



ST AUGUSTINE'S
SCHOOL

**Attendance Officer
St Augustine's Catholic School
Recruitment Information Pack**



Contents

About the School & Message from the Headteacher	3
Application Process	4
Job Description and Person Specification	5 - 11

About St Augustine's Catholic School

St. Augustine's School is part of the St Cuthbert's Roman Catholic Academy Trust. We are a Catholic Academy for pupils between the ages of 11 and 16. St Augustine's serves families from Whitby to Bridlington, Scarborough to Pickering and is renowned for helping to develop young people with religious and moral character together with high standards of academic success.

All staff devote their abilities, energy and time to each child and none goes unnoticed. We are a family with Christ at the centre of all that we do.

Our faith and search for excellence can be found in all aspects of school life including academic learning, pastoral support and a wealth of personal development activities. These combine to nurture young adults with a well-rounded education and the ability to face the future with confidence.

Message from the Head of School

Welcome,

St Augustine's is a fantastic school, our children are exceptional and our staff work extremely hard to ensure students reach their potential.

We strive for excellence in all things, and our Catholic Ethos is central to our way of life in the school.

Each child is seen and respected as an individual. We believe in equity of opportunity. We aim to provide the very best learning opportunities where students are challenged, inspired and encouraged to flourish.

I believe that we, as staff of St. Augustine's, are here to serve our children. In turn we expect our students to try their very best at all times and respect others at all times.

Together we are building the future communities we will all enjoy.

We look forward to welcoming you to our school if you feel that St Augustine's is the right place for you.

Aishling Robinson
Head of School

Application Process

The closing date for all applications is 9am, Monday 20th March

Interviews will be held shortly thereafter.

Completed applications must be returned to NYES.Resourcing@northyorks.gov.uk

If you do not receive confirmation of receipt of your application within one working day please Sarah Hunter - Resourcing Partner on 07816 251 271

If you think you're the person for the job, please complete the enclosed application form with your supporting statement, no more than two sides of A4, and send to the email address above by the closing date.

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within a week of the closing date please assume your application has been unsuccessful.

Queries

Informal chats with our Headteacher are welcomed. Please contact Sarah Hunter - Resourcing Partner on 07816 251 271 to organise.

We actively welcome you to contact Sarah Hunter at North Yorkshire County Council to chat through the role and talk informally about the school/post and how working here will make a real difference to the children and young people on the coast.

Job Description

Job Title:	Attendance Officer
Job Purpose:	<ul style="list-style-type: none"> To monitor and report on whole-school attendance, analysing data to identify key areas of concern. To work closely with pupils, staff, parents and carers to reduce levels of absence, and act appropriately when persistent absence becomes a safeguarding issue.
Accountable to:	<ul style="list-style-type: none"> Assistant Head, Pastoral
Accountable for:	<ul style="list-style-type: none"> Monitoring and analysing levels of absence and identifying particular areas of concern. The Attendance Officer will work closely with pupils, staff, parents and carers to reduce levels of absence, and act appropriately when persistent absence becomes a safeguarding issue.
Liaising with:	<ul style="list-style-type: none"> Key staff members and parents
Salary Grade:	<ul style="list-style-type: none"> St Cuthbert's Grade 4 SCP 5-7 £21575-£22369 per annum pro rata
Disclosure level:	<ul style="list-style-type: none"> Enhanced
General responsibilities and key tasks as shown below:	
Main (Core) Duties	
Administration	<ul style="list-style-type: none"> Ensure daily attendance registers are accurate and complete, and follow up with staff members about any missing/complete registers Follow up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school procedures. Initiate and oversee the administration of absence procedures, for example letters home, attendance clinics and engagement with local authorities/other external agencies and partners Manage attendance returns for the school census Manage the process of issuing penalty notices to parents Maintain accurate records of communications with parents/carers and relevant interventions

	<ul style="list-style-type: none"> • Build and refresh knowledge of the school's MIS and other relevant systems
Monitoring & Reporting	<ul style="list-style-type: none"> • Produce and interpret attendance reports for school leaders, identifying key statistics, reasons for absence and any patterns of concern • Track attendance of vulnerable groups of pupils and share information with school leaders • Identify pupils that need additional support to improve their attendance • Work with school leaders to identify appropriate interventions to improve attendance for particular groups or individual pupils • Lead daily or weekly check-ins to review progress and the impact of support/interventions • Work with school leaders to develop and revise the school's attendance policy • Implement children missing education (CME) procedures when appropriate • Provide regular reports to key stakeholders to raise awareness of emerging at-risk pupils • Coordinate meetings with pupils and parents/carers to implement interventions and track progress • Build positive relations with parents/carers to encourage family involvement in their child's attendance • Identify, and where possible, mitigate potential barriers to attendance in partnership with families • Carry out home visits, where necessary, to address attendance concerns for individual pupils • Working with parents/carers
Professional Development	<ul style="list-style-type: none"> • Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school • Take part in the school's appraisal procedures
Safeguarding	<ul style="list-style-type: none"> • Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies • Be alert to when persistent absence becomes a safeguarding concern and early help may be required

	<ul style="list-style-type: none"> • Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary • Promote the safeguarding of all pupils in the school
Other Specific Duties:	
<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive Christian mission and ethos and to encourage staff and students to follow this example. • To support the school in meeting its legal requirements for worship. • To promote actively the school's corporate policies. • To continue personal development as agreed. • To comply with the school's health and safety policy and undertake risk assessments as appropriate. <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>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.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.</p>	

Person Specification

Criteria	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • GCSE or equivalent level, including at least a Grade C in English and maths 	
Experience	<ul style="list-style-type: none"> • Experience working in a school environment or other educational setting • Experience identifying interventions to raise attendance of pupils • Experience working directly with pupils and parents • Experience working collaboratively with colleagues 	

	<ul style="list-style-type: none"> • Experience analysing data and producing reports and identifying key insights 	
Skills and Knowledge	<ul style="list-style-type: none"> • Good listening skills • Effective written and verbal communication skills • Knowledge of the possible interventions to raise attendance • Knowledge of the potential barriers to high attendance that pupils may face • Ability to tailor interventions to individual pupils • Ability to use IT systems and to conduct analysis and produce reports • Good knowledge of Excel • Ability to create good relationships with pupils, staff and parents 	
Personal Qualities	<ul style="list-style-type: none"> • Willingness to provide the best possible opportunities for all pupils • Organised, proactive and self-motivated • Good time management skills • Commitment to upholding and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively • Ability to maintain confidentiality at all times • Committed to safeguarding, equality, diversity and inclusion 	