



Attendance Officer

Closing Date: Friday 20th February 2023, at 9am

Recruitment Information Pack

Filey Secondary School

Muston Road, Filey YO14 0HG

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Dear applicant,

Thank you for your interest in joining the staff of Filey School.

At our school we know that it is the people that matter the most. We know that what we need to create is a climate and a culture that enables everyone to feel happy and safe in an exciting place to learn.

Our school has four new core values: Kindness, Respect, Integrity and Teamwork. Every member of our school is expected to try their hardest to live out these values every minute of every day.

We believe passionately in our students, we know that with the right support here, and at home, they can achieve great things. They have to believe in themselves and strive for success. This includes accepting the need for the highest standards of attendance, behaviour and always being ready to learn. We insist that every member of our school community works as hard as he or she can, without exception.

Our aim here is to provide all our learners with an exciting, coherent and inspirational curriculum taught by truly talented, professional and hardworking staff. We wish to create a culture that is inclusive, and where the individual and diverse talents of all our students are nurtured and celebrated.

We want to encourage every member of our school community to develop a love of learning. Our aim will always be to do all we can to enable everyone to reach the highest standards of which they are capable. We are committed to ensuring our students are happy, safe and have clear direction and support.

Self-belief, confidence and being proud of our own achievements are the keys to success. The best academic outcomes always occur where a true partnership has been established between home, school and the young person – all of us working together to strive for the best possible education.

I hope you will take the time to visit and see for yourself the culture and values of our school in action.

Good luck with your application.

Michelle Britton Headteacher

Coast and Vale Learning Trust: Our Schools

Newby and Scalby Primary School

We are one of the schools of choice in our community and we are within commutable distance of Whitby, Teesside, York and surrounding areas.

Children and staff will work and play together developing skills so that we all become ambitious and reflective lifelong learners as well as being respectful and respected members of the community.

To learn more about us please visit -

[Newby and Scalby Primary School - Home \(coastandvale.academy\)](http://coastandvale.academy)



Friarage Primary School

We are proud to serve the communities around the Castle Ward area of Scarborough as 'Together we can' make a real difference to the life chances of children and young people in Scarborough.

Children and staff will work and play together developing skills so that we all become ambitious and reflective lifelong learners as well as being respectful and respected members of the community.

We are committed to Restorative Practice Principles to nurture respect for all in our school community.

To learn more about us please visit - [Friarage Community Primary School - Home \(coastandvale.academy\)](http://coastandvale.academy)



Scalby School

Scalby School is a successful and popular 11-16 community school and in recent years we have become the school of choice in our local community. We were judged 'good' by Ofsted in 2019 and in 2019 we celebrated sustained results. Our provisional P8 score has placed us in the top 20% of schools nationally. We are proud of our broad and balanced GCSE based curriculum.

To learn more about us please visit - [Scalby School - Home \(coastandvale.academy\)](http://coastandvale.academy)



Lady Lumley's School

Lady Lumley's School (11-18) in Pickering is on a transformational journey. We are a school that is popular with parents and is easily accessible across North Yorkshire, East Riding and Wolds and Vale. The communities we serve around the Pickering, Ryedale and wider Coastal area deserve and need our school to play a leading role in terms of teaching, learning, progress and outcomes.



In April 2020 we welcomed our new Headteacher Clair Foden who joined us at the same time we joined our Trust - Coast and Vale Learning Trust. Lady Lumley's is on an ambitious journey of school improvement.

To learn more about us please visit - [Lady Lumley's School - Home \(coastandvale.academy\)](http://coastandvale.academy)

Scarborough University Technical College

Scarborough UTC is a growing University Technical College (year 9 to year 13) based in a new building, with fantastic technical facilities in the centre of Scarborough. As a University Technical College, we offer a high quality academic and technical education for our students through the specialisms of engineering, health and cyber security. Our unique approach provides students with an excellent range of opportunities including Combined Cadet Force (CCF Navy), strong links to our industrial partners, project-based learning and our flagship Career Development Programme for our Sixth Form students.



Our work with employers and universities ensure we are able to deliver an innovative blend of technical, practical and academic learning which ensures our students make good progress and go on to outstanding destinations.

Our staff are our greatest resource and we have invested in both our teaching and support staff teams which has ensured that educational standards have improved significantly. We have built a staff team of key support and teaching practitioners who are proud to work at our University Technical College.

To learn more about us please visit - www.scarboroughutc.co.uk

Filey Secondary School

Filey School (11 -16) is on an exciting journey. We have a proud heritage in our local community and are embarking on a period of transformation and improvement.



We aim for every member of our school community to develop a love of learning and enable them to reach the highest outcomes that they can. We are committed to ensuring our students are happy, safe and have clear direction and support.

We joined Coast and Vale Learning Trust in June 2022 and our looking forward to a future where our learners and staff can thrive.

To learn more about us please visit - [Filey School - Home \(coastandvale.academy\)](https://coastandvale.academy)

Application Process

The closing date for all applications is **Friday 20th February 2023, at 9am**

Interviews will be held on Friday 24th February 2023.

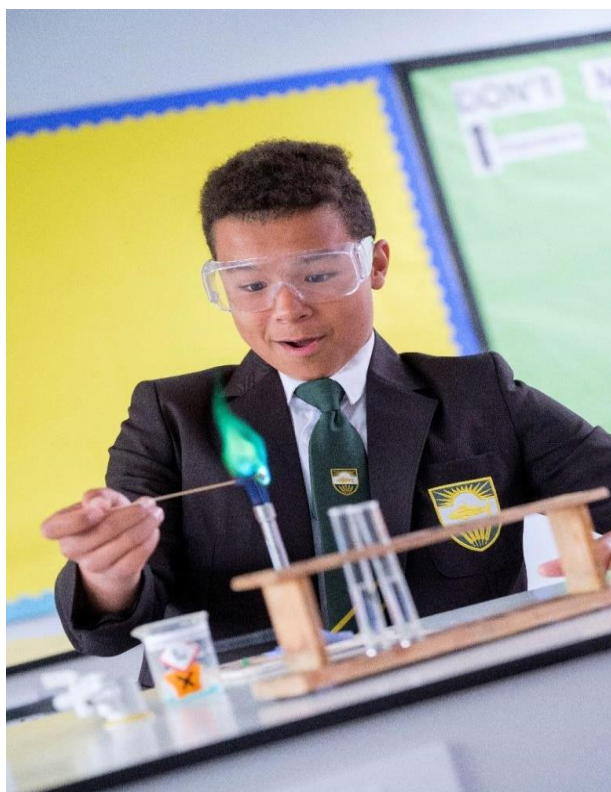
Completed applications must be returned to Danielle Rowley Recruitment Assistant at recruitment@coastandvale.academy

If you think you're the person for the job, please complete the enclosed application form and send to the email address above by the closing date.

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within a week of the closing date, please assume your application has been unsuccessful.

Queries

Please contact Danielle Rowley at recruitment@coastandvale.academy



JOB DESCRIPTION

POST:	Attendance Officer
GRADE:	Grade E
RESPONSIBLE TO:	Senior Pastoral Manager
STAFF MANAGED:	None
POST REF:	
JOB PURPOSE:	<p>The core focus of this job is to complement the professional work of teachers by taking responsibility for implementing the schools Attendance Policy and improving the attendance of students.</p> <p>You will work with students you have identified whose attendance is a barrier to their performance. You will be responsible for recording, monitoring, evaluating and reporting on attendance data. You will be responsible for completing and managing wellbeing visits where needed.</p>
JOB CONTEXT:	<p>Works within the school and community promoting good attendance and identifying students with poor attendance and working with them and their families to improve their attendance at school.</p> <p>Enhanced DBS clearance required</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English</p> <p>Full Driving license and access to a car is essential</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues	<ul style="list-style-type: none"> • Communicates with parents/carers to establish reason for unexplained absences and report the outcome of such calls to relevant parties. • Report any child who is absent without reason to the head of year and senior pastoral lead as a potential safeguarding issue. • Monitor attendance, interpret statistical data to identify issues/patterns of non-attendance with individual students. • Working with HOY identify poor attendance and disengaged students. Work with their parents/carers on short and medium term strategies to remove barriers to regular attendance at school, using advisory and persuasive skills as appropriate • Monitor and evaluate the effectiveness of strategies with individual students. • Actively promote good attendance with all students and promote the school's attendance policy and strategy. • Undertake general administration duties as required. • Develop support materials and information to communicate clearly to students the school's attendance policy, raising the profile of attendance and punctuality within the school • Work proactively to promote the Six Principles of Nurture

Communications	<ul style="list-style-type: none"> • 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 • Develop and maintain effective contact and communications with parents/carers and families, including home visits where appropriate • Meet regularly with year leaders to discuss current issues and developments relating to attendance and punctuality. • Establish links and communicate with feeder schools to gain any relevant information about attendance records of new students during the transition process • Respond to enquiries from parents/carers by telephone, email or letter and direct them to relevant sources of advice and guidance as appropriate. • Provide advice for students returning after long periods of absence, encouraging them and assist in planning their reintegration. • Attend staff meetings and training days by agreement with line manager.
People / Resource management	<ul style="list-style-type: none"> • Participate in the school's performance management scheme. • Participate in training and other learning activities and performance development as required. • Attend staff meetings and training days
Safeguarding	<ul style="list-style-type: none"> • To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate. • Know about data protection issues in the context of the role • Maintain confidentiality as appropriate
Systems and Information	<ul style="list-style-type: none"> • Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences. • Share information appropriately – in writing, by telephone, electronically and in person. • Have an awareness and basic knowledge of the most recent legislation and the common law duty of confidentiality. • Ensure that information systems are in place to ensure that accurate electronic and manual records are maintained and updated as required.
Data Protection	<ul style="list-style-type: none"> • To comply with policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.

Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health & safety responsibilities as an employee and where appropriate any additional specialist or managerial health & safety responsibilities as defined in the Health & Safety policy and procedure.
Equalities	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Within own area of responsibility work in accordance with the aims of the Equality Policy Statement
Flexibility	<ul style="list-style-type: none"> • The Trust provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Trust's Policies and Procedures.
Customer Service	<ul style="list-style-type: none"> • The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.
Date of Issue:	January 2023

PERSON SPECIFICATION:

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<p>Knowledge</p> <ul style="list-style-type: none"> • An understanding of issues that may affect a student's ability to attend school 	<ul style="list-style-type: none"> • Knowledge of attendance regulations and targets • Knowledge of school procedures Knowledge of child protection legislation and procedures
<p>Experience</p> <ul style="list-style-type: none"> • Experience of working with Progresso/Bromcom or a similar data management system • Administrative experience • Experience of working with children and young people and their parents/carers 	<ul style="list-style-type: none"> • Experience of working in a school environment • Experience of implementing attendance policies
<p>Occupational Skills</p> <ul style="list-style-type: none"> • Excellent communication skills, including advisory and persuasive skills • Ability to establish positive and effective relationships with children and young people • Organisational skills • Excellent ICT skills • Analytical skills • Ability to keep accurate records • Ability to work successfully as a team • Ability to work on own initiative • Confidentiality • Report writing skills 	
<p>Qualifications</p> <ul style="list-style-type: none"> • Level 2 qualification or equivalent to demonstrate good literacy and numeracy skills 	<ul style="list-style-type: none"> • Level 3 qualification in business/finance/administration or equivalent
<p>Other Requirements</p>	
Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)

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| <ul style="list-style-type: none">• Enhanced DBS clearance• Commitment to the school's policies and ethos• Commitment to Continuing Professional Development• Motivation to work with children and young people• Ability to form and maintain appropriate relationships and personal boundaries with children and young people• Emotional resilience in working with challenging behaviours and attitudes.• Flexibility• The ability to converse at ease with all stakeholders and provide advice, in accurate spoken English is essential for the post. | |
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