APPOINTMENT OF
PPG ATTENDANCE LEAD

Required for December 2026

Closing date: 9am Monday 7th December 2026
Interviews to follow thereafter

Christ's School, Queen's Road, Richmond upon Thames, TW10 6HW
Tel: 020 8940 6982 Email: hr@christs.school
www.christs.richmond.sch.uk

CHRIST'S SCHOOL

November 2026

Dear Candidate

Thank you for your interest in the PPG Attendance Lead post at Christ's School.

Christ's School is a Church of England comprehensive school for 1,000 young people aged between 11 and 18. Our vision is to deliver Excellence as Standard to every member of our Christ's family: excellent leadership; excellent staff; excellent outcomes and excellent partnerships.

Our school is situated on an enviable site adjacent to Richmond Park in Richmond upon Thames in South West London. We have excellent links with our feeder primary schools and the local community. We are proud to be a faith school and welcome students from Christian and other religious backgrounds.

At Christ's School we combine our expectations for students' excellent academic achievement with an emphasis on their personal growth as well-rounded individuals. Our aim is for students to become confident, successful, responsible young people, who love learning, have a desire to lead and serve and are ambitious for their own futures.

Our learning environment is inspirational, supportive and happy, and based on the Christian values of Love, Justice and Peace. We provide outstanding educational opportunities and experiences for each of our students to enable all to explore intellectually, to grow emotionally and spiritually and to achieve their full potential.

Our Behaviour for Learning approach focuses on restorative practice and recognises the importance of building positive relationships with individual students. It is based on the work of Paul Dix at Pivotal Education.

We are delighted with our recent Ofsted inspection report from February 2026. We are thrilled that Christ's has been recognised for our high standards and incredible outcomes in all areas. The strong standard marks out excellent, consistent work that's making a real difference for our children and learners and we are very proud that 6 out of the 7 grades were at this very high standard. This is testament to the hard work and commitment of everyone at Christ's School. We are particularly proud of our sixth form, referred to in the formal feedback meeting as 'the sparkling jewel in Christ's crown'.

Please take the time to read our report on our website in full - there is so much to celebrate. Here are a few highlights:

- Pupils thrive as valued individuals here.
- The curriculum is ambitious, broad and balanced.
- Pupils progress very well through the school's curriculum.

- Pastoral support is highly responsive to pupils' circumstances and needs. This helps to foster a 'family' environment, where pupils feel a strong sense of belonging.
- Older pupils, including those in the sixth form, act as excellent role models for younger pupils and routinely support them.
- The post-16 curriculum is broad and ambitious. It combines academic and applied pathways, and is expertly delivered.
- Pupils speak with maturity about equality, relationships and respect for difference.
- Pupils speak with pride about contributing to school life. At the heart of this work is a strong focus on pastoral care that prioritises knowing pupils and their families well.

We are equally delighted with our SIAMS inspection report 2023 where we were awarded a J1 judgement: "Through its vision and practice, the school is living up to its foundation as a Church school and is enabling pupils and adults to flourish."

Applications should be sent in the form of a completed online application form including a supporting statement. This should outline how your skills and experience fit the job and person specifications, the impact you have made in your current/most recent role and should be no longer than 3 sides of A4, font size12.

Please email completed applications to Mrs Julia Ralph - hr@christs.school. We are looking for completed application forms (email only) to be returned **by 9am Monday 7th December 2026.** Interviews to follow thereafter.

Early applications are welcome and we reserve the right to appoint before the closing date if we find a suitable candidate.

Christ's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
Christ's School is an Equal Opportunities employer as detailed in our Equal Opportunities Policy.

Shortlisted candidates will be subject to online checks, with any resulting concern/queries to be addressed at interview.

Any appointment made will be subject to checks that details given on the application form are as stated. It will also be subject to receipt of a satisfactory medical disclosure form. Before an appointment can be confirmed a DBS, enhanced disclosure will be required.

Please visit our website where you will be able to find out more about our school, ethos, and vision. If you have any queries about the application process or would like to arrange an informal visit, please contact Julia Ralph on 0208 439 9652.

At Christ's we deliver Excellence as Standard. If you believe you can help us realise our vision, we look forward to hearing from you.

Yours sincerely,

Helen Dixon
Headteacher

Job Description: PPG Attendance Lead

Job Title:	PPG Attendance Lead
Grade:	NJC scale point 11 (range 11 to 15)
Salary and scale:	£28,456 p.a. (actual) - FTE £33,129 to £35,109 p.a.
Hours:	39 weeks per year (term time only) 36 hours a week (07.30 to 15.30 / 08.00 to 16.00)
Contract type:	1 year fixed term contract – pilot project
Responsible to:	Senior Leadership Team

Mission

At Christ's School we combine our expectations for students' outstanding academic achievement with an emphasis on their personal growth as well-rounded individuals. Our aim is for students to become confident, successful, responsible young people, who love learning, have a desire to lead and to serve, and are ambitious for their own futures.

Our learning environment is inspirational, supportive and happy, and based on the Christian values of Love, Justice and Peace. We provide outstanding educational opportunities and experiences for each of our students, to enable all to explore intellectually, to grow emotionally and spiritually and to achieve their full potential.

Our ambition is that Christ's is a community where students:

- achieve their full academic, sporting, musical and artistic potential;
- have a life-long curiosity and passion for learning;
- are creative thinkers, capable of taking risks in their learning and of studying independently;
- are spiritual individuals, compassionate and sensitive to the needs of others and of self;
- embrace diversity and have a commitment to equality and inclusivity;
- are considerate, polite and always act respectfully towards others;
- develop personal qualities of leadership, courage, integrity, resilience and determination;
- make a positive contribution to their community and to society as a whole;
- are team players, who work collaboratively to achieve shared goals;
- feel comfortable socially and express themselves confidently in a range of situations.

Job purpose:

To work alongside key pastoral staff to promote excellent attendance and punctuality, reduce levels of absence and work with vulnerable children and families to promote a sense of belonging leading to higher levels of attendance for PPG students.

Key Accountabilities:

- Analyse data to identify key groups of concern, including Pupil Premium (PPG) students showing lower attendance. Attendance close to and under 90% should be a priority
- Review and update the school attendance tracker with contextual information and actions undertaken to address PPG attendance
- Liaise daily with the school attendance officer to identify PPG students who have not attended school and consider appropriate actions
- Communicate with families of low attending PPG students, through email, phone calls, and home visits, to establish barriers to good attendance and implement effective strategies to improve attendance
- Attempt to secure at least half day attendance for PPG students who have communicated absence in the morning, as a pattern of absence
- Collaborate with the pastoral team and the Educational Welfare Service on key actions, including parent meetings, student spotlights, home visits, and professional meetings / ERSA group sessions / Christ's Partnership support
- Ensure PPG students with attendance issues have access to key resources, including: internet / laptop or desktop / stationery / subject based resources (textbooks) / full school uniform and PE kit
- Daily telephone conversations with key parents / carers aimed at encouraging students to attend school (from the start of the school day and throughout the day), discussing perceived barriers and promoting in-school support to improve attendance. Contacting hard-to-reach families
- Triaging key PPG students when they do arrive (late or after absence) – document their voice / their perceived barriers – follow up with parents / carers / pastoral staff on any identified issues
- Communicate issues / barriers with pastoral / wider staff to increase awareness and promote strategies to increase PPG student sense of belonging
- Undertake actions as requisitioned from Heads of Year / Pastoral Support Workers / Senior Leadership Team relating to ad hoc actions needed to improve attendance

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be agreed at the request of the Headteacher or the incumbent of the post.

Christ's School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants will undergo appropriate child protection screening including checks with past employers through the Disclosure and Barring Service.

Christ's School's Equality Statement

Christ's School is committed to positively tackling discrimination in all its forms and works to ensure that all sections of the community have fair and equal access to and experience within employment. We welcome applicants from all backgrounds and communities, in particular those that are currently underrepresented in our workforce: we are respectful of all individuals' race, age, religion, gender identity, sexual orientation, caring responsibilities, disabilities and cultural background.

Person Specification – PPG Attendance Lead

The successful candidate should possess the following:

CRITERIA	**Essential / Desirable**			**Assessed by application / interview process**	
	E	**D**		**A**	**I**
QUALIFICATIONS AND REQUIREMENTS					
5 GCSEs including English and Maths	√			√	
Post 16 study	√			√	
In sympathy with the Christian values of the school	√			√	√
A commitment to the protection and safeguarding of children and young people	√			√	√
A commitment to working to our safeguarding policies regarding Keeping Children Safe in Education	√			√	√
First Aid qualification or a willingness to obtain one	√			√	
An understanding and commitment to the Christian ethos of the school	√			√	√
KNOWLEDGE AND UNDERSTANDING					
Knowledge of best practice and procedures for safeguarding children	√			√	√
An understanding of school attending procedures		√		√	√
EXPERIENCE					
Relevant work experience in a similar environment	√			√	√
Experience of working in a busy office environment		√		√	√
Experience of dealing with children and teenagers	√			√	√
SKILLS AND APTITUDES					
Excellent oral and written communication skills	√			√	√
Able to plan and organise effectively	√			√	√

The capacity to make decisions based on sound judgements	√			√	√
Ability to work independently and as part of a team	√			√	√
Able to work under pressure in a busy environment	√				√
Knowledge of School Management Systems (MIS)		√		√	
Strong ICT skills including using GSuite applications and Microsoft Office	√			√	√
Ability to build good working relationships with a range of colleagues, parents/carers and students	√			√	√
Ability to be flexible in the face of competing demands	√			√	√
Ability to work calmly, with patience, perseverance and compassion	√			√	√
A positive interest in working with children, especially teenagers	√			√	√
Ability to analyse data and devise a plan of action from it	√			√	√
Ability to have difficult conversations	√				√
Ability to drive	√			√	
PERSONAL ATTRIBUTES					
Committed to the development and maintenance of good relationships with staff, parents, students, governors and the community	√			√	√
Communicates with enthusiasm and energy	√			√	√
Committed to the continuing professional development of self and others within the school	√			√	