



**St Cuthbert's
Catholic High School**

Live life in all its fullness

Strategic Attendance Lead

Application Pack

November 2025

**MORE THAN
A SCHOOL**





November 2025

Dear Applicant

A warm welcome to St. Cuthbert's. It is a privilege to introduce myself as Headteacher of St. Cuthbert's Catholic High School. Let me start by thanking you for your interest in St Cuthbert's Catholic High School. My colleagues on the Governing Body and I are delighted you are considering making an application for the post of Strategic Attendance Lead to commence ASAP.

We are a Catholic 11-16 High School in the heart of the community and wonderful things happen at our school every day. Our school has a rich, exciting, broad and balanced curriculum which is expertly sequenced to get the very best from our students. Our teaching and learning is high quality and research-led, and our Pastoral support ensures that all of our children are happy, safe and cared for.

At St. Cuthbert's we challenge our whole school family to live out our core values (which are based on the Gospel Values), every day. We teach our students to have the courage to stand up for what is right, the commitment to know more and be more, the compassion to respect and understand others, and the challenge to work together as one community.

We are proud that our school is well known for its care and recognition of each individual child, its warmth of relationships and its academic excellence irrespective of ability. We are determined to develop the whole child at St. Cuthbert's through our strong Personal Development offer, along with a vibrant extra-curricular and educational visits programme.

Our Vision is clear and our Mission is lived out daily. We are a school where everyone is valued, where everyone matters and where everyone is encouraged to 'live life in all its fulness' (John 10:10). St. Cuthbert's is truly more than a school.

In July 2022, Ofsted Inspectors returned and confirmed that St Cuthbert's continues to be a good school.

In our most recent Catholic School Inspection in May 2025, inspectors reported that *"Pastoral care is exceptional", "Students at St Cuthbert's Catholic High School benefit from a well-established culture of care and inclusion" and "Relationships at all levels are characterised by mutual respect, kindness and compassion and that staff morale is high"*.

I warmly encourage candidates to call me should they wish to discuss the position further, whilst visits to the school can also be arranged. Please telephone my PA, Mrs Geden on 01744 678123, in the first instance to arrange this. On behalf of the Governing Body, I look forward to hearing from you and in receiving your completed application form.

Yours sincerely

Mr Stuart Holland
Headteacher



Our Motto

Live life in all its fullness

John 10:10

Our Mission

St Cuthbert's is a Catholic High School, in which students, staff, governors and friends will work together as a Christian family to live the message of the Good News of Jesus Christ to love God and our neighbour **(Mark 12:29-31)** by:

learning to know and accept the love of God by the way we treat each other and work together **(Matthew 7:12)**

providing the best education for all students and helping them to *live life in all its fullness* **(John 10:10)**

protect and take pride in all aspects of our environment so that we become stewards of God's creation **(Psalm 8)**

respecting and embracing all cultures and recognising that as individuals we are unique **(Genesis 1:26)**

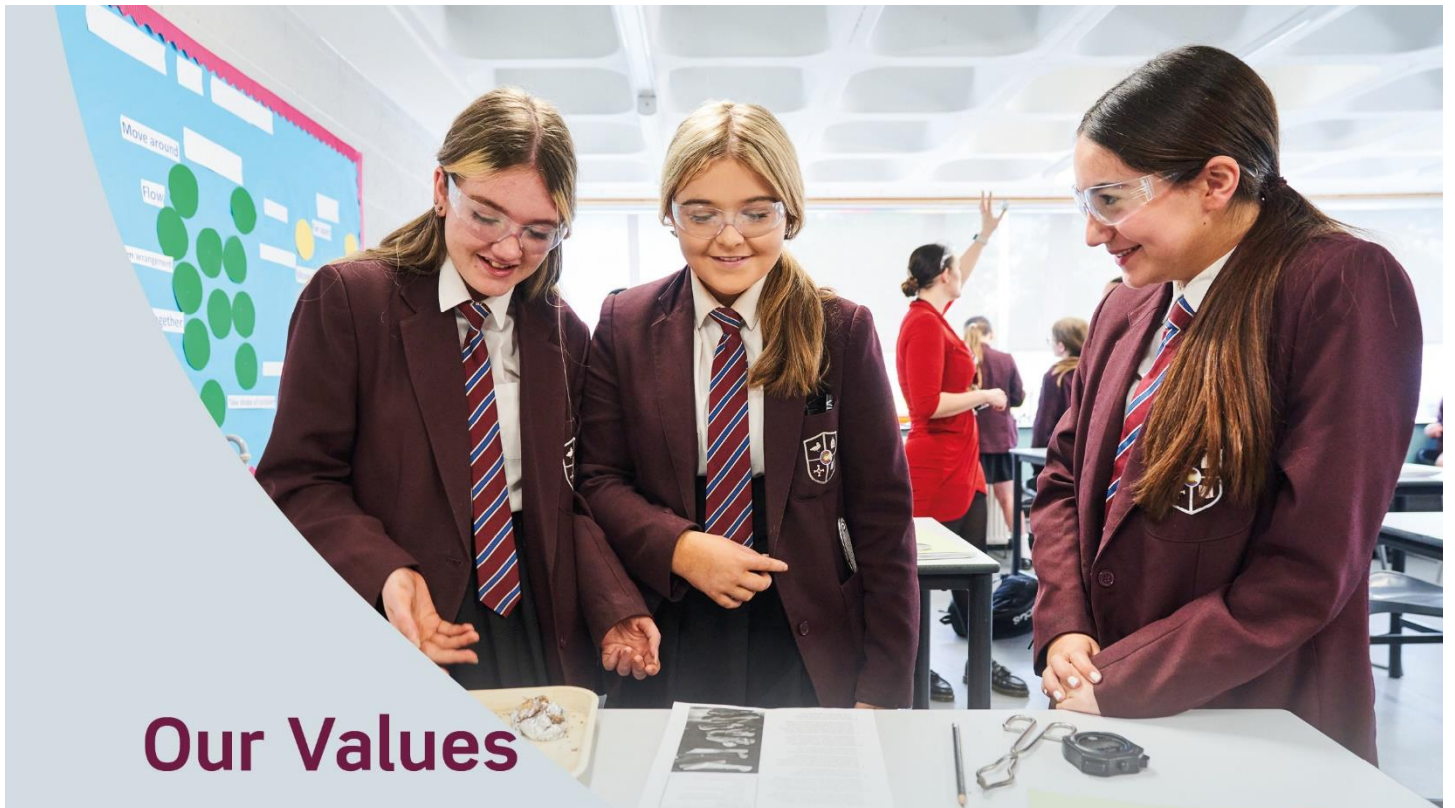
accepting the support of those in our community who work for the good of the school **(Luke 10:25-37)**

developing the gifts, talents and aspirations of all students and staff **(Matthew 25:14-30)**

reaching out to those who need our help in our world **(Mark 1:39-42)**



St Cuthbert's
Catholic High School
Live life in all its fullness



Our Values

Courage
Commitment
Compassion
Community

Our Vision

A vibrant community uniquely created by God, which embraces everyone, especially those in need and celebrates difference. Enabled by a staff dedicated to our Catholic ethos and a culture of excellence, our young people will be inspired to know more, and be more.



**St Cuthbert's
Catholic High School**
Live life in all its fullness

Job Description

Post:	Strategic Attendance Lead
Grade:	NJC SCP 29-32 (£38,628 - £41,511 pro rata)
Working hours:	37 hours a week, term time only plus 2 weeks (40 weeks)
Line Manager:	Deputy Headteacher (Ethos, Inclusion and Equality)
Responsible for:	The Attendance Team (3 members of staff plus the EWO)

Key responsibilities:

Evaluate and Develop Strategy: Assess the current attendance strategy and create a clear, robust plan to improve attendance.

Leadership and Implementation: Lead by example, modelling best practices and providing coaching and mentoring to staff to ensure effective implementation of the attendance strategy.

Monitor and Report: Regularly monitor and evaluate the strategy's impact, reporting progress to key stakeholders and making adjustments as needed.

Accountability: Be accountable to SLT for the success of the attendance strategy.

Stakeholder Collaboration: Establish strong relationships with school staff, families, students and external partners to promote and support attendance initiatives.

Individual Attendance Plans: In collaboration with Pastoral staff, have overall **responsibility for** developing and monitoring tailored attendance improvement plans for students, ensuring timely intervention and support.

Home Visits & Legal Action: Oversee, co-ordinate and undertake home visits when necessary and manage the legal enforcement of penalty notices to ensure attendance compliance.

Data-Driven Decisions: Use data to inform strategy and decision-making, ensuring a clear understanding of trends and areas for improvement.

Legal & Best Practice: Ensure the school understands and adheres to attendance laws and best practices, and use all available methods, including legal action, to improve attendance.

Main Duties and Responsibilities

To ensure the highest levels of school attendance.

To be achieved by

- Evaluating the current attendance strategy for the school and developing the current school attendance strategy.
- Have overall responsibility for monitoring the impact of the strategy.
- Ensuring a data informed approach to decision making is taken.
- Overseeing the administration of attendance.

- Overseeing the implementation of daily absence communications and responses.
- Supporting the management of relevant staff linked to attendance, for example, the attendance team and the attendance work of the pastoral leaders
- To oversee, track and manage the attendance and punctuality escalation system. To monitor the actions of the pastoral team to ensure they are following the systems correctly and intervene where they are not.
- To work with the DHT to develop rewards and praise for attendance.
- To meet regularly with the DHT to review attendance and plan effective interventions and next steps.
- Maintaining up-to-date knowledge of local authority processes, government legislation and statutory expectations linked to attendance, punctuality and Children Absent from Education (CME). Line managing the attendance team, including EBSA
- To ensure full knowledge of the Working Together to Improve Attendance guidance.
- Ensuring that all attendance related record-keeping fulfils statutory requirements up to the level and standard required for appropriate legal action and presentation in court as required.
- Ensure a strong understanding of the law and best practice related to attendance. Ensure this is understood by staff in school. Use all methods, including legal means, to ensure attendance improves
- Fulfilling the reporting requirements of school and external bodies on attendance and punctuality data or associated information.
- Coordinate and/or produce paperwork to support the legal action and enforcement of penalty notices.
- To be an integral part of the Pastoral and Safeguarding Team Leading through example, modelling, coaching and mentoring the implementation of the attendance strategy.
- Providing training to the pastoral team on attendance legislation and interventions. Supporting and providing CPD to all staff on attendance improvement.
- To support the pastoral team in targeting and improving vulnerable student attendance, in particular that of the disadvantaged students.
- To support internal procedures relating to unknown absence and leave of absence, actioning appropriate statutory action and CME referrals and maintaining accurate records of all such referrals.
- To identify and track students at risk of low attendance from medical conditions and ensure evidential records are maintained for students identified as persistent absentees, or at risk of becoming so.
- To offer mentoring and guidance directly to students who are identified as at risk of underachievement due to irregular attendance and/or punctuality.
- To track the attendance of student's accessing modified timetables, including those on part time tables, and/or alternative provision.
- To ensure appropriate paperwork and TESSA referrals are completed for students accessing appropriate provision and those with part time timetables.
- To liaise with the SEND team to ensure attendance interventions and plans are in place to improve attendance, particularly students with an EHCP.
- To support the mentoring work of wider pastoral teams by offering colleagues advice and guidance where irregular attendance is identified as a problem and where exclusion is identified to be a risk, minimising absenteeism and risk of exclusion.
- To attend multi agency meetings as required with particular emphasis on supporting early help assessment referrals.
- To work with the Transition Lead to facilitate the early identification of vulnerable students at risk of under achieving and to be available at the year 6 transition evening.
- To develop and maintain regular contact with identified students' families, parents and carers via meetings and home visits, providing information to help in the development of strategies to support the raising of student achievement and self-esteem.
- To be responsible for keeping and updating records of parental communication and reasons for absence / lateness ensuring student files are kept up to date with particular emphasis on daily absence monitoring.
- Produce individual attendance improvement plans for students. Monitor and evaluate the impact of this.

- To manage caseloads of students and support their attendance improvement through parental meetings, visits, student meetings and planning interventions.
- Undertake home visits.
- To support the school's duty rotas where necessary.
- Undertake any roles related to attendance as directed by the Deputy Headteacher

SAFEGUARDING: Promote the safeguarding of all students and work within statutory guidance and school policies and with key individuals.

Any other duties as reasonably required by your Line Manager.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate.

The details contained within this job description reflect the contents of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

Postholder's Signature: _____ **Date:** ____ / ____ / ____

Headteacher's Signature: _____ **Date:** ____ / ____ / ____

Person Specification

POSITION: Strategic Attendance Lead

	Attributes	Essential / Desirable	Stage Identified
Qualifications & Training	- Educated to GCSE level in English and Maths. - Up to date attendance training	E D	A/I A/I
Experience	- Extensive Data Management (and some analysis) and reporting experience - Leading on initiatives and projects to improve attendance, along with evaluation of these - Worked in secondary school setting - Computer literate (all Microsoft Office applications, with some experience or an openness to learn SIMS, MIS, SISRA, Power BI, FFT) - Knowledge of secondary school performance measures (Progress 8, Attainment 8) - Working with confidential and/or sensitive materials - Managing other members of staff, such as administration staff/attendance officers - Working with data sets - Working in collaboration with other professionals - Leading on home visits and building relationships with families	E E E E E E E E E E E E	A/R A/I A/I A/I A/I A/I A/I A/I A/I A/I A/I A/I
Skills and knowledge	- High standard of communication (verbal and written) - Data analysis - Thorough understanding of the governments expectations around attendance, and school's responsibility in promoting positive attendance (knowledge of guidance documents such as 'working together to improve attendance') - Excellent leadership, coaching and mentoring skills - Strong understanding of legal requirements and best practices related to school attendance - Ability to follow policies and procedures set by the school and external agencies - Has the ability to communicate effectively with a wide range of different people and organisations - Is able to plan, organise, prioritise and manage their own personal time effectively - Will actively engage in training activities and take responsibility for his/her own professional development	E E E E E E E E E E E E	A/I A/I A/I A/I A/I A/I A/I A/I A/I A/I A/I A/I
Personal qualities	- Displays excellent organisation and time management; excels in a demanding environment, when working on own initiative or as part of a team - Ability to keep calm under pressure - Ability to work well in a team, and independently - Managing time and workload to meet deadlines - Ability to work flexibly and quickly under pressure - Ability to work across multiple projects and deadlines	E E E E E E	A/I A/I A/I A/I A/I A/I

Attributes		Essential / Desirable	Stage Identified
	• High attention to detail and accuracy • Ability to work to tight deadlines to a high professional standard • Is committed, resilient, resourceful, keen and enthusiastic • Has an excellent record of punctuality, attendance, reliability and integrity • Can demonstrate fairness, honesty and integrity in his/her existing practice and conduct as a professional • Can show a positive commitment to organisational principles • Has resilience, particularly when facing difficult and challenging situations • Knowledge of the safeguarding and child protection policy	E E E E E E E E	A/I A/I A/I A/I A/I A/I A/I A/I
Other	• Supportive of the Catholic ethos of our school • Able to fulfil all spoken aspects of the role with confidence through the medium of English • Demonstrate a commitment to equality. • Demonstrate understanding of Health and Safety at work. • Understand and carryout Child Protection and safeguarding procedures. • Understand procedures and legislation relating to confidentiality and data protection. • CPD – be prepared to develop and learn in the role. • Has initiative and can work independently • Has an understanding of when to consult, make decisions and defer to others	E E E E E E E E E	A/I I A/I A/I A/I A/I A/I A/I A/I

A - Application I- Interview process R- References T-Task

Advisory Note to Applicants

Information for Applicants

Please download, complete and return the CES application form, recruitment monitoring form, disclosure form and consent to obtain references form by the closing date specified.

Please ensure that you fully complete all the relevant sections. Please ensure that you provide an up-to-date email address as we often contact candidates electronically rather than by post.

You should make reference to the person specification and job description stating your particular strengths and how your experience to date has prepared you for this particular role.

Please note that CVs will not be accepted.

Safeguarding – Disclosure and Barring Service Check

St Cuthbert's Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The position advertised is subject to an Enhanced Disclosure and Barring Service Check, medical clearance, satisfactory references, qualification checks and eligibility to work checks under the Asylum and Immigration Act.

At Interview

If you are invited for interview, references will be taken up prior to your interview.

Applicants are also requested to bring to interview the original documentation of their qualifications. Applicants who have not received an invitation to interview within two weeks of the specified closing date should assume they have not been shortlisted (unless otherwise stated in the advertisement).

Application Closing Date:

The closing date for applications is **Sunday, 30th November 2025.**

Please note we reserve the right to close the advert early should we receive a sufficient number of applications and encourage you to apply early, to avoid disappointment. ⌚

Interviews will be held on:
TBC – during week of 1st December 2025.

Complete your application online via the [St Helens Council Online Jobs Portal](#)

Or completed application forms can be returned by email to recruitment@stcuthberts.com

The Headteacher
St Cuthbert's Catholic High School
Berrys Lane
Sutton
St Helens
WA9 3HE

Thank you for considering St Cuthbert's Catholic High School and we look forward to receiving your application.



St Cuthbert's Catholic High School

Live life in all its fullness

**For more information, please contact
the Headteacher, Mr Stuart Holland
on 01744 678123**

**St Cuthbert's Catholic High School
Berry Lane
Sutton
St Helens
Merseyside
WA9 3HE**

**Tel: 01744 678123 Email: recruitment@stcuthberts.com
www.stcuthberts.com**



stcuthbertschs



@stcuthbertschs



St Cuthbert's Catholic High School

MORE THAN A SCHOOL

