











ROUNDHAY SCHOOL
All-through education from 4 to 18

Ofsted Outstanding School

Job Application Pack

SECONDARY ATTENDANCE DATA & ADMIN OFFICER

www.roundhayschool.org.uk | 0113 3931200 | info@roundhayschool.com | Gledhow Lane, LS8 1ND











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Job Application Pack

For the Position of

SECONDARY ATTENDANCE DATA & ADMIN OFFICER

Secondary – Fixed term (until 18th February 2022 in the first instance) – Full Time 37hpw (part-time considered) - Term time only + 2 days – Scale: C1 point 12 to C2 point 19 (dependent on skills / experience) – Actual Salary Range: £18,782pa to £21,574pa – Start: 13th December 2021 or as soon as possible

To apply for this position please go to the following link and complete the online application form in full:

https://roundhayschool.current-vacancies.com/v?id=ROUNDHAYSC&t=Careers

Please remember to detail all your experience, the impact your appointment will make in terms of raising standards at Roundhay School and why you are the ideal candidate.

Please note that we are not permitted to accept CVs.

The application deadline for this position is **9.00am on Monday 6 December 2021** and interviews will be held on Wednesday 8 December 2021.

We encourage early applications and reserve the right to close this vacancy at any time.

For our Ofsted Report:
https://reports.ofsted.gov.uk/provider/28/108076

Roundhay School Statutory Information (including our Safeguarding & Child Protection Policy):
https://www.roundhayschool.org.uk/our-school/statutory-information/

To view our Sixth Form Prospectus:
https://www.roundhayschool.org.uk/sixth-form/applications-admissions/

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ROUNDHAY SCHOOL

EST. 1903

November 2021

Dear Prospective Applicant

WELCOME

Thank you for expressing an interest in the advertised position at our **'outstanding school'** (Ofsted).

We are looking for an enthusiastic and committed colleague who is willing to do ***'whatever it takes'*** to ensure that our amazing pupils get the very best school experience. As one of the first all-through schools, educating children from 4 to 18 with an outstanding sixth form of 500+, we are absolutely dedicated to continuing to improve in all areas. Despite our impressive results and history of success, we continue to have unrelenting ambition for the young people we serve and you will not find the slightest hint of complacency.

Our truly comprehensive community reflects the cosmopolitan nature of Leeds, which we see as a real strength of the school. We also pride ourselves on having a strong ethos and our work is centred around our core values of being ***Responsible, Resilient and Ready to Learn*** and what it means to ***be Roundhay***. We place real emphasis on traditional values of being respectful, wearing uniform with pride, having good manners and showing gratitude. As a result of this approach, you will find a school which has the highest standards of behaviour, a calm atmosphere and very positive staff-pupil relationships. We see this as everyone's responsibility and all staff, including those who are not classroom based, help support and uphold these values with our pupils.

Any member of staff joining our school will be offered a very warm welcome and unwavering support in all that you do. We genuinely value our staff and place real emphasis on staff induction, continuing development and wellbeing.

Despite our size, we have an incredibly low staff turnover, which is clear evidence that Roundhay School is a remarkable, infectious place to work and learn; staff morale is incredibly high.

If you share our desire to make a difference to the life chances of our pupils and feel that Roundhay School is the right community for you, we would very much welcome your application!

Yours sincerely

Matthew Partington
Headteacher

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Job Description

SECONDARY ATTENDANCE DATA & ADMIN OFFICER

Secondary – Fixed term (until 18th February 2022 in the first instance) – Full Time 37hpw (part-time considered) - Term time only + 2 days – Scale: C1 point 12 to C2 point 19 (dependent on skills / experience) – Actual Salary Range: £18,782pa to £21,574pa – Start: 13th December 2021 or as soon as possible

Responsible to: Attendance Co-ordinator

Please note: *The nature of the post means the post holder must be available to start work at 7.30am before the start of the school day.*

Job purpose:

1. To maintain attendance records for the Secondary Campus of Roundhay School.
2. To contribute to raising achievement by improving school attendance and punctuality.
3. To contribute to positive behaviour by providing administrative support for the behaviour system.
4. To support proactive strategies to improve attendance of identified pupils and maximise attendance across groups and cohorts.
5. To assist the school in meeting its obligations and targets in relation to school attendance, especially persistent absence and improving punctuality.
6. To promote positive attitudes by pupils and families towards education and to ensure that parents are made fully aware of their statutory responsibilities.

Main duties and responsibilities:

7. To input data to ensure the attendance of pupils in Years 7 to 11 is accurately recorded.
8. To ensure all registers are completed in a timely way and no missing marks remain.
9. To remind and chase necessary staff to complete registers as required.
10. To visit lessons as appropriate to offer reminders to staff.
11. To work with form tutors and heads of year to help ensure no unexplained absences remain.
12. To manage the pupil absence line, email and SIMS inbox and update registers accordingly.
13. To ensure all pupils have an accurate mark on the daily roll call, chasing any queries.
14. To follow up with the contacts of all absent pupils on a daily basis, by telephone or, on rare occasion, home visit, processing any responses or queries which arise.
15. To manage the administration of late arrivals and the sanctions procedure for this.
16. To liaise with other education providers to maintain accurate attendance records for pupils based at off-site provision, and those who are dual registered.
17. To update class registers with any off-timetable activities (for example trips, exams, sporting events and careers appointments) and pupils who sign out during the school day, so class teachers are aware of known absences from lessons.

18. To support in the generation of letters, printing of statutory attendance certificates and rewards.
19. To ensure that key attendance data is shared with colleagues as appropriate.
20. On occasion, to make unsupervised contact with families in their own homes and elsewhere to assess the reasons impacting on the attendance of individual students, facilitating their return or access to regular full-time education provision.
21. To work with pupils and their families to encourage improved attendance.
22. To support the administration of class charts, scheduling of detentions, detention reminders and on occasions covering for the IE Manager.

Overall:

It is intended that the postholder is willing to be high profile around school, to ensure key conversations take place, for example, to encourage completion of missing registers, deliver detention reminders and have key conversations to support improved attendance.

This list of duties and responsibilities is not exhaustive and includes any reasonable additional request which assists the smooth operation. The job description and allocation of particular responsibilities may be amended through appropriate consultation from time to time.

Roundhay School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Person Specification

SECONDARY ATTENDANCE DATA & ADMIN OFFICER

Secondary – Fixed term (until 18th February 2022 in the first instance) – Full Time 37hpw (part-time considered) - Term time only + 2 days – Scale: C1 point 12 to C2 point 19 (dependent on skills / experience) – Actual Salary Range: £18,782pa to £21,574pa – Start: 13th December 2021 or as soon as possible

Attribute	Essential	Desirable
Qualification and Technical Skills		
• GCSE grades A*-C or equivalent in English and Maths	X	
• Achievement of qualifications beyond GCSE		X
• Achievement of qualifications relating to data and / or administration	X	
• Full driving license		X
Knowledge/Experience		
• Knowledge and experience of using any of the following: - SIMS (Schools Information Management System) - SAM (Staff Absence Management software)		X
• Excellent knowledge and experience of data input, ICT and Excel	X	
• Experience of respecting confidentiality		
• Experience of negotiating, influencing and managing challenging conversations and situations	X	
• A full understanding of GDPR	X	
Personal Qualities		
• Excellent organisational skills with clear attention to detail and a love of data	X X	
• Excellent written and verbal communication and inter-personal skills in dealing with colleagues, external partners and organisations	X	
• Ability to think and act strategically and to demonstrate innovation and creativity in developing solutions	X	
• Able to prioritise own workload to meet deadlines, and demonstrate flexibility to respond to changing demands	X	
• The nature of the post means the post holder must be available to start work before the start of the school day		

Safeguarding Children		
• Ability to maintain appropriate relationships and personal boundaries with children and young people. • Emotional resilience when working with challenging behaviours and appropriate attitude to the use of authority to maintain discipline	X X	

Roundhay School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

What is enclosed in this pack?

- How to Apply
- School Overview
- School Policies
- Important Information
- Job Description
- Person Specification
- Department Overview

Please note the Secondary Campus entrance is on Old Park Road and a map is available to download from our website, www.roundhayschool.org.uk. If you use SatNav, please use the post code LS8 1JT.

Our School Policies, Sixth Form Prospectus and Ofsted report are available to download from our website.

How to Apply

Please complete the online application form in full, which can be found on the Vacancies page of our website (www.roundhayschool.org.uk) or by following this link:

https://roundhayschool.current-vacancies.com/v?id=ROUNDHAYSC&t=Careers

You will need to provide full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment, please state the reasons why.

We will require details of **two referees**, one of which must be your current or most recent employer. Please provide their names, **email addresses** and daytime contact numbers. (See 'References' on the Important Information page of this Pack)

CVs are not accepted as part of the application process. Please ensure you fully complete the application form. If you have a disability that prevents you from completing the application form, please contact the school to discuss.

When will I hear if I have been shortlisted?

Applications will be evaluated against the requirements of the post, with those candidates that best fit the requirements being shortlisted. Details of the interview programme will be confirmed after the closing date.

If you have not been contacted within one month of the closing date, please assume you have not been shortlisted. In this case, may we thank you in advance for your interest in this post and wish you the very best for the future. **Due to the volume of applicants, we are unable to give feedback to non-shortlisted candidates.**

School Overview

Our Mission Statement
Roundhay School is all about its pupils and we will do 'WHATEVER IT TAKES' to ensure that each one reaches their full potential. We will never put limits on what our pupils can achieve, regardless of background or circumstance. Our focus on developing character, instilling confidence and a love of learning whilst teaching the importance of kindness, manners and respect. We want all our pupils to make a positive contributionn to school life and society, continuing to learn and develop for the rest of their lives.

Always responsible. Always resilient. Always ready to learn. Always Roundhay.

Our Pupils
The school population reflects the cosmopolitan nature of modern Leeds. The pupils come from a very wide variety of socio-economic and ethnic backgrounds; more than 27 languages are represented, with around 60% of our pupils drawn from the black and ethnic minorities. This gives the school great strength in its many endeavours and relationships.

'The atmosphere in lessons is very positive and supportive' ... 'Learning moves at a lively pace'. Ofsted

We currently have around 2500 pupils in this 4-18 co-educational community comprehensive school, making it one of the largest within Leeds. Our specialist Dyslexic Base, catering for 16 pupils, our SEN provision and our 500+ strong and very successful Sixth Form (one of the biggest in the region) are just some of our many strengths.

'Behaviour in lessons is exemplary' ... 'Movement around the school is extremely orderly and students show consideration and respect for each other'. Ofsted

In September 2012 we became one of the first 'all-through' schools in the region, growing with a new intake every year. Our first primary cohorts will join up with the secondary aged pupils in September 2019. We have a separate £4.8 million purpose built Primary Campus located just a mile away from the Secondary Campus.

We are proud of examination success at all key stages. At A-Level over 30 subjects are taught and with excellent achievement we find that the majority of our students are able to progress to higher education including students going to Oxford and Cambridge Universities.

We have the highest expectations of every pupil and strive to achieve high standards in all that we do, both academically and socially.

'The atmosphere in lessons is very positive and supportive. As one student said, "It is cool to want to learn at Roundhay". Students are comfortable admitting that they do not understand a particular point and others often try to help by offering alternative explanations. Students are keen to volunteer ideas and participate.' Ofsted

'Students, from a very wide range of backgrounds, work and socialise together extremely well.' Ofsted

Our Staff

We are fortunate to have highly-committed, professional and friendly staff, who have worked hard and successfully to establish a thriving learning community. Many staff have sent, or currently send, their own children to Roundhay, which is a real vote of confidence.

'Student and staff relationships are extremely good. Students' personal development is exceptional and behaviour is exemplary.' Ofsted

'Teachers have an infectious enthusiasm for their subject which is communicated to the students' … 'Professional development is a strength of the school' … 'The quality of teaching is outstanding'. Ofsted

We also have other pupils who come from families with parents professionally involved in education, which helps to keep us on our toes! We take seriously the professional development of all our staff. As a school, we are heavily involved in Initial Teacher Training and are a strategic partner within a Teaching School Alliance (Red Kite) which involves sharing outstanding practice across four local authorities. School improvement and self-review are central to our drive to raise standards. We have around 270 staff, both associate and teaching, who work very hard as a team to ensure they support both the pupils and each other.

Our Area

The school's two campuses are situated in north-east Leeds, adjacent to Roundhay Park, and are surrounded by highly sought-after owner-occupied houses. The settings can only be described as impressive. The schools grounds are magnificent; the campuses cover over 30 acres of parkland combined. We also serve some of the most economically and socially-deprived areas of the city, as well as more favoured wards, giving us the rich mix of pupils that makes us a 'true comprehensive'. Currently, around 25% of our pupils are classified as being Pupil Premium children with 14% currently entitled to free school meals.

'Students who attract Pupil Premium funding are monitored very closely' … 'making exceptional progress and closing any attainment gap with their peers at a very fast rate'. Ofsted

'Primary provision is outstanding. Pupils make extremely rapid progress, teaching is outstanding, resources are first-rate and leadership is exceptional.' Ofsted

Our Facilities

We have very good facilities, and since our Secondary Campus was rebuilt in 2004 we have invested heavily both in ICT and in improving facilities, such as creating Applemac Media rooms, music practise rooms and improved recital areas to enhance the learning and teaching experience of pupils and staff alike. The newly opened primary building, which is located on a separate campus, is truly wonderful and has excellent resources.

We have a new £11 million 'Pavilion' building which was completed in 2017, along with artificial pitches, additional car parking spaces and a dining room extension.

Our School Organisation

Our separate Primary Campus introduces two forms each year and when full in September2019 will house upwards of 480 children. The Primary school day starts at 8.50am and ends at 3.10pm. In Years 7, 8 and 9, pupils are grouped for registration and for Personal, Social, Health and Citizenship Education (PSHCE), in mixed-ability form groups that remain together until the end of Year 11. For teaching purposes, pupils are placed in a variety of groupings as appropriate, including setting and some mixed-ability grouping. Each lesson at the Secondary Campus is one hour in length, five per day. The secondary school day commences at 8.25am and finishes at 3.00pm, followed by extra-curricular activities.

In Years 10 and 11, currently pupils may choose two options to study, normally alongside the compulsory core subjects of Mathematics, English, Science, Foreign Language, RE, PSHCE and Games/PE, a number of which at GCSE level may be started in Year 9. We are, like most schools, undertaking a curriculum review. In Year 12, students choose an individual programme of study leading to BTEC and/or GCE 'A/S' levels.

Our Pastoral Organisation and Leadership

The Primary Campus is led by the Primary Leader who is a member of the Leadership Group and as the provision grows so will its staffing structure. At the Secondary Campus Years 7, 8, 9, 10 and 11 are led by Heads of Year, assisted by teams of tutors and overseen by member of the Leadership Team. Our Assistant Headteacher: Director of Sixth Form and her team are supported by Academic Mentors. There is a strong tradition of support for both pupils and colleagues. Our learning mentors, behaviour support workers and social inclusion achievement teams have had a powerful effect on the positive implementation of our social inclusion strategies.

'The senior leadership team is very strong and effective'. Ofsted

'The headteacher has the unanimous support of staff in the mission to create an inclusive school where every student is enabled to 'be the best they can be'. He is very accessible to both students and staff.' Ofsted

Our Extra-Curricular Activities

We have a thriving and exceptional programme of music, drama, sports teams, outdoor pursuits, residentials, art events, project days and charity events! Everyone contributes, as we feel that it is a vital part of our role in developing the potential of all our pupils and building a cohesive community.

Our Community Links

The school has excellent links with the communities it serves and actively seeks to widen these. We believe that this vital 'citizenship work' demonstrates our ethos as a school, where courtesy, co-operation and commitment are more than just words! We deliver a comprehensive programme of family and community learning as part of our Extended Services commitment.

'High ability students out-perform similar students nationally. Students of all abilities make very good progress in lessons.' Ofsted

School Policies

Child Protection
This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We have a designated senior member of the Leadership Team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.

Whistle Blowing
Our policy is to ensure that all staff are made aware of their duty to raise concerns about any inappropriate attitude or actions of colleagues.

Code of Conduct and Personal Behaviour
The school believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and also to protect the wellbeing of all its employees and pupils.

The Headteacher and Governing Body regard everyone working at our school as a role model to our pupils. As such, employees should conduct themselves with integrity, impartiality and honesty. Furthermore, everyone in the school has an absolute duty to promote and safeguard the welfare of children. Registered teachers are in addition bound by the codes and professional values of the GTCE (General Teaching Council, England), and the school considers the principles to apply to all staff employed at the school.

Equal Opportunities
We are committed to promoting best practice in our efforts to eliminate discrimination and to create a working and learning environment were all are treated fairly and with respect.

We take action to ensure that nobody is treated less favourably than anyone else because of their colour, race, ethnic or national origin, religion, gender, sexual orientation, disability or age.

Smoking Policy
Roundhay School is a no smoking building and site and all staff must adhere to this policy.

ICT Policy (Fair Use Guidance)
We encourage the use of ICT across the curriculum. On appointment, staff agree to abide by the ICT policy.

Full details of all these policies are available on our website or from the school upon written request.

Important Information

References
If you are shortlisted, we will take up references before the interview date. One of your referees **must** be your current or most recent employer. Two satisfactory references must be received before we can confirm any offer of an appointment. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record and suitability to work with children. Copies of references or references that are addressed 'to whom it may concern' will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process.

Selection Process
As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children. Roundhay is committed to safeguarding and promoting the wellbeing of all children and expects all staff and volunteers to share this commitment. Therefore, interviews will include questions about safeguarding children.

Under the Equality Act 2010, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the school if you need to discuss this in any detail. We will consider any reasonable adjustment under the terms of the Act to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

Validation of Qualifications and Identity
All shortlisted candidates will be asked to bring original certificates of relevant qualifications and identity documents to interview. These will be photocopied and kept on file and, if appropriate, may be confirmed as genuine with the relevant awarding bodies. The copies for the successful candidate will be retained on their personnel file. The copies for unsuccessful candidates will be treated as confidential waste and disposed of appropriately.

Right to Work in the UK
Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required.

Disclosure & Barring Service
Employment at this school is subject to an enhanced check with the Disclosure & Barring Service. Checks will also be made against the Independent Safeguarding Authority (ISA) 'Barred' lists (previously DCSF 'List 99' and Protection of Children List (PoCA)). All such checks must be satisfactory before any offer of an appointment can be confirmed and before commencement of work can take place. All supply and/or peripatetic staff will be required to produce their worker's ID and other relevant documents when they arrive at school.

Safeguarding
Roundhay is committed to safeguarding and promoting the welfare of its pupils and expect all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure (see above).

Medical Assessment

Before taking a teaching appointment, the preferred candidate is required to complete an Occupational Health Medical Questionnaire. This will be sent directly from Leeds City Council Employee Changes with the letter of appointment which states that the appointment is subject to a satisfactory medical assessment.

Induction and Continuous Professional Development

Roundhay is committed to developing and supporting its staff with appropriate training. Staff are inducted into our school community to enable new colleagues to become familiar with the culture of our school and its policies, expectations and procedures.

Dress Code

We expect all staff to dress professionally and appropriately for the roles undertaken at Roundhay School. We pride ourselves on the high standards of dress of both our students and staff; these standards are led by our staff whom we expect to set an example.