

March 2025

I am delighted you have taken an interest in the position of Attendance, TAF's and Alternative Provision Lead at The Catholic High School, Chester. Your application will be the first step in joining our ambitious and successful team and coincides with an exciting phase of our development. Having been judged as 'Good' by Ofsted in December 2021, we are eager to continue our school improvement journey. If you feel you have the energy, determination and ideas to be part of this journey, then we would love to hear from you.

Our school is about everyone working together to achieve the best for our students our staff and our families. We know that success comes from knowing our roles and ensuring that we push our potential every day. As a Catholic school we strive to serve each other at every opportunity in order to create a family environment. If this sounds like the school for you, then let us know.

Mrs C McKeagney
Headteacher

Attendance Officer, TAF and Alternative Provision Lead

The role

We have an exciting opportunity for an Attendance Officer/TAF and Alternative Provision Lead to join our school. The successful candidate will be passionate in working with our children and families to make a difference for them. We are looking to recruit a colleague with both the commitment and relevant skills to embody our culture, enthuse students, and help to raise standards throughout the school. The successful candidate will join the school at an exciting time.

The successful candidate will:

- Maintain accurate attendance records across the academy, and report on attendance as required and contribute to strategies that improve academy attendance.
- Develop strategies to improve attendance through work with staff, families and agencies
- Make home visits to support families
- Head our school team around the family
- Liaise with the local authority to administer all attendance procedures, including all statutory aspects of attendance.
- Initiate alternative education packages for students who cannot access the curriculum full time and monitor progress.

Our School

The Catholic High School, Chester is an academy where we all strive for excellence. We have a real sense of community, and being part of the community is incredibly important to us. As part of our school improvement journey, we have clear plans to ensure that outcomes continue to improve. Our team approach is evident in everything that we do, and this has been a key factor in securing school improvement in recent years.

We firmly believe in the importance of all of our students achieving a Quality First Education, which in turn enables our students to believe that they can achieve whatever they want to with hard work, determination and self-motivation.

The role of the Attendance Officer is a key pastoral role, which will promote and ensure regular school attendance through advice and support to students and their families. It will also play a key role in monitoring attendance and punctuality amongst students and working with other senior leaders to ensure regular attendance for all student groups.

What we offer

You will be part of the school's pastoral team, supporting the Senior Leadership Team to enable the student to get the best out of their time at school through the promotion of regular school attendance through providing advice and supporting to students and families.

As part of The Catholic High School, Chester you will be open to opportunities to develop as an individual within the school. The value of being part of our team should not be underestimated, joining The Catholic High School, Chester will mean that you will be part of a supportive and dedicated group of staff who will invest in your professional development. This is a fantastic opportunity to develop your abilities and knowledge whilst working in a supportive environment in conjunction with other very dedicated and professional staff.

The role is permanent role over 39 weeks a year (term time) paid over 12 months. 37 hours a week 8am to 4pm (3.30pm Friday)

Pay – Grade 8 SCP 23 – 28 £28,790 - £33,475 for 39 weeks (FTE £33,366 - £37,938)

For further information, please have a look at our website www.christofidelis.org.uk

Closing date: 3pm Friday 21st March 2025

Interviews will take place: w/c 24th March 2025

Further details and an application pack are available from the vacancies page on our website:

[Vacancies - The Chester Catholic High School \(christofidelis.org.uk\)](http://www.christofidelis.org.uk)

Applications should be returned via email to: Andrew Kilcoyne, Business Manager
kilcoynea@christofidelis.org.uk

The Catholic High School, Chester is committed to safeguarding and promoting the welfare of all of our students and expect all staff and volunteers to share this commitment. An enhanced DBS check applies to all roles.



CHRISTO FIDELIS

The Catholic High School, Chester

Job Description

Statement of Purpose

To support children and young people to achieve their potential by providing support to overcome barriers to attending and learning.

Support for School Attendance and Families

- Liaise with safeguarding team and office administrators to oversee outstanding absence marks, and where necessary make home visits to ascertain welfare and pupil whereabouts.
- To check accuracy of attendance codes in a timely manner each morning.
- To provide Early Help to families of concern, via home visits and meetings within school and where necessary, mediate between families and school. Ensure that these interventions are recorded accurately and timely.
- To develop attendance action plans and early help plans, which will be agreed and shared with families.
- To send initial attendance letters of concern as appropriate.
- To signpost parents to other services as required.
- Have daily oversight of attendance data and trends to provide strategic responses/ feedback.
- To identify and reduce the number of late attendances.
- To support whole school attendance initiatives and those defined as vulnerable.
- To support with preparing paperwork for referrals to the local authority.
- To support in Educational Consultation Meetings and to provide witness statements of chronological support.

Support to Students

- To attend pastoral meetings to discuss students with attendance concerns and in liaison with the pastoral team contribute to the development of inclusion strategies to improve attendance.
- Support the integration of students who have joined the school under difficult circumstances
- Provide academic and pastoral mentoring for specific students with poor attendance, identified by the strategic attendance lead.
- Provide support for emotional based school avoiders.
- To identify and provide intervention to students who are persistently not attending lessons.
- Organise, where appropriate, alternative provision outlets for students.
- Organise, when appropriate, or support extra-curricular activities for disaffected students.
- Provide lunchtime opportunities for students as required.
- To work with vulnerable groups of students within school (e.g. student carers, 'Looked After' students, students in crisis) and 1:1 student's as directed.
- To improve the behaviour and well-being of individual students by developing approaches based on our existing good practice.
- To undertake flexible and imaginative approaches in offering support to children, their families and carers.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the working hours.

Professional Accountabilities

People Management

- To comply and engage with people management policies and processes
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with professionalism other agencies and professionals.
- Attend, provide data and participate in appropriate meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the school's Health and Safety policy.



CHRISTO FIDELIS

The Catholic High School, Chester

Job Description

Job title: Attendance Officer, TAF and Alternative Provision Lead

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT*
Qualifications	<ul style="list-style-type: none">• Good standard of general education including 5 GCSE's or equivalent (Graded A - C) including Maths and English	<ul style="list-style-type: none">• Qualification in work linked with children and young people, particularly social work, education or youth and community work.• Level 3 Safeguarding	<ul style="list-style-type: none">• AF• INT
Experience	<ul style="list-style-type: none">• Experience of working with young people and their families.	<ul style="list-style-type: none">• Experience of working in and educational setting.• Experience of multi-agency working	<ul style="list-style-type: none">• AF• INT• T
Job related Knowledge	<ul style="list-style-type: none">• ICT competent and conversant with the Microsoft Office suite of applications• Knowledge of safeguarding procedures and familiar with child protection issues• Have good administrative organisation and communication skills.• Demonstrate an understanding of issues that may affect a student's ability to attend school• Demonstrate an understanding of issues linked to confidentiality	<ul style="list-style-type: none">• Knowledge of appropriate legislation and initiatives within education.	<ul style="list-style-type: none">• AF• INT• T

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT*
Skills and Aptitudes	<ul style="list-style-type: none"> • Ability to analyse data. • Ability to liaise effectively with parents and outside agencies. • Enjoy working with a wide variety of young people • Have excellent inter-personal skills and be able to work well as part of a team • Have confidence to manage student behaviour • Be resilient, firm and consistent • Be comfortable with a challenging and varied workload and be able to prioritise effectively • Able to maintain confidentiality where applicable • Able to work in a professional manner with a wide range of people • Ability to act on initiative within a team context • ICT skills • To show commitment to safeguarding and ensuring the welfare of children and young people 		<ul style="list-style-type: none"> • AF • INT • T
Other Requirements	<ul style="list-style-type: none"> • Willingness to undergo an enhanced DBS check. • Full UK Driving licence with the ability to travel within the local area 		

The Catholic High School, Chester is committed to supporting people with disabilities and will make reasonable adjustments to these requirements where this enables a disabled person to do the job effectively.

*** KEY - Method of assessment**

AF = application form

INT = interview

T= test