



FRAMWELLGATE  
SCHOOL DURHAM

# Student Engagement & Attendance Worker

## CANDIDATE INFORMATION PACK

**Salary – FSD5 point 7 £26,403 (pro rata to weeks worked £22,949)**

**Temporary for two years**

**Term time only (37 hours per week, Monday to Friday)**

**Start Date – January 2026**

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**Term time only (37 hours per week, Monday to Friday)**

**Start Date – January 2026**

We wish to appoint a Student Engagement and Attendance Worker who has a real passion and enthusiasm for working with young people and who will provide support and challenge to students and families in order to improve attendance and punctuality in school.

We offer an environment where our staff are respected and trusted as professionals. Collective Endeavour is how we ensure the greatest experience for our students. Staff in our school immediately become part of strong teams with regular collaborative work and the successful candidate will work closely with the established attendance team plus the wider pastoral team in developing strategies to help to reduce persistent absenteeism.

We are a truly inclusive school and for us social justice and providing all of our students with the knowledge and skills to allow them to have a voice and achieve their goals is really important; the most for those that need the most. This is echoed throughout our school with a real commitment to the wellbeing and success of our staff and students. If you think this aligns with your values, then we would love to hear from you.

Michael Wright  
Headteacher

## CONTACT

Queries and applications should be submitted to Executive Assistant, Fiona Thompson at [vacancies@framdurham.com](mailto:vacancies@framdurham.com)

## KEY DATES

The closing date for applications is: Monday 17<sup>th</sup> November at 9.00am

Shortlisting will take place on: Monday 17<sup>th</sup> November

Interviews are scheduled to take place: shortly after 17<sup>th</sup> November

Framwellgate School Durham is committed to the safeguarding of children and young people. An enhanced disclosure from the DBS and barred list check will be required for this post, together with completion of a pre-employment health questionnaire.

The Excel Academy Partnership  
at Framwellgate School Durham  
Newton Drive  
Durham  
DH1 5BQ





# ABOUT FRAMWELLGATE SCHOOL DURHAM

Thank you for considering joining us as Framwellgate School Durham.

The school website is an excellent starting point if you wish to know what life is like here and we would urge everyone to look at this to help them decide if our school is right for you. We're also really keen that people visit the school before applying for any post here so they can have a good sense of our values and ethos and how they can contribute to that.

The school ethos is based on the idea of excellence, inclusivity and all our students being known and valued. It's important to us and our commitment to social justice that these aren't simply words, but what we ask all members of our community to model and practically demonstrate during their time here. If these values speak to you then this could be the school for you.





# AIMS AND ETHOS

We want three things for all our students:

1. To be known
2. To be valued
3. To achieve excellence

## EXCELLENCE, INCLUSIVITY AND RELATIONSHIPS

All of our students deserve to know, experience and develop **excellence**. Subject expert teachers delivering with passion and engagement allow all our students to learn and achieve, developing the habits they need to be a success.

We are an inclusive school and we recognise that some students will join us and face barriers on their path to excellence. That's why we always focus on how best to support these students, we offer '**The most for those that need the most.**' This commitment to inclusivity and social justice is at the heart of our community.

To ensure we can do these things every one of our students is **known and valued**, with each success celebrated and each difficulty recognised. This is a community school and every child should feel safe and able to be who they truly are so that they can develop in confidence into young adults ready to do anything they put their minds to.



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# OUR CURRICULUM

We are rightly proud of our curriculum in terms of both its scope and its ambition.

As a true community and comprehensive school, we want all the children we serve to experience success and also be supported to achieve their maximum potential regardless of what that is – it's not the grades students get while here that defines them but the destinations they unlock and we're proud of our ability to help every student reach the right destination for them. To enable this we recruit subject specialists, passionate about their chosen area, to share their love for their subject with others. All our staff should still be excited about learning new things themselves and this habit will build the culture of excellence we strive for.

## PASTORAL CARE AND SUPPORT



Pastoral care, and the strong relationships between staff and students, is a key strength of the school and is shown in the compassion and respect that all members of our community routinely show to each other. This is a fully inclusive school and we're proud of this fact. All students are placed in tutor groups and remain with their tutor group and their tutor as they move from Year 7 to 11. The tutor is the first port of call for all students and will build up a rapport unique to each child over their time here so that every student feels valued and known. Each year group also benefits from the support of a non-teaching Pastoral Manager, as well as access to other specialists such as our Emotional Wellbeing Worker. This allows students to receive the support they need so they can focus on their education.

Our personal development offer is rich and detailed and aims to ensure that every child leaves not only ready to be a success in life but knows what active choices they can make. The school has a rich extra-curricular and super-curricular offer to help build character in students and we encourage all our staff to help grow this further by running clubs or societies that are close to their personal passions. From the French book club to girls' football, 6th Form reading buddies to Vex Robotics, Climbing to the Broadening Horizons Award, there's something for all students to enrich themselves with.

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# LEADERSHIP, STAFF WELLBEING & DEVELOPMENT

The leadership of the school is committed to trusting in the professionalism of all its staff. We offer a high level of autonomy so that curriculum areas and individual teachers are trusted to determine what they believe is the best, most enriching and challenging curriculum for our students as well as constantly reflecting on the best pedagogical approach to deliver on that ambition. We promote the fact that this should all be a **collective endeavour** and that it's teams working together that achieve the best results. In return the leadership of the school will look to ensure that we all maintain a calm and orderly environment, that teachers can teach and that the training in school is designed to maximise professional development and help in the maintenance of our high standards.

At a leadership level we are all committed to the values of ethical leadership and to applying this to every aspect of school life. Every member of the school community should feel able to speak to anyone else on a professional level and that their concern or question will be listened to, acknowledged and acted upon. As a consequence of this approach, morale amongst the staff is high as we encourage them to seek **professional joy** and value working here. The school will benefit from a new build due to open in 2027, but the heart of any school is not its bricks and mortar but the people who work there, something we recognise and celebrate.

## LIVING IN THE NORTH EAST

Living in the North East is an attractive proposition. Many of our staff live within our catchment area and house prices in the region mean that it is ideal both for those seeking to establish themselves on the property ladder, or for families in need of more space.

As well as the historic city of Durham with its rich cultural heritage and thriving social scene, the surrounding area offers much in the way of natural beauty for people to enjoy, whether walking in the Wear Valley, going north to the Borders, south to the North York Moors, surfing in the North Sea or spending time in the other local cities of Newcastle or Sunderland.

Well served by transport links, the school is close to both Durham train station, a key stop on the East Coast Mainline, and the A1 (M), allowing easy access to Newcastle, York and London.

Durham is an amazing place to both live and work and we're confident you'll feel the same.



# JOB DESCRIPTION: Student Engagement and Attendance Worker

## Monitoring and reporting

- Assist in the process of ensuring daily attendance registers are accurate and complete, and follow up with staff members about any incomplete data
- Maintain accurate records of communications with parents/carers and relevant interventions
- To work with the Attendance Champion and Attendance Improvement Coordinator to monitor whole school attendance data and advise key staff of trends, concerns and referrals
- In conjunction with the Attendance Champion devise monitoring and tracking systems to monitor the impact of intervention.
- To monitor and show impact on the attendance of an identified cohort of students
- To support in the development of policies and practice across school to ensure targets for improvements identified in the school development plan are achieved
- To support the school in fulfilling its statutory duties in relation to attendance, up to and including legal action when all other strategies have failed

## Working with students

- To work with students to help them understand the importance of good attendance
- To devise a programme of support/intervention for students whose attendance is a cause for concern
- To work with relevant staff to develop individual action plans to improve attendance with students where their attendance gives cause for concern
- Set up, maintain and participate in a system of return to school interviews following student absence
- Work closely with the pastoral team to help ensure maximum attendance to lessons during the school day
- Develop activities to engage students beyond the classroom - working with teaching staff, local groups and agencies
- Work closely with Durhamworks and other Careers providers to support the engagement to students
- Participate in the development of school reward systems in relation to attendance and punctuality

## Working with parents/carers

- To assist in the development of positive relationships between home and school, working with parents and carers to help them understand and fulfil their legal responsibilities in relation to school attendance
- To lead attendance planning meetings with parents and be willing to have challenging conversations to address root causes of poor attendance
- To support both the attendance team and the pastoral team in meetings with parents
- To carry out home visits if necessary to support parents and carers in ensuring regular attendance
- To make door stop visits for safeguarding purposes when a lack of communication from families is apparent



- To signpost external support for parents/carers who are finding it difficult to get their child into school
- To have a wide knowledge of existing supportive services to encourage change
- To contribute to multi-agency meetings as necessary

#### Professional development

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

#### Other areas of responsibility

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, and adhere to all relevant safeguarding policies and procedures
- To carry out your duties with full regard to the Academy's Equality Policy
- To comply with Health and Safety policies, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others

# Person Specification: Student Engagement and Attendance Worker

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Five GCSEs at C plus (or equivalent) including English and maths</li> </ul>	<ul style="list-style-type: none"> <li>Level 3 qualifications</li> <li>First aid qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working with secondary aged children in a school</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with secondary aged children in school in a similar role</li> <li>Experience of working with community groups and agencies</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Good oral and written communication skills</li> <li>Ability to use ICT effectively to support teaching and learning</li> <li>Ability to work effectively as part of a team</li> <li>Calm and positive approach</li> <li>Ability to relate well with children and adults and form effective working relationships</li> <li>Sensitive to the needs of children and parents</li> <li>Active listening skills</li> <li>Ability to use own initiative when required</li> <li>Able to manage time effectively</li> <li>Creative thinker</li> <li>Excellent organisational skills</li> </ul>	<ul style="list-style-type: none"> <li>Skilled in managing students displaying challenging behaviours</li> <li>Skilled at carrying out difficult conversations and working with hard to reach parents</li> <li>Skilled at developing positive and productive working relationships with parents</li> </ul>

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# THE APPLICATION PROCESS

If you have any queries prior to submitting an application please contact Fiona Thompson, Executive Assistant at [vacancies@framdurham.com](mailto:vacancies@framdurham.com)

Please complete the application form available from our website.

## GUIDANCE ON COMPLETING THE APPLICATION FORM:

Candidates are requested to complete the application form in full. Section B requires you to set out thorough evidence of how you meet the criteria included in the person specification. This will be used in the shortlisting process. This section should be no more than 1,000 words.

Please note, we will not consider applications which do NOT have:

- A completed application form
- A completed Section B

Your completed application form should be emailed 'in confidence' to [vacancies@framdurham.com](mailto:vacancies@framdurham.com) by 9.00am on Monday 17<sup>th</sup> November. All applications will be acknowledged by email. Please DO NOT upload your application to the website on which this post is advertised and please note that we do not accept CVs.

## KEY DATES

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Interviews are scheduled to take place: shortly after 17<sup>th</sup> November





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DH1 5BQ  
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