



Job Application Pack

Attendance Officer

Salary: Scale 4 (£20,092 - £21,748 pro-rata per annum)

Contract: Permanent, full-time, term-time plus 3 weeks

Closing Date: Thursday 29th July 2021 at 5pm

Letter from the Head Teacher

Dear Colleague,

Thank you for your interest in the position of Attendance Officer at The Suthers School.

This is a really exciting opportunity to have a real impact on the educational experiences of the young people of Newark. You will join us at the earliest stages of the school's development and will therefore have a unique opportunity to contribute to our vision.

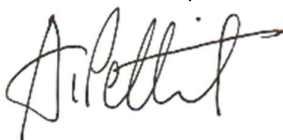
I am very proud to be building a team of staff committed to securing the very best outcomes for young people, no matter what their starting point. I firmly believe that by fostering essential character strengths, maintaining a relentless focus on meeting the needs of the individual, and in embedding the principles of 'work hard, be kind', Suthers School staff really will make a difference.

Since first opening in September 2017, The Suthers School has grown one year group at a time and now has a PAN of 120 students per year. The school is oversubscribed in Year 7 and will continue to grow year on year until it reaches capacity in 2023. In light of this, the post being advertised here represents an exciting opportunity to join a new and growing school as well as the opportunity to work in state-of-the-art facilities in a brand-new school building.

We may be starting small but that does not mean our ambitions should not be great. Young people deserve an education that excites and enthuses, one which prepares them for a future as global citizens who are able to think for themselves. The Suthers School is a place where character education is ranked alongside academic preparation and where students thrive in an environment which inspires ambition, compassion and a love of learning.

If you share this ambition, are committed to providing the very best support for young people, no matter what their starting point, I would be delighted to hear from you.

Yours faithfully

A handwritten signature in black ink, appearing to read 'A. Pettit', with a stylized flourish at the end.

Mr Andrew Pettit
Head of School

WHAT MAKES US WHO WE ARE?

Our Mission

To empower our young people to be compassionate, self-respecting, independent thinkers with the academic, social and character strengths necessary to thrive in modern society.

Our Philosophy

At The Suthers School, we firmly believe that great education transforms lives. We know that every student has the potential to exceed even their own expectations and we know that the way we do things matters. Our motto, 'work hard, be kind' underpins everything we do, reflects our unwavering commitment to excellence and our absolute conviction that great education is about striking a balance between academic preparation and character development.

Our Approach

We know that young people need both a strong academic foundation and well-developed character strengths to succeed in education and the world beyond. Our goal is to help all of our students develop five vital character strengths and to equip them with the skills and social intelligence to have a positive impact on the world around them.

Tenacity

To show the self-discipline and determination to succeed even in the face of obstacles.

Optimism

To have confidence in a future that is full of possibilities and hold onto the belief that a storm will always pass.

Respect

To value ourselves and all those we encounter by acting and speaking with compassion, tolerance and understanding.

Curiosity

To ask questions, enjoy exploring and be open to new ideas and different perspectives.

Hard Work

To recognise that there are no shortcuts and no excuses and that every member of the team has a contribution to make.



THE SUTHERS SCHOOL

Job Title	Attendance Officer
Start Date	September 2021
Pay Scale	Scale 4 (£20,092 - £21,748 pro-rata per annum)
Contract Type	Full-time (8:30am – 4pm, Mon-Fri), term-time plus 3 weeks
Contract Term	Permanent
Closing Date	Thursday 29th July 2021 at 5pm

The Suthers School is a new 11-18 Free School which welcomed its first cohort of students in September 2017. We moved into brand new, state-of-the-art facilities in Fernwood, Newark in September 2020 and as our school continues to grow, we are delighted to be able to offer this opportunity to join our Pastoral Support team.

By striking a balance between challenge and support and by ranking character education alongside academic preparation, The Suthers School seeks to provide the very best foundation for all its students, no matter what their starting point. If you too are driven by the desire to give every child the ambition to succeed and equip them with the skills they need to take their place as the leaders of tomorrow, then we would love to hear from you.

Above all, we are looking for a dynamic, enthusiastic and suitably qualified individual who shares our passion for ensuring that the needs of all learners are met. The Suthers School is founded upon a work hard, be kind philosophy and offers:

- A character-first approach which places personal development at the heart of our curriculum
- Exemplary standards of behaviour in an environment where students are keen to learn
- State-of-the-art facilities in a brand-new building (opened September 2020) including a 230-place sixth form (from 2022).
- The opportunity to work as part of a very successful and growing Trust
- Strong commitment to professional development and career progression

To apply, please complete the online application form, including the personal statement which provides applicants with the opportunity to demonstrate how they feel their skills and experience would help them make a positive contribution to The Suthers School and its students.

For any queries or to arrange an informal chat, please contact Jo Braithwaite, Business and Operations Manager, via email JBraithwaite@suthersschool.co.uk or call 01636 957690

Job Description – Attendance Officer

Reports to: Senior Pastoral Leader, SLT, Head of School

Job Purpose: Oversee and monitor attendance and punctuality of all pupils and support the pastoral team in providing appropriate support and intervention.

Core Responsibilities:

- Oversee and monitor the attendance and punctuality of all students for assigned year groups
- Meet with key staff to discuss concerns regarding students whose attendance falls below 96% in order to identify the students who need to be targeted for intervention
- Work closely with the Senior Pastoral Leader, Pastoral Leader and SLT in addressing the needs of persistently absent students to ensure they return to School on a consistent basis
- To produce regular reports on attendance, with data to show improvements made by targeted cohort of students
- Carry out interviews with students and/or their parents to identify issues and concerns and put in place an appropriate plan to support students to improve their attendance
- Be mindful of the safeguarding issues around attendance and punctuality and where appropriate ensure that students are referred to the School Safeguarding team
- Ensuring effective communication between all staff regarding identified pupils and between school and home.
- To develop effective 1:1 relationships with pupils to enable positive rapport and monitoring of progress towards agreed goals
- Processing of absence messages and input of registers as necessary
- Production and distribution of attendance letters
- Communication with parents via telephone and the production and distribution of letters
- Attend attendance line management meetings and prepare updates for students who are persistent absentees
- Support the School Leader (Pastoral) by providing weekly attendance data updates through production of reports that can be cross-referenced with behaviour data and other key indicators
- Support the new Approach to Learning reports process and ensure that data is shared with the School Leader (Pastoral) after the close of each progress check window.

General Responsibilities

- To demonstrate a commitment to the school's mission, values and ethos
- To promote the positive corporate / public image of the school
- To support / reinforce the high expectations of behaviour and courtesy amongst pupils
- To communicate effectively with the public and wider community and provide effective support for teaching staff and pupils
- To promote and support the implementation of the school's policies
- To work flexibly as part of the support staff team to contribute to the smooth and efficient operation of the school
- To use the school's hardware and software packages where appropriate

- To commit to safeguard and promote the welfare of children and young people

Please note that this is not a complete statement of all duties and responsibilities of this post. The post holder may be directed by the Senior Pastoral Leader or Head of School to carry out any other duties that may be reasonably regarded as within the nature of the duties and responsibilities of the post.

PERSON SPECIFICATION

Post Title	Attendance Officer
Full-time/Part-time	Full-time

Factor	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • GCSE A*-C (or equivalent) in English and Maths. 	<ul style="list-style-type: none"> • Successful further education
Experience	<ul style="list-style-type: none"> • Experience of working in an administrative role 	<ul style="list-style-type: none"> • Experience of working in a attendance monitoring role • Experience of working in an educational setting
Skills and Knowledge	<ul style="list-style-type: none"> • Effective time management skills • Ability to prioritise workload and work towards deadlines • Adaptable approach to work and confidence to respond and deal with unanticipated problems • Ability to work effectively as part of a team and a willingness to support others • Capability to work independently and use own initiative as and when required • High level of attention to detail • Good knowledge of practical science 	<ul style="list-style-type: none"> • Knowledge of current attendance guidelines
Personal Qualities	<ul style="list-style-type: none"> • Commitment to school's mission, values and ethos • Outstanding communication skills • Approachable • Ability to establish good working relationships with teaching staff and pupils. • Reliable • Good organisational skills • Able to use own initiative • A commitment to safeguarding and promoting the welfare of young people 	

Safeguarding

The Suthers School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

How to Apply

Thank you for your interest in the vacancy detailed above at The Suthers School. Further details of this post, the school and the Trust can be found on our website www.suthersschool.co.uk

The online application form for this role is located on the current vacancies page of The Suthers School website and on the Nova Education Trust website <http://www.novaeducationtrust.net>. Wherever possible, please provide email addresses for your referees.

Closing Date

Please ensure your application arrives by 5pm on the closing date of Thursday 29th July 2021.

Interview

Applications will be considered upon receipt and shortlisted candidates called to interview. If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.