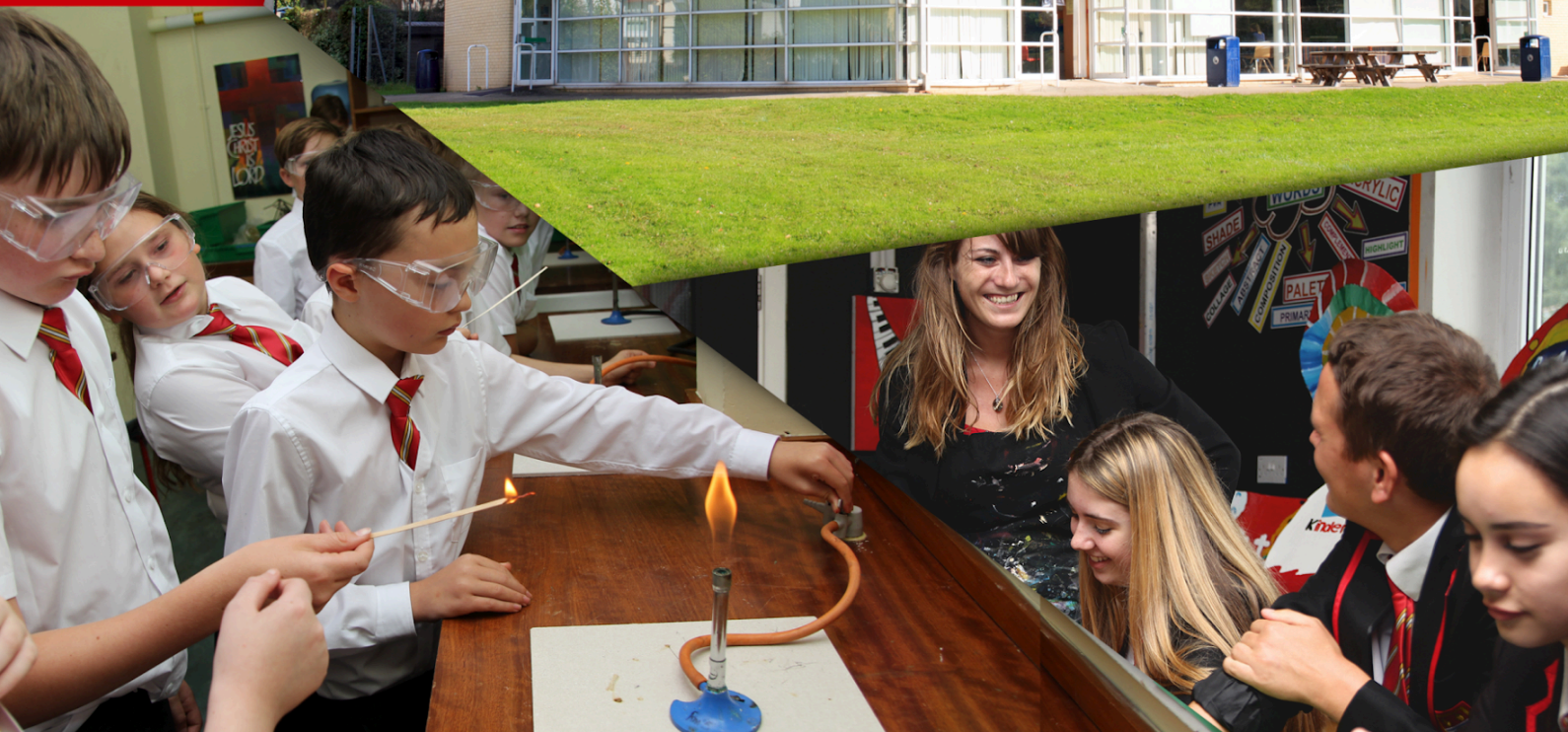




ST. CUTHBERT MAYNE

Joint Catholic and Church of England school

Job information pack



Welcome to St Cuthbert Mayne School

'Educating for life in all its fullness'

Welcome from the Headteacher

Thank you for your interest in the role of School Attendance Improvement Officer/Education Welfare Officer at St Cuthbert Mayne School.

We are seeking to appoint a dedicated and dynamic Attendance Improvement Officer who will join our team and play a critical role in identifying and addressing barriers to student attendance, developing intervention strategies and working collaboratively with students, parents, and school staff to promote regular school attendance for all students.

The successful candidate will have experience of working in school attendance and knowledge of the latest government guidance - 'Working Together to Improve School Attendance'. They will be committed to improving the life chances of our students, ensuring they attend school regularly so that they can live life to the full both now and in the future

If you would like to discuss the role or visit the school before application please contact our Human Resources Officer - recruitment@stcm.torbay.sch.uk

About our School

St Cuthbert Mayne School is a Joint Roman Catholic & Church of England School that welcomes all students from across Torbay and South Devon, regardless of their faith background. Our school community is made up of students and staff from Christian and non-Christian backgrounds, who are respectful of our Christian ethos.

There are currently over 1000 students on roll and the school is growing in size year on year. The teaching accommodation is of mixed age but well-resourced and maintained. Over the last few years we have completed a number of building projects to improve the physical environment in the school. Our final project, which is aimed at improving the outdoor space for students, will be completed this summer.

It is an exciting time to join us on our journey to provide an outstanding, inspirational and challenging education for all students. We have a relentless focus on ensuring that our students have access to an ambitious and engaging curriculum that equips them with the essential knowledge and skills they need so that they live life to the full both now and in the future. This can only happen if our students are in school!

This will be a challenging but rewarding post and the successful candidate will have the full support of the Senior Leadership Team line manager and wider attendance team.

The school is committed to developing all its staff through regular coaching and a wide range of professional development opportunities through the South West Institute for Teaching (SWIFT) and wider professional bodies. We also work in partnership with Education South West (ESW) as part of a family of schools, to educate children so they lead great lives. If you are passionate about transforming the lives of our students and believe you have the skills and experience to make a difference then we want to hear from you.

The Attendance Team

Our Attendance Team is led by our Assistant Headteacher who is responsible for whole school attendance.

Our School Attendance Improvement Officer/Education Welfare Officer leads a team of two Attendance Mentors and the Attendance Administrator and works alongside our Heads of Year and Pastoral Support Officers to improve student attendance.

In September we plan to recruit a part time minibus driver who will give us an even greater capacity to collect students and bring them into school.

Contract Details - Attendance Mentor

Grade - H 24 - 27 - £28,628 - £30,987 (Actual Salary)

Contract - Permanent

Hours - 37.5hpw (8.00am - 4.00pm Monday - Friday)

Weeks - 39 weeks per year (Term time plus 5 days INSET)

Start - October 2024

Application Process:

You are asked to complete and submit the following:

1. An application form which is completed in full.
2. A letter of application no longer than 2 sides of A4. (Letters must outline how you meet the essential criteria as outlined in the person specification and how you have the skills, knowledge and experience to carry out the role for which you are applying to a high standard.

Submit your application to: recruitment@stcm.torbay.sch.uk by **10:00am on Friday 27th September**

Please do not submit your CV. As a school, we are committed to safer recruitment and as such can only accept applications that are on the school's application form.

If you have not heard from us within two weeks of your application, then you have not been successful.

Closing date: 10am on Friday 27th September

Interview date: Wednesday 2nd October



EWO/Attendance Improvement Officer

Post Title:	Education Welfare Officer/Attendance Improvement Officer
Line Manager	Assistant Headteacher for Behaviour & Attitudes
Salary Grade:	Grade H 24 - 27 - £28,628 - £30,987 (Actual Salary)
School Area:	Pastoral
Hours of Work:	37.5 hours per week, 40 weeks per year (term-time plus 1 week and 5 INSET Days) Monday - Friday 8:00am - 4:00pm (30 minutes unpaid lunch)

Key Purpose of Job

- To work with students and their families to identify and remove barriers to regular school attendance

Key Duties

- Use attendance data effectively to identify students who have poor attendance Work with individual students /groups of students to bring about a sustained improvement in their attendance.
- Recognise and celebrate good attendance through the school rewards system
- To liaise with and establish positive and proactive relations with staff, parents, agency staff and students to identify and overcome barriers to good attendance
- To communicate with, support and challenge parents as appropriate when there are attendance issues for their children
- To support in attendance improvement case work
- Keep accurate and detailed records / case notes of students' attendance meetings and interventions, through CPOMS and discuss these with the Assistant Headteacher with responsibility for Attendance and the Heads of Year at Attendance Board meetings
- Maintain an overview of students on a part-time timetable, ensuring the appropriate documentation is submitted to the Local Authority

- To help maintain an up to date 'Attendance Watch List' in partnership with the Attendance Administrator and the Designated Safeguarding Lead
- To complete one day home visits for students on the school watch list
- To complete three day home visits for students' whose parents make no contact with school
- Arrange and undertake home visits where necessary, implementing strategies to improve their attendance
- To make reasonable enquiries to establish a students whereabouts if they go missing from education and to refer children who are missing from education within the agreed timescale to the Local Authority
- To make legal referrals to the Local Authority Attendance Improvement Service To act as a Supervising Officer for Education Supervision Orders (ESO) when directed by the Local Authority
- Lead the late gate by greeting students who are arriving late to school, recording names and setting detentions through Class Charts
- To meet with students returning for a period of absence (3 days +) and ensure they are welcomed back and given the opportunity to discuss any particular concerns e.g. in relation to missed work. Actively support students returning from a period of absence with structuring their catch up
- To maintain appropriate records, prepare report and provide statistics as required Monitor the completion of registers and take action alongside the Assistant Headteacher with responsibility for Attendance to address any concerns
- To make referrals to the Family Support Officer
- To assist with students involved at Early Help where attendance is flagged as a primary concern
- Produce data and attend Team Around the Family meetings where attendance is flagged as a primary concern
- Attend Early Help panels by request
- To support the attendance work of the Heads of Year
- Line Management of the Attendance Administrator
- Be a point of contact for the Local Authority
- Return phone calls within the agreed time frame

Safeguarding

To know, understand and undertake the roles and responsibilities of education staff as outlined in the DfE Keeping Children Safe in Education guidance

To ensure the school policy on safeguarding is followed to ensure that all students are safe in school

To adhere to the staff code of conduct at all times

School Ethos and Values

To conduct oneself in a manner befitting a member of school staff at all times,

ensuring behaviours that display positivity to others.

To make maximum use of opportunities to generate a culture of celebration and praise amongst staff and students of the School.

Promote the health, welfare and emotional well-being of all students and staff.

Promote equality of opportunity for all students and staff.

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"Educating for life in all its fullness"

Other

All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.

The post-holder is expected to familiarise themselves with and adhere to all relevant policies and procedures.

This document outlines the duties required. It is not a comprehensive or exclusive list and duties may vary from time to time, which do not change the general character of the job or the level of responsibility entailed.

Roles and job descriptions are subject to an annual review.

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Person Specification:

Person Specification	Essential	Desirable	Evidence based
Qualifications			
Level 2 qualification in English & Mathematics	Essential		Application Certificates
First Aid Qualification or willingness to undertake the qualification		Desirable	Application Certificates
Level 3 safeguarding qualification		Desirable	Application Certificate
Post-16/University qualifications or equivalent		Desirable	Application Certificate
Recent participation in a range of relevant in-service training/initial training programmes		Desirable	Application Certificate
Professional Experience and Knowledge			
Experience of working in school attendance	Essential		Application Interview
Knowledge of effective intervention strategies to help overcome attendance barriers	Essential		Application Interview
Knowledge of national attendance legislation	Essential		Application Interview
Experience of working with students and their families	Essential		Application Interview
In-depth knowledge and experience of Child Protection and Safeguarding procedures	Essential		Application Interview
Experience of working with multi-agencies		Desirable	Application Interview
Professional skills			
Ability to communicate effectively orally and in writing to a range of audiences	Essential		Application Interview
Well-developed interpersonal skills	Essential		Application Interview
Effective IT skills and the use of Microsoft/Google platforms	Essential		Application Interview
Strong commitment to team working and partnership	Essential		Application Interview

Personal Qualities			
Committed to the development and maintenance of good relationships with staff, parents, students, governors, and the community	Essential		Interview
Positive, passionate and enthusiastic outlook, embracing risk and innovation	Essential		Interview
Good organisation skills	Essential		Interview
A sense of humour	Essential		Interview
A team player	Essential		Interview
Solution focused outlook	Essential		Interview
A good decision maker	Essential		Interview
Resilient and able to work under pressure	Essential		Interview
Demonstrate respect and empathy towards others	Essential		Interview
Resilience, perseverance and optimism in the face of difficulties and challenges	Essential		Interview
Commitment and dedication to social justice, equality and excellence	Essential		Interview
Capacity to be flexible, adaptable and creative	Essential		Interview
Committed to the CPD of self and others in the school	Essential		Application Interview
Committed to a collaborative school vision of excellence and equity that sets high standards for all and welcomes and secures the support of others in achieving it	Essential		Interview
Willingness to develop/be sensitive towards the Christian ethos of the school	Essential		Interview
The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the safeguarding and child protection policy and staff code of conduct	Essential		Interview
Equal opportunities			
Candidates must demonstrate an awareness and understanding of equal opportunities	Essential		Interview