



May 2023

Dear Applicant

Re: EPOSS & Wetherby High School Attendance Officer

Many thanks for expressing an interest in the above position. I hope you find the enclosed Job Description, Employee Specification and following information useful in preparing your application.

Wetherby High School is a vibrant and welcoming school with inclusive values at the centre of all our work. We believe all our students deserve to have adults around them that are committed to doing all they can to help them succeed in all areas of life. Wetherby High School is in an exciting phase of development, with a new state of the art building for the school community that will be ready in the near future.

- Know our children well
- Character for achievement
- Partners in learning
- Enjoy and aspire

The staff at Wetherby High School work exceptionally well together as a team and this post is a key role in providing support to colleagues in a number of different roles. This is therefore a very exciting position that will appeal to an ambitious individual seeking a varied and interesting opportunity to utilise and develop key skills.

If you believe that you have the skills and attributes required of this role, please forward a covering letter outlining the reasons for applying for this position, a copy of your CV and Application Form, via email to [hr@wetherbyhigh.co.uk](mailto:hr@wetherbyhigh.co.uk)

Yours faithfully

A handwritten signature in black ink, appearing to read "S. Jefferson", enclosed within a hand-drawn oval.

Samantha Jefferson  
Headteacher

## JOB DESCRIPTION: EPOSS Cluster & Wetherby High School Attendance Support Worker

### DIVISION

EPOSS Cluster & Wetherby High School

### POST TITLE

Attendance Support Worker

### POST REFERENCE NUMBER

### GRADE

C1

### POST(S) TO WHICH DIRECTLY RESPONSIBLE:

EPOSS Cluster Leader

### PURPOSE OF JOB

To be responsible for providing a supportive, strategic focus and lead on improving attendance within the EPOSS Cluster & Wetherby High School, by using a flexible and collaborative approach with families, schools and partners.

### RESPONSIBILITIES

#### Professional Responsibilities:

The Attendance Support Worker will plan, organise, coordinate and facilitate support to schools, families in order to champion and improve attendance within the EPOSS Cluster & Wetherby High School.

#### Key Tasks to support attendance include:

- To manage and implement attendance interventions in line with statutory guidelines.
- Engage with and build effective relationships with vulnerable families in order to formulate a package of support to improve attendance.
- Offer additional support, information, sources of contact and advice to parents and families with the aim to improve school attendance.
- To provide advice to schools and other professionals about attendance and advise on potential referrals.
- Attend Early Help Plan meetings where required in order to facilitate the most appropriate support for families.
- To exercise a high degree of independence, initiative and expertise in order to co-ordinate school attendance panel meetings which bring together families, schools and professionals to make and agree plans to improve attendance for children within the EPOSS Cluster & Wetherby High School.
- Coordinate professionally with other agencies to ensure effective support for vulnerable families.
- Maintain regular contact with families of children receiving support to encourage positive family involvement in attendance.
- Maintain and update case notes/meetings and other records, write reports as required; to provide parents and Leeds City Council Attendance Team with necessary information and, where required, information and evidence to assist in legal action.
- Effectively collect and analyse data to identify areas for improvement to ensure high and increasing rates of attendance within EPOSS Cluster & Wetherby High School.
- Identify pupils at risk of lower levels of attendance from attendance data on a half termly basis, and advise schools to implement individual improvement plans, where necessary
- Carry out formulation assessments with families to support in implementing strategies designed to help families and pupils overcome non-attendance difficulties.
- Carry out regular home visits where necessary.
- Communicate with families and pupils at home, school or office to assess social, emotional, economic,

educational reasons involved in cases of poor attendance or punctuality.

- Support young people on a one to one basis where necessary in overcoming social and emotional barriers to improving attendance.
- Record contacts, plans and outcomes with each case to provide an effective and consistent service.
- Follow up and monitor cases to ensure a positive outcome, taking a different course of action as appropriate.
- Responsible for accurately completing attendance referrals and gathering evidence for magistrate's court.

### **Key Tasks to Support Staff in Schools**

- To support senior leaders in identifying possible barriers and issues linked to and impacting upon poor attendance.
- Review and analyse half-termly attendance data across the cluster to identify issues and concerns within schools and provide report for the cluster CLG (Cluster Leadership Group).
- To take part in regular supervision and training sessions to ensure good quality practice, up to date knowledge, skills and continuous professional development.
- Provide advice, support and guidance on casework to school attendance staff.
- Plan and develop Cluster Attendance policies to provide clear guidance for schools to manage attendance.
- Be compliant with relevant governance, policy and procedures.
- Appropriately participate in meetings and convene and chair cluster attendance meetings.

### **RELATIONSHIPS**

The post holder will be expected to develop strong links with professionals in schools and setting within the EPOSS cluster as well as with all other major stakeholders in the area. Of particular importance however is the ability to develop trusting and professional relationships with families in order to assist them to access support with the outcome of improving attendance and access to education.

### **PHYSICAL CONDITIONS**

The post holder will be based in the EPOSS Cluster Office bases at Wetherby High School, but will be expected to work within all the schools and settings in the EPOSS Cluster area. The role will include travel and visits to families in their homes.

### **SOCIAL CONDITIONS**

Contract: Term Time only plus 5 days

Hours: 28.5 hours per week (7.5 hours based at Wetherby High School), pro rata for part-time employees, working outside standard office hours as necessary

### **ECONOMIC CONDITIONS**

Grade: C1

Conditions of Service: The NJC 'National Agreement on Pay and Conditions of Service' for Local Government Services as adopted or amended by the City Council.

## **PROSPECTS**

### **Promotion**

The post holder is eligible to apply for other posts in the Cluster and throughout the authority. All posts are advertised in the "Vacancies" bulletin, which is available to all staff.

### **Training**

All staff are expected to maintain a current awareness of professional, managerial and service issues) and to be responsible for their own development.

Opportunities for further training and development will be made available to all staff.

## **GENERAL**

We are committed to safeguarding and promoting the wellbeing of children and young people and expect all staff and volunteers to share this commitment. All staff will be subject to an Enhanced Disclosure and Barring check and satisfactory references.

**Job Description Prepared by:** Vicki Hall **Date:** 14.02.23

**Job Description Approved by** Samantha Jefferson **Date:** 22.02.23

**EMPLOYEE SPECIFICATION:**

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential but may be used to distinguish between acceptable candidates.

SKILLS	Ess	Des	MOA
Ability to work independently, use initiative, prioritise workload and be self-motivated	X		
Ability to chair and facilitate meetings involving families and professionals	X		
Good interpersonal skills and ability to develop good working relationships with professionals, families, cluster team, schools and other agencies	X		A/I
Data collection and analysis skills and good IT skills around applications such as Microsoft Office	X		A/I
Systematic recording and report writing to a legal standard where required	X		A/I
Problem solving in a solution focussed approach	X		A/I
Good family assessment skills (Early Help Plan desirable)	X		A/I
Excellent conflict resolution skills	X		A/I
Ability to write reports and present these to senior leaders and external partners.		X	A/I
Ability to develop and implement policies		X	
Ability to give advice and guidance to parents and other professionals regarding statutory requirements for school attendance	X		

KNOWLEDGE/QUALIFICATIONS	Ess	Des	MOA
Knowledge of Child Protection and Safeguarding Young people policies	X		A/I
Knowledge of policies and procedures relating to children and young people	X		A/I
Knowledge of legislation and policies around school attendance	X		A/I
Knowledge of Leeds City Council policies around School admissions allocation		X	
Knowledge of the factors impacting on poor school attendance and impact of the local context, for example relating to culture, diversity & inclusion	X		A/I
Knowledge of the issues and challenges affecting families new to an area relating to admissions and finding appropriate school places.		X	
NVQ Level 4 qualification in relevant discipline or at least 3 years' experience of working with families	X		
Trained to work with Early Help Plans		X	

EXPERIENCE	Ess	Des	MOA
Experience of making decisions with families around education and where required around child protection issues.	X		A/I
Experience of working in a multi-disciplinary team		X	A/I
Experience of managing a busy personal caseload and prioritising tasks accordingly	X		A/I
Experience of working within an Attendance or Admissions background	X		A/I
Experience of problem solving from a multi-agency perspective.	X		A/I
Experience of keeping detailed records, case notes, action plans and minutes	X		A/I
Experience of working with families where there are language barriers		X	A/I
Experience of using expertise to advise and support professionals on a regular basis.		X	

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des	MOA
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	X		A/I
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	X		A/I
Willing to actively participate in training and development activities to ensure up to date knowledge, skills, and continuous professional development.	X		A/I

#### GENERAL

We are committed to safeguarding and promoting the wellbeing of children and young people and expect all staff and volunteers to share this commitment. All staff will be subject to an Enhanced Disclosure and Barring check and satisfactory references.

METHOD OF ASSESSMENT(MOA)	A = Application Form
	T = Test
	I = Interview
	C = Certificate



## Privacy Notice for Applicants

### Data Protection Legislation

In accordance with UK data protection law individuals have the right to know what personal data we hold about them, and for what purpose.

The school is registered with the information Commissioners Office (ICO) under the provisions of the UK GDPR and Data Protection Act 2018. We take our responsibilities under data protection law very seriously.

This Privacy Notice explains how we collect, use, store and share personal data about job applicants. In data protection law, these activities are called data processing.

### What is this information?

We may collect some or all of the following information about you as part of our recruitment process:

- Name, address and contact details
- Application data and application history
- Education and employment details
- Gender, ethnicity, disability, sexual orientation and religion/belief
- Date of birth and national insurance number, Identification, Immigration and Asylum details, i.e. right to work in the UK
- References if you are invited to interview
- Right to work in the UK and supporting documentation if you are invited to interview
- Copies of qualifications if you are invited to interview

### Who uses this information?

People involved in the recruitment process for example, School Business Manager, Headteacher and Governors.

### What authority do we have to collect and use this information?

Under the GDPR we collect and use this information under powers given to schools for the legitimate interests of the controller or third party, where applicable.

The following categories of lawfulness apply:

- Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract
- Processing is necessary for compliance with a legal obligation

- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement
- Processing is necessary for the establishment, exercise or defence of legal claims or where courts are acting in their judicial capacity

In rare circumstances where no legal authority exists to use your information, we will obtain your express consent first.

## What is 'personally identifiable data' (PII)?

The term PII relates to any data that could potentially identify a living person. The following fields in Human Resources are classified as PII: name, age, address, place of birth, date of birth, gender, national insurance number, any application data and any information about an individual that can be used directly, or in connection with other data, to identify, contact or locate that person.

## Why do we use this information?

We use this information in the course of recruiting members of staff.

## Who are we likely to share this information with?

We may sometimes share the information we have collected about you where it is necessary, lawful and fair to do so. In each case we will only share the minimum amount of information, for the following reasons:

With the local authority and our HR services provider to allow managers to manage recruitment processes.

## How do we keep this information secure?

Your information may be stored securely in electronic and paper document management systems with stringent limited access. All access to documents is limited to only those staff involved within the recruitment process.

## How long do we keep this information?

Documents are kept for a period of 6 months following the end of the recruitment process. If you are successfully appointed into a post, your data will be held in line with school policies. A copy of the staff privacy notice will be provided to you upon appointment with full details.

## What are your rights?

You have the right to request that we stop processing your personal data. Wherever possible, we will seek to comply with your request but we may need to hold or process information in connection with one or more of the school's legal functions.

If you have any questions about our use of this data, or you wish to request a copy of the information we hold about you, or you wish to discuss your rights in relation to opting out from these processes, please contact our **Data Protection Officer, Richard Lewis-Ogden** who can be contacted by email at [dpo@bywaterkent.co.uk](mailto:dpo@bywaterkent.co.uk).