



Saint Edmund Arrowsmith
Catholic Academy

Senior Pastoral Lead – Attendance Recruitment Pack



Pope Francis
Catholic Multi Academy Trust

Enabling schools, aspiration and
faith to flourish by:

Uplifting Hearts, Inspiring Minds

Why Choose Our School?



Saint Edmund Arrowsmith
Catholic Academy

Our School Vision

At Saint Edmund Arrowsmith Catholic Academy, our mission is to become the number one school of choice in the local area. It will be a school characterised first and foremost by our faith and strength of our Catholic community. We will be recognised for having an exceptional curriculum that provides pupils with powerful academic knowledge and the character development they need to really 'Live life to the full'.

We strive to create a community that is united through Our determination to overcome the barriers to learning that our young people face; we aim to do this by living our life based on Gospel values. Our school is fully inclusive and we have high aspirations for all supporting every pupil to achieve success.

We believe that every individual is unique and was created in the eyes of God. We hope that by providing each pupil with a high-quality educational experience,

which draws its distinctive character from the life and teachings of Jesus, the principles of the Gospel and Catholic tradition, that we can provide them with the support and encouragement they need to grow into the best versions of themselves.

The aim is born from our mission statement,

'I have come in order that they may have life, life in all its fullness' John 10:10

Our school values of Love, Inspiration, Empowerment and Joy are lived out in all we do. John 10:10



"The tangible sense of community among the staff illustrates the rapid growth in confidence that the overwhelming majority have in the direction that the school is moving." CSI, 2023

The Role

This is an exciting position for a candidate who has a passion to transform lives and change society through education. A key role within our mission is to ensure we are inclusive so that all pupils can flourish and succeed at St Edmund Arrowsmith. We are looking to welcome a colleague who can strengthen our team and believes that our school can serve every child in the community. The right candidate for this role will be passionate about education and supporting all pupils to attend school; relentless in the pursuit of equality and justice for all. They will have excellent communication skills and the willingness to use those skills to ensure that every child has the chance to achieve, understanding that some pupils and families may require further support and guidance. Our purpose is to be "School of Choice for the Community" enabling our pupils to 'live life in all it's fullness'.

Job Purpose

Provide strategic leadership and operational management of the attendance and admissions functions of the school setting high expectations for the students of St Edmund Arrowsmith Catholic Academy in all attendance matters. To work within the remit of the Trust Attendance Policy and procedures. Working with the Deputy Headteacher and in collaboration with other members of staff, to provide support and intervention strategies to ensure pupils attendance is excellent.

To line manage the attendance team to ensure all pupils are supported and barriers to good school attendance are removed.

Undertake general attendance duties as directed to support the needs of the school and to improve student attendance. To work alongside key school staff and staff within the Pope Francis Trust to administrate and support the reduction in levels of student absence.



Job Description



Saint Edmund Arrowsmith
Catholic Academy

Post Title: Senior Pastoral Lead – Attendance

Pay Scale: NJC 26-30

Contract: 36 hours per week (Term Time plus three weeks)

Start Date: As soon as possible

KEY RESPONSIBILITIES

- ✳ Provide strategic leadership and operational management of the attendance and admissions functions of the school
- ✳ To work within the remit of the Trust attendance policy and procedures to improve & promote high levels of students' attendance and punctuality
- ✳ Manage pupil attendance by providing an effective and complementary support service which addresses the needs of pupils and helps them to raise their levels of attainment and achievement through improved attendance
- ✳ To monitor the attendance of students and provide immediate response in the event of any absence, liaising with the relevant Pastoral Team to aid the return to school with appropriate support and intervention
- ✳ Play a key role in the safeguarding and wellbeing of all pupils
- ✳ Effective management of the attendance team to ensure that a drive to improve attendance and reduce persistent absence permeates all aspects of the work undertaken
- ✳ Develop a strong culture of attendance and punctuality across the school community and support the school's SLT Lead in ensuring messaging around attendance is high profile and reaches its target audience
- ✳ Build strong relationships with parents / carers whilst providing appropriate support and challenge
- ✳ Create and maintain effective multi-agency working to improve and sustain good attendance and punctuality to school
- ✳ Be responsible for the accurate and statutorily compliant maintenance of the attendance registers
- ✳ Oversee the day-to-day administration of pupils' attendance, providing daily, weekly, half termly, termly reports and analysis of attendance data to school colleagues and other appropriate partners as required

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.

If you have any feedback on the application process and how we can make it more accessible, please let us know via info@pfcmat.org.



KEY RESPONSIBILITIES CONTINUED

- * To complete 'golden hour' calls to support parents in pupils' attendance
- * To collaborate with the development of the school system in relation to rewards and sanctions, with responsibility for attendance
- * To ensure absence of students is tracked and attendance information is communicated to parent/carers
- * Oversee administrative and clerical support for all aspects of Pupil Welfare
- * Ensure adherence to all trust and department for education attendance guidance and statutory requirements
- * Develop and maintain links with the community, families, feeder primary schools and local authority
- * Make home visits, run parent groups and promote closer links to the school with parents/carers and the community
- * To work with families to improve their children's access to learning, especially vulnerable groups that may need additional support
- * Maintain accurate records of parental meetings, home visits and actions proposed to support the work of colleagues and to prepare cases for further action if required
- * To identify risks to good school attendance and ensure effective measures are in place to reduce or eliminate risk
- * To provide guidance, support and advice to all staff regarding the attendance protocols and procedures for the school including statutory legislation
- * To alert the relevant staff to any concern/issues relating to student welfare identified whilst working with students and/or parent/carers as part of the schools safeguarding procedures
- * To share responsibility for late gate duty and the late detention system to ensure students are prompt to school and are ready for learning
- * To facilitate group interventions across all key stages where appropriate
- * Apply a range of persistent and proactive approaches to engage with families with a range of needs who may be resistant to using services
- * Aid transition from primary to secondary where attendance is a concern
- * To lead attendance meetings alongside other colleagues where appropriate
- * To undertake attendance interviews in school with individual students, families and parents/ carers



ATTENDANCE REPORTING

- ✳ To ensure accurate recording and reporting of attendance data
- ✳ To report on attendance through regular line management meetings with the DHT responsible for attendance.
- ✳ To work with the DHT and Trust Attendance Lead for attendance to evolve current attendance strategy and to feed into school improvement documentation.
- ✳ Provide accurate attendance information to school management, Local Authority, Trust and other agencies as appropriate
- ✳ To initiate appropriate legal action through Knowsley Local Authority as required and to ensure the school is carrying out its statutory responsibility in respect of students.
- ✳ To prepare witness statements under section 444 of the Education Act 1996 – cases of irregular school attendance for magistrates' court.
- ✳ To liaise with admin for administration support relating to attendance (letters, forms, tracking data)
- ✳ Provide accurate attendance information to school management, Local authority, Trust, Department for Education, Public Health and other agencies as appropriate.
- ✳ To collate data in relation to the attendance students who may be experiencing attendance difficulties to inform school, Education welfare and parent/carers.
- ✳ To utilise, manipulate and transform data using appropriate computerised systems and software, to provide relevant information regarding the attendance of student cohorts at intervals as defined by the Trust policies and procedures

GENERAL DUTIES

- ✳ To be willing to undertake First Aid training to support the First Aid Team in school
- ✳ To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- ✳ To act as a positive role model across the Trust
- ✳ Assisting with administrative arrangements for whole school events and activities as they relate to the role
- ✳ To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- ✳ To engage actively in the Appraisal Review process
- ✳ The above duties are not exhaustive, and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher, Trust and Local Governing Body
- ✳ This job description will be kept under review and may be amended via consultation with the individual, Chief Executive and Trustees as required. Trade Union representatives will be welcome in any such discussion



Applicants must meet all of the essential requirements for this post.

Qualifications and Experience	Essential	Desirable
GCSEs (or equivalent) including English and Maths (Grade C/4 or above)	X	
Willingness to undertake First Aid, Fire Marshall, and other relevant training	X	
Experience working with young people, preferably in an educational or inclusion setting	X	
Experience managing and improving pupil behaviour	X	
Experience supporting vulnerable or at-risk pupils through pastoral interventions	X	
Experience working collaboratively with staff, families and/or external agencies	X	
Relevant qualification in education, youth work, behaviour support or counselling		X
Safeguarding and/or child protection training (up to date)		X
Experience using school management systems such as SIMS		X
Experience conducting mentoring or reflective conversations		X
Experience supporting SEND or pupils with social/emotional needs		X

Knowledge, Skills and Competencies	Essential	Desirable
Understanding of barriers to learning and social/emotional challenges in pupils	X	
Strong knowledge of behaviour management and de-escalation strategies	X	
Awareness of safeguarding responsibilities and procedures	X	
Understanding of inclusive education and equal opportunity principles	X	
Ability to form strong, positive relationships with pupils and maintain professional boundaries	X	



Knowledge, Skills and Competencies	Essential	Desirable
Effective communication and interpersonal skills with both pupils and adults	X	
Strong organisational skills and the ability to maintain accurate records	X	
Ability to stay calm, patient, and assertive in challenging situations	X	
Competent IT skills (Microsoft Office, email systems, pupil databases)	X	
Familiarity with referral and early help processes		X
Knowledge of metacognitive strategies to support pupil self-regulation		X
Ability to prepare reports and contribute to multi-agency meetings		X
Confident in delivering 1:1 and small group support or mentoring		X

Personal Traits

- able to contribute towards strategies that aim to support the development of the school
- able to communicate effectively using a range of methods
- able to identify where working practices can be improved and develop actions plans based on this
- able to effectively respond to challenges
- able to effectively deploy and utilise resources
- able to raise standards of achievement
- able to uphold high standards of themselves, other staff and pupils
- a flexible approach towards working practices
- high expectations of self and a desire to maintain professional standards
- the ability to work as both part of a team and independently
- the ability to maintain successful working relationships with colleagues
- a commitment to empowering and supporting others
- a commitment to promoting high quality and consistent practices
- a dedication to their professional development and that of others

What Can We Offer You?



Proud to be part of

Pope Francis
Catholic Multi Academy Trust



Dear Candidate,

Thank you for your interest in a role at a Pope Francis Catholic Multi Academy Trust school.

We were the first of the permanent Catholic Multi Academy Trusts (CMATs) set up by the Archdiocese of Liverpool with three secondary schools, and four primary schools, across Bootle and Knowsley.

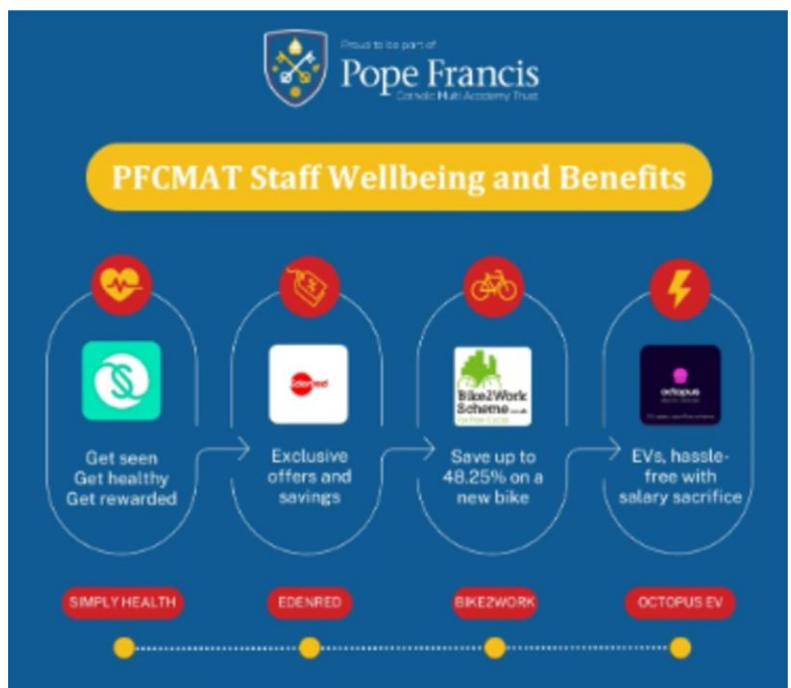
The Trust aims to provide the very best Catholic education for the young people in our schools. We are enabling schools, aspiration and faith to flourish by: 'Uplifting Hearts, Inspiring Minds'. Being part of a Trust is like **a family of schools at which you are always welcome**, and which help each other to provide better opportunities for all staff, pupils and our local communities.

What We Offer For All Staff

We recognise that **employee wellbeing and work-life balance are essential** to thriving in the workplace. The Trust places a high value on providing a range of benefits for all colleagues, beyond the essentials of receiving professional recognition, networking and CPD, commensurate financial reward and job satisfaction.

Please take a look at our website and social media channels to get a real sense of the support that we provide to all our employees, including our full staff benefits package: www.pfcmat.org/Staff-Benefits-Package/

All our schools will be delighted to have informal conversations with potential candidates before the closing date. We look forward to receiving your application.



Andrew Dawson

Andrew Dawson, CEO

Why Choose Our School?



Saint Edmund Arrowsmith
Catholic Academy



Dear Candidate,

Thank you for your interest in this position. Saint Edmund Arrowsmith is on a rapid journey of school improvement. I am keen to appoint staff who want to work with young people to change lives and shape society.

As Acting Headteacher, I want our pupils to be known, valued and loved. My vision is that we will become the number one school of choice in the local community, underpinned by our faith. **Our exceptional curriculum will provide pupils with powerful academic knowledge and character development**, so they are prepared for their next steps, able to 'Live life to the full'.

Teaching will be consistently excellent in every classroom and our teachers will be supported to continuously improve their pedagogy through evidence-based research, so they have the most impact on our pupils. Saint Edmund Arrowsmith Catholic Academy will be an over-subscribed school that pupils enjoy attending. We will have positive relationships with our parents, as we share the responsibility of educating their children, recognising that they are the primary educators.

Our pupils will understand what it means to live a life of faith and will be courageous in championing the common good both in school and the wider community. They will live out our values of Love, Inspiration, Empowerment and joy daily with both energy and passion. **We set high aspirations for ourselves and our pupils and expect exemplary behaviour from all.** Our school will be calm, orderly, welcoming and our pupils will be polite. There will be a strong culture of pastoral care and pupils will be encouraged to be the best versions of themselves.

Saint Edmund Arrowsmith Catholic Academy will be a school where pupils not only achieve well, but one in which they are opportunities for all that extend beyond the curriculum. Our extended curriculum will develop the whole person so that they become socially responsible adults able to cope with all that life throws at them.

Finally, our school will be an inclusive one, welcoming children of all abilities and backgrounds. Where children with SEND and those from disadvantaged background are supported to reach their full potential. A school where our entire community (pupils, staff, parents, and carers) flourish. **If you wish to join me on our journey, I welcome your application.**

Mrs C. McKenna
Acting Headteacher
Saint Edmund Arrowsmith Catholic Academy



How to apply

To apply for this post, please use our website 'Vacancies' page to find each document to be completed and submitted alongside your cover letter.

This will include:

- ✴ CES Application Form
- ✴ CES Consent to Obtain References CES
- ✴ Monitoring Form
- ✴ Rehabilitation of Offenders Act 1974 Disclosure Form
- ✴ Covering letter stating how your skills and experience meet the job description and person specification.

Closing Date: Monday 1st December 2025
Interviews: Wednesday 3rd-Friday 5th December 2025

Completed applications should be clearly marked with the post title and returned electronically to our Office Manager, Miss L Worthington at jobs@seaca.pfcmat.org.

We reserve the right to make an appointment before the closing date. Candidates are therefore encouraged to apply as soon as possible.

Pope Francis CMAT and Saint Edmund Arrowsmith Catholic Academy are committed to safeguarding children and young people, and we can expect all staff and volunteers to share this commitment.

Please see our Child Protection and Safeguarding Policy here: stedmundarrowsmithcatholicacademy.org/Policies/

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.