



LAWNSWOOD
SCHOOL



LAWNSWOOD SCHOOL

Recruitment Pack

Deputy Student Services Manager & Attendance Lead

Embed confidence; fuel ambition.
www.lawnswoodschool.co.uk



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WELCOME



Mrs J Bell
Headteacher

"Pupils are polite, friendly and respectful. They belong to a welcoming and inclusive school that seeks to know and understand them as individuals. The school has created a positive environment in which pupils feel happy and safe."

Ofsted 2023

Thank you for taking an interest in Lawnswood School.

We are a vibrant and busy learning community where everybody matters, and we work together to provide a learning environment in which all our students make the best possible progress, both academically and personally. We believe it is important to ensure students feel happy and secure and are enabled to develop into successful adults and active members of the community.

In addition to an academic provision which is both challenging and supported, where necessary we offer excellent pastoral care and a wide range of opportunities for students to engage with school and the wider community.

It is important to us that our students enjoy their time in school and make the most of every opportunity, whilst still preparing themselves for their future. Our alumni are testament to the fact that we are able to prepare our students for varied and successful careers.

The dedicated and talented staff at Lawnswood are committed to ensuring every child succeeds and achieves their very best. This recruitment pack is full of valuable insights about the role, its requirements, and our thriving learning community.

We hope that you choose to join the team, and we welcome visitors at all times. Should you wish to visit the school, please do contact us.

We look forward to welcoming you to Lawnswood School.



AIMS AND VALUES

We aim to create an inspirational community of learning where we combine our ambitions for academic attainment with an emphasis on students' moral, personal, social and spiritual needs, so that they may take their place as caring, committed, self-aware and confident members of society. To ensure all our students are treated as individuals and are able to flourish and excel, Lawnswood School aims to:

- create a vibrant community where we work together, respect differences, treat one another with justice, tolerance and respect;
- ensure our students are equipped with the necessary knowledge, skills and confidence to undertake the next stage of their career;
- foster leadership and engagement to encourage our students to make a positive contribution to both our school and community;
- offer all students a broad and balanced curriculum that leads to positive outcomes;
- offer a range of activities, visits and trips that help students develop the skills and knowledge to take an active and positive role in the world;
- engage with members of our community to support opportunities of learning, experience and social skills; and
- provide and maintain an attractive, secure, safe and healthy school environment.

EXCELLENCE IN TEACHING AND LEARNING

Students at Lawnswood School are encouraged to be independent learners. Our broad and balanced curriculum ensures students are equipped with the knowledge and skills to ensure a successful future. Staff at Lawnswood are passionate about their teaching and work hard to deliver high quality, interesting and engaging lessons.

Putting the learner at the centre of the learning process places a real emphasis on developing individual students' capability to acquire the skills, knowledge and attributes needed to be successful during their time at Lawnswood and as they leave to pursue their future career.

We deliver a wide range of subjects that allow students to excel in their specialist areas and prepare them with the knowledge and skills for a rapidly changing workplace. When students arrive in Year 7 they spend the first four weeks working on a cross-curricular project in teams. During this time, we take every opportunity to assess and evaluate their individual learning needs.

This includes undertaking Cognitive Ability Tests, reading tests and gathering teacher feedback. Our baseline data, in conjunction with information from primary schools, is used to ensure that the students are placed in the correct classes, given appropriate targets and provided with additional stretch, challenge and support where needed.

At Key Stage 4 and 5, students are afforded more choice in their learning and our information, advice and guidance ensures they are supported in choosing a curriculum which both suits them as individuals and will open doors in the future. We report regularly to parents on their child's learning and encourage a continuing dialogue between school and home. In addition to parent consultation evenings we ensure there are frequent parent information evenings to support students and parents in their educational journey. Lawnswood has high expectations for all students and, whatever their individual gifts, interests and talents, they will be challenged, supported and above all inspired.

"The curriculum is ambitious and well sequenced. Pupils build their knowledge and understanding with increasing depth and complexity. They learn to think and work like subject specialists."

Ofsted 2023



OUR FACILITIES

The school is set in spacious and attractive grounds that support a wide range of outdoor learning. This is in addition to our traditional classrooms, smaller group rooms and individual spaces.

A well-resourced library in addition to specialist facilities in science, PE, drama, technology and music enable our students to excel in all areas of the curriculum.

To ensure we prepare our students for a changing modern-day world of work, we have extensive ICT facilities, designed to accommodate different lesson formats and our curriculum.

We are always conscious of the need to improve our facilities in order to provide the best possible experience for our students. With this in mind, we have recently redesigned our catering facilities to provide relaxed and safe social spaces.

"I love that there are lots of opportunities available at Lawnswood School."

Year 7 Student

JOB ADVERT

Deputy Student Services Manager & Attendance Lead

Job Type	37 hours per week, term time only + 5 days, permanent	Required from	As soon as possible
Payscale	C2 SCP 15-19 Actual salary £25,823-£27,575	Closing date	Monday 5 October, 9am

An exciting opportunity has arisen, and we are seeking to appoint a Deputy Student Services Manager & Attendance Lead to support the leadership of part of our pastoral team at Lawnswood School. This is a new role for our school, and we want someone who will support and challenge both our young people and their families, whilst helping to develop the pastoral team.

The successful candidate will be a confident and effective communicator. They will need to show a relentless drive to improve attendance at school, thinking outside of the box to drive initiatives and work in partnership with other colleagues and stakeholders where appropriate.

Lawnswood School can offer you a professional challenge and a rewarding opportunity, working with a collaborative leadership team that's passionate about the progress and development of every student.

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.

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced Disclosure and Barring Service check. If shortlisted, you will be required to disclose relevant information regarding criminal history, and an online search will be conducted. This includes only information publicly available online. We promote diversity and want a workforce which reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU settlement scheme or having secured any other relevant work visa. Lawnswood School is not registered with the UK Government to offer visa sponsorship. For further details, please contact the school on 0113 284 4020.

For further information, and to download an application form, please visit www.lawnswoodschool.co.uk. Send your completed application form (Support Staff version) with a covering letter (of no more than 2 sides A4), addressed to Mrs. J. Bell, preferably by email to: hr@elawnswood.co.uk or by post to HR, Lawnswood School, Ring Road, West Park, Leeds LS16 5AG.

JOB DESCRIPTION

Deputy Student Services Manager & Attendance Lead

Purpose	To support the Student Services Manager and Attendance Lead in the delivery of effective attendance improvement and pastoral support. The postholder will coordinate operational attendance interventions, support vulnerable students and families, ensure accurate attendance monitoring and contribute to ensuring students are in school and registers are accurate. The role will work closely with Year Teams to identify attendance concerns and put plans in place to support their return to school. They will work with external agencies to promote high levels of attendance, engagement and wellbeing.
Accountable to	Student Services Manager & Attendance Lead
Liaising with	Staff, SLT, students, parents / carers, external agencies

Attendance

- Monitor daily attendance and identify students requiring intervention.
- Lead first-day response procedures and coordinate follow-up actions.
- Support the daily attendance meeting and ensure agreed actions are completed.
- Manage a designated caseload of students with attendance concerns, completing case work and referrals to the attendance team.
- Undertake attendance interviews with students and families.
- To put plans in place to support students return to school following absence.
- Coordinate attendance support plans and review their impact.
- Conduct home visits where appropriate.
- Prepare documentation and evidence for attendance panels.
- Support the delivery of School Attendance Panels.
- Liaise with Leeds City Council and external agencies regarding attendance concerns.
- Support Year Managers and Heads of Year with attendance strategies.
- Track attendance interventions and maintain accurate records.
- To assist with Year 6 into 7 transition where attendance is a concern.

Student Services and Pastoral Support

- Support the day-to-day running of student reception and student services.
- Ensure students receive appropriate pastoral support and signposting.
- Support safeguarding processes and make referrals as appropriate.
- Liaise with parents and carers regarding attendance, welfare and pastoral issues.
- Support vulnerable students and those experiencing barriers to learning.
- Assist with Year 6 to Year 7 transition arrangements.
- Coordinate operational support for key school events involving students.

Data, Reporting and Quality Assurance

- Maintain accurate attendance and pastoral records.
- Produce weekly and monthly attendance reports as required.
- Analyse attendance data and identify trends.
- Ensure attendance records are compliant with statutory guidance.
- Support quality assurance of attendance processes.

Staff Support and Leadership

- To line manage staff as required.
- Provide day-to-day support and guidance to Year Managers
- Deliver attendance-related briefings and training as directed.
- Support induction and development of student reception staff.
- Deputise for the Student Services Manager and Attendance Lead when required.

Systems and Communication

- Develop strong working relationships with families and partner agencies.
- Maintain confidential and accurate electronic records.
- Ensure compliance with GDPR and information-sharing protocols.
- Communicate effectively with colleagues across the school.

Safeguarding

- Adhere to all safeguarding and child protection procedures.
- Promote the welfare and safety of children and young people.
- Undertake safeguarding training as required.

The post holder must have their own suitable vehicle and suitable business insurance. Mileage will be paid at the rate set by Leeds City Council.

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced Disclosure and Barring Service check. If shortlisted, you will be required to disclose relevant information regarding criminal history, and an online search will be conducted. This includes only information publicly available online. We promote diversity and want a workforce which reflects the population of Leeds.

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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.

All support staff positions are conditional upon successful completion of a 6-month probation period.

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.

September 2026

PERSON SPECIFICATION

Deputy Student Services Manager & Attendance Lead

	Essential	Desirable	Evidence
Qualifications and training	GCSE English & Maths at level C or above / NVQ Level 4 (or equivalent)	- Social work qualification - Safeguarding training	Application Certificates Interview
Experience	- Relevant work with vulnerable children & young people - Experience of working with families to improve school attendance - Experience of providing interventions to students and families	- Experience of preparing cases for legal intervention regarding non-school attendance - Experience of leading a team - Experience of working in a child protection team	Application Reference Interview
Specific skills	- Good interpersonal and communication skills - Ability to work co-operatively with the team and other agencies - Analysis skills - Decision making - Systematic recording and report writing - Presentation skills - Child protection / safeguarding children - IT applications - Assessment skills - Ability to manage personal caseload - Ability to adapt to meet the challenges of rapid change - Ability to work together with children and families, using a restorative approach	- Individual and family counselling skills - Early help assessment - Ability to work with and lead formulation meetings	Application Reference Interview
Knowledge base	- Sound knowledge of policies, procedures and legislation relating to attendance - Awareness of the value of multi-disciplinary approach to problem solving	- Recording & monitoring systems locally - Child Missing Education	Application Reference Interview

		• Elective Home Education • Knowledge of the local community • Parenting, school attendance and Education Supervision Order	
Other requirements	• Full UK driving licence • Access to a suitable vehicle, which is fully taxed and MOT'd • Suitable business insurance		Relevant paperwork

HOW TO APPLY

To apply for this vacancy, please download the Support Staff Application Form from our website - [Lawnswood School - Vacancies](#).

Please complete this as fully as possible, and then email your completed application form to hr@elawnswood.co.uk, or post it to HR, Lawnswood School, Ring Road, West Park, Leeds LS16 5AG.

Your application will be acknowledged, and we will get in touch to let you know if you have been successfully shortlisted for interview.

Important notes:

In your application, please provide details of your education (from GCSEs or equivalent onwards) and please list your full employment history from leaving school. This should include details of all paid and unpaid / voluntary work.

All gaps in employment since leaving school must be clearly accounted for, and if these do exist you must clearly explain the reasons why and outline what you were doing during this time.

Please complete the form in full, evidencing how your skills, knowledge and experience meet the person specification for this role. Applications will be evaluated against the requirements of the post, with those candidates that best fit the requirements being shortlisted for interview.

Please note that CVs are **NOT** accepted.

Our application form has a section for you to add the details of two referees. Please carefully read the guidance on the application form regarding this section to ensure that the referee details you provide are in line with this.

If you require any adjustments to assist you with the recruitment process, please contact us at hr@elawnswood.co.uk and we will do our best to help.

All employment offers will be subject to pre-employment checks including references, an enhanced DBS check, online search and any other relevant checks in line with statutory guidance.

This role is based in the UK. Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU settlement scheme, or having secured any other relevant work visa.

For further details, or if you have any questions, please contact hr@elawnswood.co.uk



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