



Being the best we can be



Attendance Officer

Required as soon as possible in October 2021

Recruitment Information Pack

Scalby School

Fieldstead Crescent, Scarborough, YO12 6TH

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Dear applicant,

Allow me to extend a warm welcome from all governors, staff and students of Scalby School.

I was delighted to be appointed Headteacher in January 2018 and while any Head will say their school is special – I truly believe Scalby is.

It is hard to encapsulate in words the full dynamism and vibrancy of our school. We are hugely proud of our students and privileged to serve them and this community. We see it as our professional and moral duty to prepare them as individuals to play their part as active citizens – rounded and centred and aware of all they might contribute to the world. In practical terms, this commitment is manifested in the lessons we deliver, the extra-curricular opportunities we offer and in the wider opportunities we promote.

Scalby is a school with a strong academic tradition but we are equally committed to the Arts, to sport and to collective and individual achievement beyond the classroom. Our annual productions held at the Stephen Joseph theatre are testament to this, and over the years we have seen productions of Macbeth, Romeo and Juliet, Our House to name but a few.

We have developed and benefited from our partnerships within Scalby Learning Trust, Scarborough Teaching Alliance and local secondary and primaries – a few reasons to join us!

In recent years enormous strides have been made to further increase learning standards. This hard work has seen results improve consistently and led to Ofsted rating our school as 'Good' in 2012 and in 2019. I truly believe we are a school with highly effective teachers and support staff producing outstanding outcomes for our students.

I hope you can see that this is an excellent time to join Scalby. If successful you will join a staff team of wonderful professionals who have ambition for our students and for themselves. I take pride in ensuring colleagues receive opportunities to develop their skills and experiences – and we have an enviable reputation for delivering high quality professional development.

I hope that you will take the time to come and see and experience for yourself the warm and welcoming atmosphere which makes our vision a reality.

Good luck with your application.

Chris Robertson
Head of School

Our results

Scalby School's 2019 GCSE results are once again characterised by high levels of achievement.

Provisional analysis shows that, for the fourth year in a row, our students made significantly better progress than their peers did nationally. Results in English, Maths and Science are above the national averages at Grade 4 and Grade 5, with 36% of students achieving a Grade 7 or better in English, 28% achieving Grade 7 or better in Maths and 21% achieving Grade 7 or better in two sciences.

This year's results are particularly pleasing because of the high number of students who achieved Grade 8 and 9 across a number of subjects.

None of these fantastic results would have been possible were it not for the professionalism and dedication of our teachers and learning support teams. These results mean that our students leave us now being able to access a wide range of post-16 courses at college and they have the skills and knowledge valued by employers."

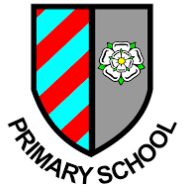
Our success in our GCSE results follows our positive Ofsted inspection in February this year. With a similar Progress 8 score to 2018, which places us in the top 20% of schools nationally, we are delighted that the high quality of education on offer has been doubly validated at a national level.



Our schools

NEWBY & SCALBY

Newby and Scalby Primary School



We are one of the schools of choice in our community and we are within commutable distance of Whitby, Teeside, York and surrounding areas. Ofsted in 2018 judged us to be 'good' in all areas and as a school we are very much outward facing both in terms of teaching and learning and in constantly thinking about how we can improve.

Since our "good" Ofsted, we continue to build on our successes and we are a family and a team, where everyone is given the challenge and support to be the best they can possible be in a safe, welcoming and positive environment. Children and staff will work and play together developing skills so that we all become ambitious and reflective lifelong learners as well as being respectful and respected members of the community.

To learn more about us please visit us at:

[Newby and Scalby Primary School - Home \(coastandvale.academy\)](https://coastandvale.academy/newby-and-scalby-primary-school)

Friarage Primary School



We are proud to serve the communities around the Castle Ward area of Scarborough as 'Together we can' make a real difference to the life chances of children and young people in Scarborough.

Children and staff will work and play together developing skills so that we all become ambitious and reflective lifelong learners as well as being respectful and respected members of the community.

We are committed to Restorative Practice Principles to nurture respect for all in our school community.

To learn more about us please visit us at: [Friarage Community Primary School - Home \(coastandvale.academy\)](https://coastandvale.academy/friarage-community-primary-school)

Scalby School

Scalby School is a successful and popular 11-16 community school and in recent years we have become the school of choice in our local community. We were judged 'good' by Ofsted in 2019 and in 2019 we celebrated sustained results. Our provisional P8 score has placed us in the top 20% of schools nationally. We are proud of our broad and balanced GCSE based curriculum.



To learn more about us please visit us at: [Scalby School - Home \(coastandvale.academy\)](https://coastandvale.academy/scalby-school)

Application Process

The closing date for all applications is **Midnight on Sunday 3rd October 2021**

Interviews will be held shortly after the closing date.

Completed applications must be returned to James Annetts at
james.annetts@northyorks.gov.uk

If you think you're the person for the job, please complete the enclosed application form and send to the email address above by the closing date.

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within a week of the closing date please assume your application has been unsuccessful.

Queries

Please contact James Annetts at james.annetts@northyorks.gov.uk or on 07966 261249.



Job Description

POST:	Attendance Officer
GRADE:	Grade E
RESPONSIBLE TO:	Senior Pastoral Leader
STAFF MANAGED:	None
JOB PURPOSE:	The core focus of this job is to complement the professional work of teachers by taking responsibility for implementing the schools Attendance Policy and improving the attendance of students. Works with identified students whose attendance is a barrier to their performance. Responsible for recording, monitoring, evaluating and reporting on attendance data.
JOB CONTEXT:	<p>Works within the school, promoting good attendance and identifying students with poor attendance and working with them and their families to improve their attendance at school.</p> <p>Enhanced DBS clearance required</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Management	<ul style="list-style-type: none"> • Communicates with parents/carers to establish reason for unexplained absences and report the outcome of such calls to relevant parties • Report any child who is absent without reason to the head of year as a potential safeguarding issue • Accurately input absences, including reasons for absences, onto SIMS • Produce a daily absence list for use in a fire call • Monitor attendance, interpret statistical data to identify issues/patterns of non-attendance with individual students • Work with identified poor attendance and disengaged students and their parents/carers on short and medium term strategies to remove barriers to regular attendance at school, using advisory and persuasive skills as appropriate • Monitor and evaluate the effectiveness of strategies with individual students • Actively promote good attendance with all students and promote the schools attendance policy and strategy • Administer student holiday request forms, and communicate in writing with the parents whether the leave is authorised or not authorised • Undertake general administration duties as required

	<ul style="list-style-type: none"> • Develop support materials and information to communicate clearly to students the school's attendance policy, raising the profile of attendance and punctuality within the school
Communications	<ul style="list-style-type: none"> • Communicate with school staff to update them on student attendance and work with the staff to identify students with issues that are affecting their attendance at school • Develop and maintain effective contact and communications with parents/carers and families, including home visits where appropriate • Meet regularly with year leaders to discuss current issues and developments relating to attendance and punctuality • Establish links and communicate with feeder schools to gain any relevant information about attendance records of new students • Respond to enquiries from parents/carers by telephone, email or letter and direct them to relevant sources of advice and guidance as appropriate • Provide advice for students returning after long periods of absence, encouraging them and assist in planning their re-integration • Attend staff meetings and training days by agreement with line manager
Partnership or Corporate Working	<ul style="list-style-type: none"> • Attends meetings with external agencies as appropriate and follow up on actions required
Skills Development	<ul style="list-style-type: none"> • To demonstrate and advise new staff on the accurate recording of student's attendance on the register • Participate in team meetings and attend any necessary training events • Participate in the schools performance management system
Safeguarding	<ul style="list-style-type: none"> • To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate • Know about data protection issues in the context of the role • Maintain confidentiality as appropriate
Systems and Information	<ul style="list-style-type: none"> • Ensure that staff have completed the registers • Maintain an accurate system for students signing in and out of the school • Provide accurate and up to date statistical data and reports

	<ul style="list-style-type: none"> • Oversee the signing in late procedures and ensure that minutes late are recorded on SIMS • Maintain records of all communication with parents/carers
Planning and Organising	<ul style="list-style-type: none"> • Assist in developing systems and procedures to improve attendance
Data Protection	<ul style="list-style-type: none"> • To comply with policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<p>Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</p> <ul style="list-style-type: none"> • To work with colleagues and others to maintain health, safety and welfare within the working environment.
Equalities	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Within own area of responsibility work in accordance with the aims of the Equality Policy Statement
Flexibility	<ul style="list-style-type: none"> • Providing front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with School Policies and Procedures.
Customer Service	<ul style="list-style-type: none"> • The school requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • The school requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.
Date of Issue:	September 2021

Person Specification

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Knowledge <ul style="list-style-type: none"> • An understanding of issues that may affect a student's ability to attend school 	<ul style="list-style-type: none"> • Knowledge of attendance regulations and targets • Knowledge of school procedures • Knowledge of child protection legislation and procedures
Experience <ul style="list-style-type: none"> • Experience of working with SIMS or a similar data management system • Administrative experience • Experience of working with children and young people and their parents/carers 	<ul style="list-style-type: none"> • Experience of working in a school environment • Experience of implementing attendance policies
Occupational Skills <ul style="list-style-type: none"> • Excellent communication skills, including advisory and persuasive skills • Ability to establish positive and effective relationships with children and young people • Organisational skills • Excellent ICT skills • Analytical skills • Ability to keep accurate records • Ability to work successfully as a team • Ability to work on own initiative • Confidentiality • Report writing skills 	
Qualifications <ul style="list-style-type: none"> • Level 2 qualification or equivalent to demonstrate good literacy and numeracy skills 	<ul style="list-style-type: none"> • Level 3 qualification in business/finance/administration or equivalent
Other Requirements <ul style="list-style-type: none"> • Enhanced DBS clearance • Commitment to the school's policies and ethos 	

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<ul style="list-style-type: none"> • Commitment to Continuing Professional Development • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours and attitudes. • Flexibility • The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post. 	