ARETÉ
LEARNING
TRUST

Being the best we can be

Attendance Officer

Stokesley School

Application Pack

Welcome from the Head of School

Nov 21

Dear Colleague

Thank you for your interest in the Attendance Officer post at Stokesley School and Sixth Form College. By working together we can ensure that all students enjoy their time at this school, make excellent progress and leave us with the necessary skills and attitudes to lead successful and fulfilling lives.

The school Attendance Officer is responsible for managing student attendance across the school and is a critical role for us. Maintaining a high level of attendance for all students is one of our key priorities. We are looking for someone who has a proven track record of working with students, families, key personnel and external agencies to increase levels of student attendance and engagement in education.

Stokesley School is a large and diverse community and we are seeking a colleague with the skills and experience to develop positive working relationships with young people. You will need to be resilient and able to think on your feet and be an effective communicator. If you like the idea of no two days being the same, interacting with students and staff and keeping a sense of perspective and humour, even when life can be a little pressured then you're the person we are seeking!

If you do decide to apply please complete the enclosed application form and return to recruitment@aretelearningtrust.org. The closing date for applications is 10am on Thursday 2nd December.

I look forward to reading your application and to welcoming a creative and dynamic colleague to our team.

Yours sincerely

Mrs. H.L. Millett
Headteacher

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Job Description for: Attendance Officer
Salary: Grade: F, points 8 - 13
Actual Salary: £17,411 - £19,224 p.a
Hours/weeks: 37 hours per week, term time only plus training days
Contract: Permanent
Responsible to: Assistant Headteacher

Job profile: Management of School Attendance

To complement the professional work of teachers by taking responsibility for implementing the school's Attendance Policy and improving the attendance of students. To work with identified students whose attendance is a barrier to their performance. To be responsible for recording, monitoring, evaluating and reporting on attendance data.

Duties:

- to communicate with parents/carers of students whose attendance is a concern to establish reasons for unexplained absences and record outcomes, reporting any concerns to relevant parties
- to monitor attendance, interpret statistical data to identify issues/patterns of non-attendance with individual students
- to meet with Heads of Year on a fortnightly basis to identify, track and monitor students with attendance/punctuality concerns and agree next steps, administering processes towards legal action where required
- to work with identified, poor attending and disengaged students and their parents/carers on short and medium term strategies to remove barriers to regular attendance at school, using advisory and persuasive skills as appropriate
- to monitor and evaluate the effectiveness of strategies with individual students
- to attend meetings with external agencies as appropriate and follow up on actions required to compile and maintain effective case files and have these files available for internal and external scrutiny/audit
- to actively promote good attendance with all students and promote the school's attendance policy and strategy
- to administer student holiday request forms, and communicate in writing with the parents whether the leave is authorised or not authorised
- to develop support materials and information to communicate clearly to students the school's attendance policy, ensuring the profile of attendance and punctuality within the school remains a high priority
- to assist in further developing systems and procedures to improve attendance
- to communicate with school staff to update them on student attendance and work with the staff to identify students with issues that are affecting their attendance at school
- to develop and maintain effective contact and communications with parents/carers and families, including home visits where appropriate
- to establish links and communicate with feeder schools to gain any relevant information about attendance records of new students and where there are sibling links
- to respond to enquiries from parents/carers by telephone, email or letter and direct them to relevant sources of advice and guidance as appropriate
- to provide advice for students returning after long periods of absence, encouraging them and assist in planning their re-integration
- to advise new staff on the accurate recording of student's attendance on the register
- to hold teaching staff accountable for accurate and timely recording of class attendance
- to participate in team meetings and attend any necessary training events

- to provide accurate and up to date statistical data and reports
- to maintain records of all communication with parents/carers
- to provide first aid cover as part of a rota following suitable training
- to undertake any other reasonable duty as directed by the Headteacher or line manager

Whilst every effort has been made to explain the main duties and responsibilities of the post, this does not constitute a jobs list and the successful candidate will be expected to undertake duties commensurate with her/his role.

Areté Learning Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to satisfactory completion of all pre-employment checks including an enhanced DBS

Person Specification

Qualities and Attributes	
Qualifications & Experience	
ESSENTIAL	**DESIRABLE**
• 5 or more GCSE's at grade C or above, including English and Maths (or equivalent) • evidence of experience in a similar, office or pastoral role. • experience of working to deadlines and developing systems. • experience of producing reports • experience of using databases, word processing and a range of other IT packages.	• working with young people • experience of working in a school environment (understanding of safeguarding and Child Protection issues) • experience of SIMS
Knowledge & Understanding	
ESSENTIAL	**DESIRABLE**
• innovative approaches to developing systems and procedures • understanding of filing, storage and archive systems and procedures • effective review and evaluation procedures • understanding of admissions and attendance in an educational setting.	• innovative approaches to working with staff, students and other academy partners • strategies for ensuring equal opportunities for all stakeholders
Skills & abilities	
ESSENTIAL	**DESIRABLE**
• well developed time management, planning and organisational skills • to effectively manage and work as a member of a team, participate in meetings and negotiate as necessary • ability to communicate and negotiate effectively to a range of audiences (internal and external) through highly developed inter-personal, written, oral and presentation skills • sound judgment and ability to make decisions based on understanding of relevant information • able to prioritise work and to manage work to meet tight deadlines • adaptability to changing circumstances/ideas • develop, maintain and use an effective network of contacts, seeking advice and support when necessary • set high standards and provide a role model for students and staff and take responsibility for own and others professional development	• negotiate and consult fairly and effectively • deal sensitively with people and resolve conflicts
Personal Qualities	
ESSENTIAL	**DESIRABLE**
• adaptability to changing circumstances/new ideas • ability to inspire confidence in staff, students, parents and others • reliability and integrity and a commitment to confidentiality	• determination to succeed and the highest possible expectations of self and others • a commitment to inclusive education

APPLYING FOR A JOB WITH ARETÉ LEARNING TRUST
IMPORTANT ADVICE ON COMPLETING THIS APPLICATION

Your application form plays an important part in your selection. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

Rehabilitation of Offenders

If the post you are applying for requires you to have a Disclosure and Barring Service (DBS) check you will be required to disclose full details of your criminal history prior to your interview. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

A DBS check will be carried out for successful applicants where the post involves access to children and/or vulnerable adults. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries. In the event of employment, any failure to disclose such convictions will normally result in dismissal by the authority. Any information given will be completely confidential and will be considered only in relation to this application.

Canvassing

You must not try to influence any staff members, governors or directors of Areté Learning Trust to act in your favour, as this will disqualify you. If you are related to a trust member, director, employee or governor you must indicate this in the relevant section of the application form.

How to apply

Please forward your completed application form to Helen Wiseman using the following email address: **recruitment@aretelearningtrust.org** stating the title of the post you are applying for in the subject box.

The closing date for receipt of applications is **10am Thursday 2nd December 21**

Interview date: **TBC**

APPLICATION FOR POST OF:
ATTENDANCE OFFICER AT STOKESLEY SCHOOL

Please write in black ink or type. Do not include a CV.

This application form has been designed to exclude information that might lead to discrimination.

SECTION 1 - PERSONAL DETAILS			
Title:		First forename:	
Other forename:		Surname:	
Former Surname:		Other names:	
Address line:			
Town:		County:	
Postcode:		Country:	
Home Phone No:		Resident at this address since (Date):	
Mobile Number:		Work Number:	
Email Address:			

Please note correspondence regarding your application may be sent to your e-mail and/or postal address. If you have not heard from us within 21 days of the closing date, please assume your application has not been shortlisted. You are welcome to ring the school to ask for feedback to assist you in any future applications.

SECTION 2 - PERSONAL DETAILS CONTINUED	
Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?	Yes ☐ No ☐
If Yes, please provide details:	
If you are successful in your application would you require a work permit prior to taking up employment?	Yes ☐ No ☐
If Yes, please specify dates:	Date (MM/YY) From: Date (MM/YY) To:
Have you ever lived and/or worked outside of the UK?	Yes ☐ No ☐
If Yes, please provide details:	
Do you hold a Certificate of Good Conduct for your time spent abroad?	Yes ☐ No ☐
If yes, please provide the date of issue.	Date:

Insert your National Insurance Number:

SECTION 3 – SOURCE OF APPLICATION

Where did you see the vacancy advertised? ……

SECTION 4 – SECONDARY EDUCATION

Subject	Qualification (n.b. include level 2 and level 3 qualifications)	Grade	Month/Year obtained (Mandatory)

SECTION 5 – FURTHER EDUCATION

Detail here any Further Education/Vocational/Professional Qualifications/Other Qualifications held or currently being studied (continue on a separate sheet if necessary)

School, College or University	Subject	Qualification/Level	Grade	Year Obtained / Examination Date

SECTION 6 – CPD

Please give details of recent significant in-service training courses etc. attended. (Continue on a separate sheet if necessary). *(Newly Qualified Teachers are invited to outline key elements of their course and dissertation work)*

Organising Body	Nature/Title of Course	Dates

SECTION 7 – MEMBERSHIP OF PROFESSIONAL BODIES

Institute	Grade of Membership, Membership Number	Enrolment date	Examination date	Expiry date

SECTION 8 – REGISTERED COUNCILS

Are you registered with the Institute for Learning?	Yes ☐ No ☐
If you have answered Yes, please provide your Registration number:	

Teaching Roles only:

Teacher Reference Number:	
Current salary point:	
Date QTS awarded:	
Induction period completed?	Yes ☐ No ☐
If you have answered Yes, please confirm the date:	
If you have answered No, please select the appropriate option:	Not yet started ☐ Stage 1 completed ☐ Stage 2 completed ☐

SECTION 9 – PRESENT OR MOST RECENT EMPLOYMENT

Name of Employer:	
Local Education Authority:	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	Grade:
Number on roll (*teaching roles only)*:	Age Range (*teaching roles only)*
Date of appointment (Month/YYYY):	Salary:
Notice Required ( ) Weeks:	Telephone number:
Leave date (if applicable- Month/YYYY):	Reason for leaving (if applicable):

Summary of current job role; duties and responsibilities:

SECTION 10 – PREVIOUS EMPLOYMENT

List all your previous jobs (most recent first). Identify and account for any gaps in employment.

Name of Employer :	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	
Job Role Summary:	
Grade / Salary:	Date from (Month/YYYY):
Date to (Month/YYYY):	Reason for leaving (if applicable)

Name of Employer:	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	
Job Role Summary:	
Grade / Salary:	Date from (Month/YYYY):
Date to (Month/YYYY)	Reason of leaving (if applicable)

Name of Employer	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	
Job Role Summary:	

Grade / Salary:	Date from (Month/YYYY):
Date to (Month/YYYY):	Reason for leaving (if applicable):

Name of Employer	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	
Job Role Summary:	
Grade / Salary:	Date from (Month/YYYY):
Date to (Month/YYYY):	Reason for leaving (if applicable):

Please provide details for any gaps in your employment history when you have not been in education, training or employment. **Please list dates and the reason (i.e. Travel, Parental leave etc)**
Gaps in employment (including dates)

SECTION 11 – REFERENCES

Please give the name and addresses of two referees (not relatives) one of whom should be your present employer (or last employer if not currently employed). If you are in, or have just completed, full time education, one referee should be from your College/University.

Title:	First forename:
Other forename:	Surname:
Address line:	
Town:	County:
Postcode:	Country:
Telephone number:	Email address:
Occupation:	Relationship to you?
Do you give permission for referees to be contacted prior to an offer of employment being made?	Yes ☐ No ☐

Please note your second referee should ideally be a previous line manager or someone in a position of authority.

SECTION 12 – REFERENCE

Title:		First forename:
Other forename:		Surname:
Address line:		
Town:		County:
Postcode:		Country:
Telephone number:		Email address:
Occupation:		Relationship to you?
Do you give permission for referees to be contacted prior to an offer of employment being made?		Yes ☐ No ☐

SECTION 13 – DECLARATIONS AND CONSENTS	
Do you consider yourself to have a disability:	Yes ☐ No ☐
If yes, please detail any reasonable adjustments that you would require if you were selected to attend an interview/assessment event.	
Are you related to any member or employee of Areté Learning Trust?	Yes ☐ No ☐
If you answered Yes, please provide details.	
I understand that canvassing of any staff members, governors or directors of Areté Learning Trust in connection with this appointment will disqualify me.	Yes ☐ No ☐

Has any previous employer expressed concerns and/or taken any action, whether informal/formal (including suspension from duty) on the following, including any investigations or actions taken by your professional body:

Capability/Performance	Yes ☐ No ☐
Please provide details:	

Disciplinary	Yes ☐ No ☐
Please provide details:	

Are there any dates when you would not be available for interview in the near future?	Yes ☐ No ☐

Please provide details	
Please state the date on which you could take up duty if appointed.	
I declare that the information contained in this application form is correct and understand that the trust will request to see proof of qualifications at the time of interview.	Yes ☐ No ☐
I consent to Areté Learning Trust recording and processing the information detailed in this application. The trust will comply with their obligation under the Data Protection Act 2018.	Yes ☐ No ☐
Have you ever been convicted of a criminal offence/received a caution, reprimand or warning?	Yes ☐ No ☐

Under the Safeguarding Vulnerable Groups Act 2006, it is a criminal offence for a barred person to knowingly work, or apply to work in regulated activity with vulnerable groups.

As you are applying for a post which requires a DBS clearance, under the Rehabilitation of Offenders Act 1974, you are required to disclose full details of any 'spent' and 'unspent' convictions. If you answered Yes to this question, please provide details below.

What was the date of the conviction(s)?	(DD/MM/YY)

SECTION 14 – SUPPORTING EVIDENCE WHICH SHOULD INCLUDE RELEVANT KNOWLEDGE, EXPERIENCE AND SKILLS

I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose may be a criminal offence.

Signature: …………………………………………   Date: …………………………..

SECTION 15 – EQUAL OPPORTUNITIES MONITORING

Areté Learning Trust is committed to equality in employment. The trust's aim is to ensure equality for all existing and prospective employees. In line with this, the Trust is required to publish work force data.

In order to assist the trust with this aim please provide the information below in monitoring recruitment procedures for which your co-operation would be appreciated.

The information will not form part of our short listing, and will be separated from your application form upon receipt. The information provided will be used for statistical and monitoring purposes and to help us to develop our policies and practice and will be treated confidentially and be subject to the provisions under the current Equality Legislation and Data Protection Act.

Gender	Male ☐ Female ☐ Prefer not to disclose ☐	
Ethnic group	White British ☐ White Irish ☐ White Other ☐ White and Black ☐ Mixed: Mixed: White and Black African ☐ Mixed: White and Asian ☐ Asian or Asian British ☐ Asian or Asian British: Indian ☐	Asian or Asian British: Pakistani ☐ Asian or Asian British: Bangladeshi ☐ Asian or Asian British: Other Asian ☐ Black or Black British: Caribbean ☐ Black or Black British: African ☐ Black or Black British: Other Black ☐ Chinese or Other Ethnic Group ☐ Other ☐
If Other please specify		