



Attendance Officer

Full Time, Term Time plus 5 days
Permanent
Candidate Information Pack



Small enough to care, big enough to deliver a positive impact

Executive Headteacher's welcome

Thank you for your interest in this opportunity to join our team at Astley Community High School as Attendance Officer. This is a permanent post. This candidate information pack will tell you much more about our schools and the roles available.

Astley Community High School and Whytrig Middle School, which are co-located in Elsdon Avenue in Seaton Delaval, form the Seaton Valley Federation of Schools together with Seaton Sluice Middle School. The three schools share a single governing body.

We are about to embark on an exciting new chapter. Northumberland County Council has recently announced plans for a multi-million pound investment to create a brand new building for Astley Community High School and Whytrig Middle School bringing new facilities for our staff and students.

I am immensely proud to be Executive Headteacher of all three schools. We strive for excellence in the education we provide for our students and are a focal point for the local community. All of the schools in the federation are rated 'Good' by Ofsted.

I strongly believe that the relatively small size of all three schools provides a great environment in which to know our young people well, so that we are able to understand and respond to each individual's needs and enable them to succeed.

Our staff are very focused on ensuring students achieve their best without losing sight of those individual needs.

I hope that the information within this pack will encourage you to apply for this opportunity. If you would like an informal discussion about the post then please contact **Richard Goodman, Head of School on 0191 237 1505**



John Barnes, Executive Headteacher – Seaton Valley Federation of Schools

Our ethos and values

We have three main themes to our ethos:

1. To know every child academically and pastorally as a complete young person.
2. To treat everyone and everything with respect.
3. To strive for everyone to be as good as they can be and to be proud of doing well.

Our schools are small enough to care but big enough to deliver a positive impact.



All three schools in the Seaton Valley Federation share a set of core values. We expect that all members of our school community will:

- develop their self-knowledge, self-esteem and self-confidence
- respect the laws of England and will know right from wrong and ensure their actions reflect this
- accept responsibility for their behaviour
- show initiative and contribute in a positive way to the school community, the local community and society in general
- show respect for each other and all other people
- show tolerance and respect for different cultures and traditions and will never act in such a way that these cultures or traditions are abused or attacked
- show respect for the rule of democracy and respect for the democratic principles of England.

About Our Schools

	Age Range	Total number of pupils	Number in sixth form
Astley Community High School	13 - 18	614	165
Seaton Sluice Middle School	9 - 13	299	N/A
Whytrig Middle School	9 - 13	316	N/A

About our performance

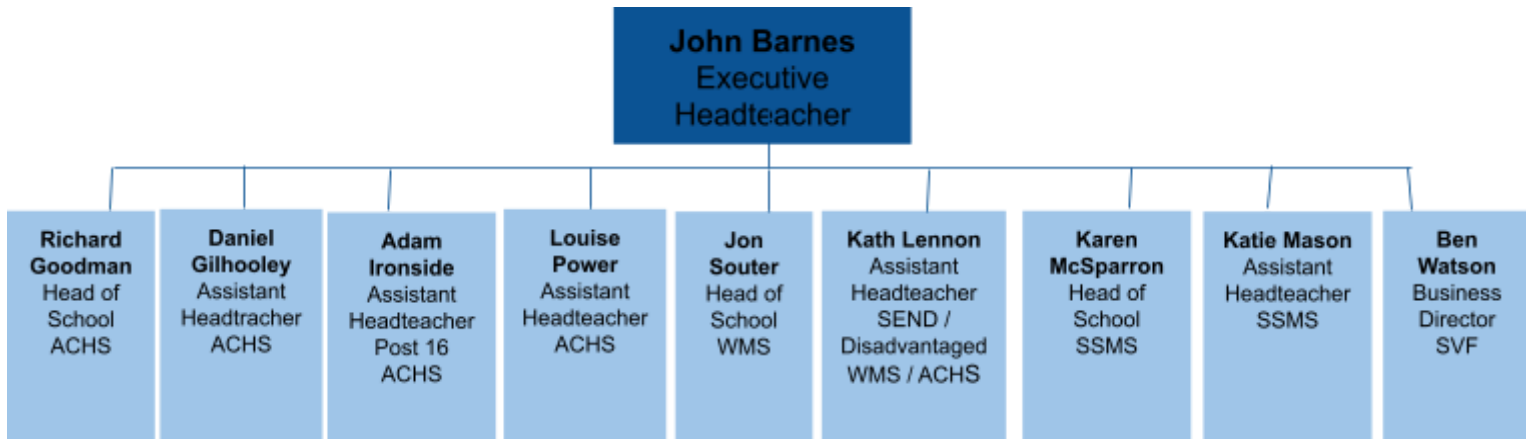
	Overall Effectiveness	Last Ofsted Inspection
Astley Community High School	Good	November 2019
Seaton Sluice Middle School	Good	July 2023
Whytrig Middle School	Good	November 2021

We are very proud all three schools in Seaton Valley Federation are rated as GOOD schools by Ofsted. The most recent inspection at Whytrig Middle judged the school to be a Good school overall and 'Outstanding' for behaviour and attitudes. See below some of the comments made on our most recent ofsted reports:-

"Pupils say that they are very proud of their school. They struggle to think of anything they would want to improve about it. One pupil said, 'There are too many good things and I would not have time to tell you about them all.' Staff and school leaders care deeply about the pupils and have high expectations of them. This is an inclusive school. Relationships in classrooms are excellent. Teachers say that they love working here because they can really teach."

"Pupils feel safe here. There is little bullying. If bullying does happen, pupils are confident that it will be swiftly sorted out. Pupils have a range of staff to talk to if they have a problem. They say that their health, including mental health needs, are a priority. Pupils say that they make friends quickly when they join the school." **Ofsted 2019 (ACHS)**

About Our Structure



About the Pastoral Team

Over the next few pages you will find the advert, job description and person specification for the post of Attendance Officer but we know that you will want to know more about our team.

You will join our experienced pastoral team, which is led by an Assistant Headteacher who oversees pastoral care, safeguarding and attendance. There is a teaching-based Student Progress Leader for each year group, three Pastoral Support Workers, a school counsellor and this post, the Attendance Officer. The Pastoral Team works collaboratively with colleagues throughout school including teaching staff and the SEND team, to ensure that our students achieve the best possible outcomes.

The team are highly motivated and enthusiastic, with a wealth of experience and skills, including positive behaviour management, Nurture Support and SEMH. The team uses a non judgemental, empathetic approach to support students to understand their behaviour and take responsibility for it, encouraging every student to become a positive member of our school community.

The Attendance Officer will be an integral part of the team, working closely with students and families to improve attendance. We look forward to the right candidate joining our passionate, diligent and enthusiastic team of teachers and support staff.

Richard Goodman, Head of School



Astley Community High School

Eldon Avenue
Seaton Delaval
Tyne and Wear
NE25 0BP
0191 237 1505

Attendance Officer 37 hours per week term time plus 5 days Permanent

Band 4: £22,369 to £24,054 per annum (£19,301 to £21,224 actual) Pay Award Pending

As a successful school in south east Northumberland with good standards of teaching and behaviour and a strong commitment to improvement, we believe passionately that every student should be enabled to succeed in all aspects of school life.

Working under the supervision of the Assistant Headteacher, you will work to monitor and improve pupil attendance and their engagement in their education, ensuring accurate and timely data is available to meet internal and external needs. You will work with parents and students, along with the Local Authority Educational Welfare Officer.

With at least 5 A*-C GCSEs including English and Maths or an equivalent level qualification in a relevant discipline, you will be confident in handling a range of data and using IT systems to analyse and report information to a variety of audiences. Previous experience of working in an attendance role and education environment using school-based IT systems, particularly Bromcom, will be an advantage.

As well as technical skills, you will also need to act sensitively and with tenacity when required to deal with situations that pupils and their families find challenging.

This post is for 37 hours per week working term time plus 5 days. The working hours will typically be 8.30am to 4.30pm Monday to Friday, although some flexibility may be needed from time to time. You would also be eligible for membership of the Local Government Pension Scheme.

Visits to the school are welcome and encouraged, please call Richard Goodman, Head of School on 0191 237 1505 to arrange.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. An enhanced criminal records check is required for this post.

Interested in applying? A completed application form must be submitted **by 9am on Wednesday 27th September 2023 by e-mail to vacancies@svf.org.uk** Please indicate clearly the title 'Attendance Officer' in the subject field of your email.

Further information about all of our current vacancies is available at: <http://www.svf.org.uk>

Northumberland County Council
JOB DESCRIPTION

Post Title: Attendance Officer		School: Seaton Valley Federation (Astley Community High School, Whytrig Middle School, Seaton Sluice Middle School)		Office Use	
Grade: Band 4				JE ref: S1473	
Responsible to: Data & Curriculum Services Manager		Date: April 2019		Manager Level:	
Job Purpose: To work with pastoral staff to monitor, address and improve attendance					
Resources		Staff			
		Admin Apprentice - delegation of tasks, not direct line-management			
		Finance			
		None			
		Physical			
		Office equipment; security and accuracy of database and confidential records			
		Clients			
		Internal (Senior Leadership Team, Teachers, Support Staff, Students, Governors) External (Parents, Visitors, Local Authority, External Agencies)			
Duties and key result areas:					
Attendance					
<ol style="list-style-type: none"> 1. Process and analyse pupil attendance data using the MIS Attendance Module. 2. Review data collection systems and procedures to improve the accuracy and timeliness of data. 3. Ensure all registers are complete and accurately recorded, registering any absences notified on a daily basis. 4. Follow up all absences which have not been notified through personal contact with parents and carers by an appropriate method. 5. Liaise with external providers regarding attendance of students in alternative provision. 6. Involve parents/carers and school staff in the establishment of strong home-school links. 7. Monitor attendance levels of individual students in conjunction with the Head of School, Student Progress Leaders, Student Support Officers and the Council's Education Welfare Officer and contribute to identifying appropriate actions to improve attendance levels. 8. Prepare paperwork associated with escalation of attendance issues; e.g. warning letters and referrals 9. Liaise with the Council's Education Welfare Officer and other external agencies on a range of complex cases where attendance concerns are present. 10. Work with Student Progress Leaders/Student Support Officers to identify key issues relating to individual attendance and, where agreed, collect students from home and transport them to school. 11. Produce a range of regular and ad-hoc attendance data reports, for use by a range of internal and external audiences, to monitor performance over time and in comparison with local targets and national benchmarks. 12. Complete local authority returns as required e.g. children missing from education, elective home education paperwork 					

13. Co-ordinate the monitoring of merits, demerits and detentions and arrange appropriate correspondence to parents/carers
14. Co-ordinate, on behalf of the Head of School, the Leave of Absence during term-time process - ensuring appropriate and accurate records are kept, completing all paperwork and applying for Local Authority Penalty Notices to be issued where appropriate.
15. During a fire evacuation liaise directly with the SLT member in charge to cross-reference present and absent pupils to ensure all are accounted for

Support for Students:

1. Manage individual cases causing concern regarding attendance, following up individual cases by means of correspondence, interview, and other appropriate measures
2. Run a daily review of all 'at risk to being a Persistent Absentee' students
3. In partnership with other key staff instigate, and develop creative and well-conceived strategies for working with students and their families recognised as being at risk of poor attendance. In particular working on supporting students when they return to school; issues such as reintegration, catching up of work and providing positive reinforcement.
4. Contribute to assessments of all learners to identify all those who need specific interventions to overcome barriers to learning such as lack of motivation, disaffection, emotional difficulties, behavioural difficulties, and attitudes to learning.
5. Communicate the results of these assessments to classroom colleagues so that classroom environments become more supportive to these learners
6. Work flexibly with young people, their families, and others to provide appropriate guidance and support
7. Work with families, including regular communication and making home visits where appropriate, to help them understand and fulfil their responsibilities in relation to school attendance
8. Maintain regular contact with key colleagues especially Senior Leadership Team, Pastoral Staff and SEND Staff
9. Contribute to the monitoring of attendance and exclusion rates and work with the colleagues to ensure relevant accurate statistics are maintained.
10. Maintain electronic casework records and paper files
11. Be able to produce and interpret various data to various audiences
12. Attend internal/external meetings as required
13. Provide training, advice and guidance, in relation to Attendance and monitoring tools, to pastoral staff as appropriate
14. Undertake duties commensurate with the Safeguarding agenda for children
15. Have challenging expectations that encourage students to act independently and build self esteem

Support for parents/families/carers

1. Establish a partnership with parents to involve them in their child's learning and ensure the views of the parents are represented. Mediate where necessary.
2. Receive and forward information and act as a mediator on specific issues from parents/families to key individuals within the school. Track the progress of communication and resulting action and ensure feedback is given clearly within defined timescales.
3. Provide support and guidance to families as required
4. Act as a link between families and school as necessary
5. Work in challenging and emotional situations, dealing with families with complex issues

General Responsibilities

1. Be aware of and comply with policies and procedures relating to relating to safeguarding of children/vulnerable adults, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Be aware of and support difference and ensure equal opportunities for all.
3. Contribute to the development and implementation of the overall ethos/work/aims of the federation.
4. Develop constructive relationships and communicate with other agencies/professionals.
5. Attend and participate in training and other learning activities and performance development as required.
6. Recognise own strengths and areas of expertise and use these to advise and support others.
7. To undertake other duties and responsibilities that can be reasonably expected of and are relevant to the level and nature of the post.
8. Be prepared to work across the federation to meet the needs of the post.

These schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. You are therefore under a duty to use the federation's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this job description are indicative and may vary over time.

Work Arrangements

Physical requirements:	Physically able to meet the demands of the job which may include encountering angry/upset/vulnerable parents and students
Transport requirements:	Required to use own transport to attend meetings, transport learners, transport parents
Working patterns:	Normal hours, usually 8:30am-4:30pm, but also out of hours as necessary
Working conditions:	Normally indoors and in agreed locations

PERSON SPECIFICATION

Post Title: Attendance Officer	Service: Children's Services	Ref: S1473
Essential	Desirable	Assess by
Knowledge and Qualifications		
Appropriate Level 3 qualifications Literate and numerate to Level 2 Understanding of the principles of effective parenting Full working knowledge of policies relating to health and safety, behaviour, attendance, equal opportunities, child protection.	Can show evidence of appropriate FE/HE study Participated in training relevant to the post Understanding of the needs of parents/carers of children with special or additional educational needs or disabilities Experience in one or more of the following: <ul style="list-style-type: none"> • CQSW, Diploma in Social Work, Education Welfare Service • Teaching or Youth Work • Working with young people in an educational setting 	(a)(i)
Experience		
Experience of working with young people and/or families within an educational or social setting A proven track record of working successfully with learners, families and different agencies A sound working knowledge of safeguarding legislation and practice Willingness to participate in development and training opportunities	Experience of making home visits	(a)(i)
Skills and competencies		
Ability to relate sensitively to learners and their families and to contribute to a team approach to ensure their needs are considered Ability to prepare and present reports Ability to provide clear professional advice and information to parents/carers, other staff on matters relating to attendance and exclusions Ability to manage and prioritise a caseload and to respond positively to a range of priorities Excellent organisational and influencing skills Has shown skill in resolving conflict between people Has good communication skills both written and spoken Has a personal sense of presence and impact Demonstrates perseverance in completing challenging tasks		(a)(i)
Physical, mental and emotional demands		
Has a proven ability to work under pressure and in stressful situations Ability to manage emotional demands of working with young people with a wide range of behavioural, social and emotional issues and with their families		(a)(i)

Other		
Is committed to securing an excellent service provision for young people and their families		
Car user with a clean driving license		(a)(i)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits

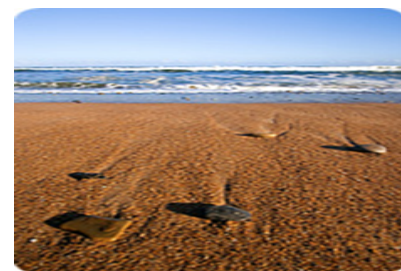
Working in the Seaton Valley Federation of Schools

We always look to strengthen our highly dedicated team of staff with people who have high expectations of students and themselves, can work cooperatively and make a positive contribution to the life of the school. In return we can offer:

- opportunities for continuing professional development
- membership of the Teachers' Pension Scheme (for teachers and tutors) or the Local Government Pension Scheme (for support staff), which the school also contributes to on your behalf
- between 25 and 30 days' annual leave for support staff who work full year
- good transport connections from the A1 and A19 for easy access to Seaton Delaval and Seaton Sluice
- ample staff car parking
- shared premises with Northumberland County Council's public library.

Living and working in Northumberland

If you are new to the area, we can assure you that south east Northumberland is a great place to live and work. Seaton Delaval has its own National Trust property, Seaton Delaval Hall, and Seaton Sluice overlooks the coast with its beautiful sandy beaches. It is only a short drive from the Seaton Valley area to enjoy the spectacular scenery of the Cheviot and Simonside Hills and the Northumberland National Park beyond. We are also conveniently located within ten miles of both Newcastle City Centre and Newcastle Airport.



Take a look at www.visitnorthumberland.com for more information.

Our commitment to professional development

We are committed to the continuing professional development of all of our staff.

- There is a weekly session for teachers to undertake Continuing Professional Development focused on teaching and learning. These sessions are led by internal and external providers and we expect all teachers to contribute to these sessions so that we can share and build upon good practice and innovative ideas.
- We hold joint training days for the three schools in the Seaton Valley Federation to facilitate an integrated approach across all phases and stages.
- Staff are given the opportunity to work in other schools at specific times of the school year to develop their skills and knowledge of other key stages.
- We provide opportunities for teaching staff to observe at least one other colleague of their choosing during the school year to support staff to reflect on their own practice.
- North-East teaching schools and Durham County Council provide a range of CPD opportunities so that we can learn from, and develop our professional practice with, other professionals.
- Each member of staff has a CPD plan to address areas for development identified through the annual appraisal process and we support staff to develop their skills and knowledge.
- There are many examples of how we have enabled teaching and support staff to undertake courses of further study either through financial assistance or time off.

Our commitment to equal opportunities

We seek to employ a workforce which reflects the diversity of the communities we serve. We understand and value the added contribution that individuals can make when we recognise and embrace individual differences in age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Our recruitment and selection process is designed to be fair and avoid discrimination.

Our Equality and Diversity in Employment Policy is available from:

www.svf.org.uk/our-federation/policies

[Our commitment to safeguarding children and young people](#)

Keeping our children and young people safe and secure is crucially important. We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

It is important during the recruitment process that we ensure candidates support this commitment. We will ask all applicants to tell us in confidence about any criminal convictions they have and the successful candidate will also need to obtain an enhanced certificate from the Disclosure and Barring Service (DBS). This does not mean that you cannot work here if you have a criminal conviction as we will take into account factors such as the age of the conviction, its relevance to the job and any mitigating factors before making a decision.

However we are aware that not everyone who is a risk to children will have a criminal conviction and therefore you should expect at interview that we will explore any gaps in your employment record, your motivations for working with children and young people and your ability to keep them safe from harm. We will also check this information in any references we receive, one of which must be from your current or last employer.

[How to apply](#)

Please read the job description and person specification for the post and the application guidance notes carefully before completing an application form.

Your completed application form including the names and contact details of two referees and your criminal record declaration form must be **e-mailed by 9am on Wednesday 27th September 2023** to: vacancies@svf.org.uk. Please quote 'Attendance Officer' in the subject of the e-mail. In exceptional cases we will accept applications by post however please contact us to discuss this in advance.

Please note that we do not accept CVs.

[Contact us](#)

Address: Seaton Valley Federation of Schools, c/o Elsdon Avenue, Seaton Delaval
NE25 0BP Telephone: 0191 237 1505

Website: www.svf.org.uk