certificates	Essential
	Level 3 qualification in a relevant subject.	Application form/certificates	Essential
	For those not possessing formal qualifications significant experience of working with young people must be demonstrated.	Application form/interview	Essential
<b>General and Special Knowledge</b>	Knowledge of attendance management systems	Application form/interview	Essential
	Knowledge of safeguarding procedures	Interview	Essential

<b>Skills and Abilities</b>	Ability to organise a heavy and varied workload.	Application form/interview	Essential
	Ability to work on own initiative and prioritise work to given deadlines.	Application form/interview	Essential
	Ability to present information clearly and concisely to prescribed formats.	Application form	Essential
	Ability to manipulate data in order to produce reports.	Application form/interview	Essential
	Ability to maintain computerised information systems.	Application form	Essential
	Proven skills in the use of ICT in particular Microsoft Office packages	Application form/interview	Essential
	Excellent written and verbal communication skills.	Application form	Essential
	Ability to work accurately and methodically under pressure.	Application form	Essential
	Ability to respect and maintain confidentiality.	Application form/interview	Essential
	Ability to work individually and as part of a team.	Application form/interview	Essential
	Ability to supervise and work with pupils.	Application form/interview	Essential
	Commitment to the safeguarding and promotion of the welfare of young people.	Application form/interview	Essential
	Ability to maintain appropriate relationships with young people.	Application form/interview	Essential
	Ability to deal appropriately with a range of sensitive issues.	Application form/interview	Essential
<b>Additional Factors</b>	A willingness to take part in training and development opportunities as required.	Application form	Essential

**In compiling this, please refer to the Section 'Review Job Description and Employee Specification' in the Recruitment and Selection Code of Practice.**

## Employee Benefits

The college offers the following benefits to its staff in addition to competitive salaries:

- Access to Local Government or Teachers' Pension Scheme
- Excellent access to the college by public transport – direct trains to Barnsley from Leeds, Huddersfield, Sheffield, Wakefield, Meadowhall
- Proximity to the M1 and A628 – around 30 minutes commute from Leeds, Huddersfield, Sheffield, Rotherham, Doncaster
- Comprehensive staff wellbeing offer including: free breakfast; access to local authority wellbeing support; in-college HR wellbeing guidance and access to counselling; staff workload review; flu vaccinations; free access to the college gym
- A comprehensive professional development programme for teaching and support staff, including opportunities for achieving professional qualifications and supporting career progression
- Free Microsoft Office 365 and OneDrive for personal use for up to five machines/devices.

Horizon Community College is committed to ensuring and promoting the wellbeing and professional support of all staff under its care.

## **The Application Process**

Please read the Guidance Notes for Applicants before completing an application form.

The candidates selected for interview will be informed after shortlisting and full details of the interview process will be provided.

**This is an exciting and rewarding role and we look forward to receiving your application.**

Should you wish to discuss the role further please contact us on 01226 704230.