



EMMANUEL COLLEGE
CORE VIRTUES
VALUED, CHALLENGED, INSPIRED

LOVE
We act selflessly, with kindness and compassion, for the good of others.

WISDOM
We exercise good judgement, seeing and doing what is true and good.

FAIRNESS
We treat everyone fairly and justly, the way we would like to be treated ourselves.

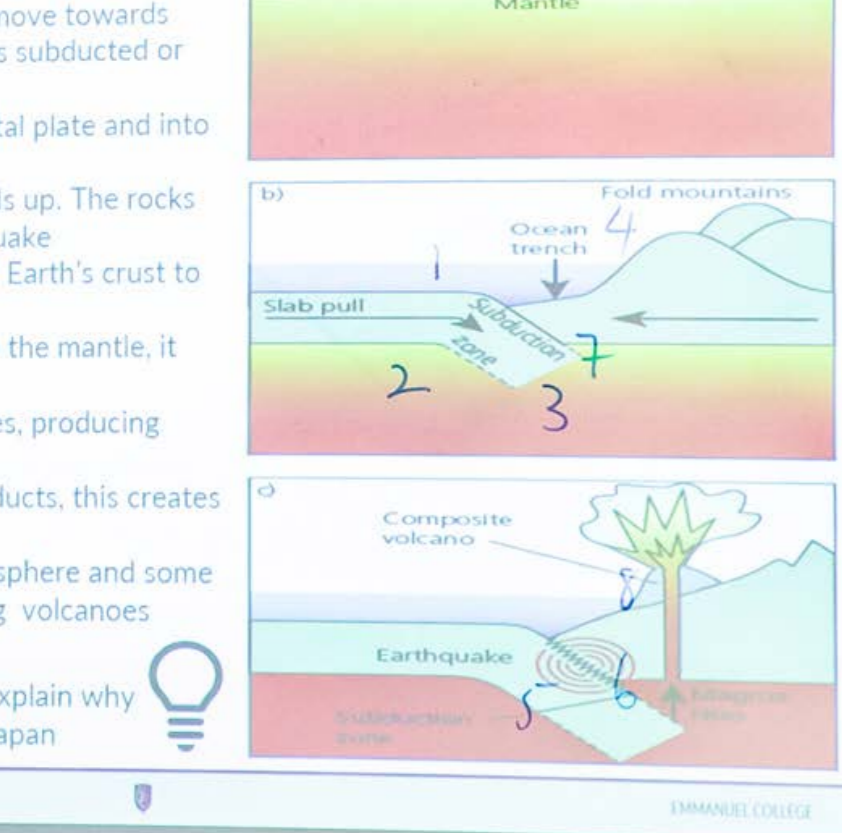
SELF-CONTROL
We control our desires, our desires control us.



EMMANUEL COLLEGE
Emmanuel Schools Foundation

ATTENDANCE OFFICER

VALUED, CHALLENGED, INSPIRED



“WE OFFER OUR BEST TO EVERYONE AND EXPECT THE AMAZING BECAUSE WE BELIEVE IN THE INNATE POTENTIAL OF ALL PEOPLE”

WELCOME

Dear Applicant

I am delighted that you are interested in applying to be an Attendance Officer at Emmanuel College.

We truly believe that Emmanuel College is a fantastic and exciting place to study as a student and work as a member of staff. We are looking for a candidate who believes that all students should receive exemplary holistic care that is the result of the successful partnership between students, teachers, support staff and parents.

Emmanuel College is an exceptional school, with excellent leadership, teaching and support for our students. As a Christian-ethos school of character for the whole community, everyone is welcome whatever their educational background and ability, faith position, social or ethnic background. Student behaviour is excellent and we put a great deal of emphasis on ensuring that staff can work in an environment where students want to learn. These high standards are maintained because of a relentless commitment to expectations and routines.

As Head of School, I am looking for staff who care deeply about securing the best life chances for the young people

in our care. I am also interested in learning about you as a person and what you might offer the College beyond the classroom.

We believe that we are an outstanding school, not because of any external judgement, but because we have a deep and abiding commitment to do the best we can for the students, staff and leaders in our care. We want our College to be a place where staff come to work excited about the their day and looking forward to strengthening the relationships they have with colleagues as well as students.

If what you have read above excites you and aligns with your personal values, experience and ambitions, then you are probably the right person for this role and you will love working here.


 Nat Ogborn
 Head of School

MISSION

CHARACTER EDUCATION

We build good character. We learn about good character, why it matters and how to develop it.

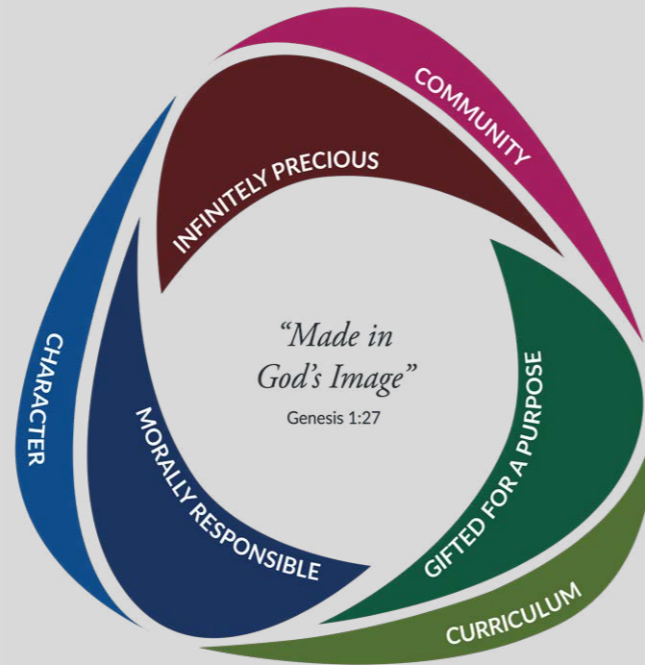
CURRICULUM EXCELLENCE

We are determined to achieve a personal best. We provide a broad ambitious curriculum that ensures excellent student learning, progress and future destinations.

COMMUNITY ENGAGEMENT

We serve with gratitude. We use our gifts to benefit the community and the environment.

OUR CORE VIRTUES



“
ALL PEOPLE ARE INFINITELY
PRECIOUS, MORALLY
RESPONSIBLE AND GIFTED
FOR A PURPOSE”



“
**SUPPORTING STUDENTS
AND STAFF TO BECOME
THE PERSON THEY HAVE
THE POTENTIAL TO BE”**

SUPPORT

We recognise that staff are our most important resource: they will have the biggest impact on the quality of education that our students receive. The Emmanuel staff body is an impressive group: well qualified, highly motivated and eminently hardworking. Colleagues are keen to continue developing their knowledge, skills and experiences and the College is committed to doing all it can to support them in these endeavours.

The professional development of staff is a priority for us. All colleagues have access to a well-structured and high-quality CPL-programme suited to their role and each member of staff has a line manager who is deeply interested in their wellbeing as well as their performance.

In addition to the normal remuneration package that includes a contributory pension scheme, company sick pay and maternity/paternity leave, Emmanuel staff enjoy a number of additional benefits. These include a daily lunch allowance, free use of our fitness suite, parking on the College grounds, as well as access to Care First, a free, independent and confidential resource available to employees that can help with all manner of needs.

There is a sense of real community amongst the Emmanuel staff body. Various social events sit alongside the long tradition of colleagues getting together after the College day to play football or netball – new players always hugely welcome!





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OPEN MINDS, A THIRST FOR
KNOWLEDGE AND INTELLECTUAL
ACADEMIC CURIOSITY”

ACADEMIC EXCELLENCE

The Emmanuel College curriculum is designed to engage all students, no matter their background, in a broad and balanced range of subjects. Highly effective teaching and learning principles share our practice and are embedded within every classroom.

Our curriculum enables students to:

1. acquire the knowledge and cultural capital they need to succeed in life;
2. cultivate strong character and the intellectual discipline to apply their learnt knowledge correctly.

Emmanuel College is committed, for all students, to:

1. have access to an ambitious, coherent, knowledge-rich curriculum that allows all students to acquire and apply knowledge;
2. experience a straightforward delivery of said curriculum, supported by effective sequencing of topics with long-term learning at its core;
3. engage in reliable assessments that accurately gauge students' progress through the curriculum and further embed knowledge.



THE PERSON

We know that missing just a few days of school can have a detrimental effect on a student's educational outcomes and, whilst school attendance has always been a key priority at Emmanuel College, it is an area that we want to make even greater improvements in. This is an exciting time to join the team where we believe the right person could make a significant impact by improving student attendance and punctuality.

The successful candidate will work closely with both our Student Welfare and Pastoral teams to proactively drive improvements in attendance for all students who are not already achieving 100%. Through close working relationships with students and their carers you will monitor and improve attendance rates by identifying barriers to attendance and implementing strategies to address them. Early intervention and support are a critical aspect to this work, as is working closely with one of our Student Welfare Officers to get school refusers attending school on a regular basis.

In this multifaceted position, you will be responsible for maintaining accurate attendance records, identifying and addressing patterns of absence, and collaborating

with various stakeholders to create a supportive and inclusive school environment. Your ability to communicate effectively, offer guidance and support, and analyse attendance data will be integral in helping our students achieve their full potential.

As an advocate for positive attendance habits, you will not only enforce attendance policies but also engage with students and families to understand the underlying reasons for absenteeism. Your work will contribute to the overall well-being and academic success of our students, fostering a culture of educational achievement and engagement.

There is no requirement that individual members of staff should be Christians, but it is essential however that all staff understand and enthusiastically support our mission, ethos and values.

If, prior to submitting your application, you wish to visit Emmanuel College to find out more about the role and the College, then you would be most welcome.

GENERAL
INTEREST

“

WE BELIEVE IN EXCELLENCE IN CHARACTER DEVELOPMENT, LEARNING ACROSS THE CURRICULUM AND SERVICE TO OUR COMMUNITIES”





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**A PLACE WHERE EVERYONE IS
WELCOME AND SAFE”**

THE **ROLE**

Reporting to the Assistant Vice Principal (Behaviour and Attitudes), the Attendance Officer will be responsible for:

Undertake the duties of Attendance Officer:

- monitoring and tracking student attendance data, and providing daily updates to Senior Leaders and Heads of Year acting quickly to address concerns of non-attendance and lateness. This includes application of sanctions in school, phone calls home and home visits through to referral to legal intervention, in line with school policies;
- conduct home visits where necessary to address attendance concerns for individual students;
- follow up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school procedures. Initiate and oversee the administration of absence procedures, for example letters home, attendance meetings and engagement with local authorities/other external agencies and partners.

Lead in the reporting and recording of attendance data:

- produce and interpret attendance reports for senior leaders, identifying key statistics, reasons for absence and poor punctuality and any patterns of concern;
- track the attendance of vulnerable groups of students in particular disadvantaged and SEND, report the information to senior leaders and work with them in identifying appropriate interventions to improve attendance and monitor progress;
- work with the Student Welfare Officer with responsibility for attendance to support students exhibiting emotionally based school avoidance and the reporting and recording of meetings and action plans.

Support the rewarding and sanctioning of student attendance and punctuality

- monitor the arrival of students who are late to college and sanction in line with college policies, identify patterns and trends and liaise with parents with actions to improve punctuality;
- run the after-school attendance catch up support in line with college policies and monitor and sanction attendance of students who should be attending;
- assist in the whole school rewarding of attendance awards, provide tutors with weekly data of student attendance, senior leaders with weekly and termly 100% attendance data to enable prize giving.

THE OPPORTUNITY

This is a rare opportunity which would suit someone wanting to make a difference in the lives of our more vulnerable students.

PERSONAL SPECIFICATION

You will have:

- 5 GCSEs or equivalent A*-C including Maths and English (essential);
- further training at degree level relevant to the post (desirable);
- level 2 Safeguarding Training (desirable);
- experience of working in a school environment (essential);
- an awareness of key legislation pertaining to school attendance (desirable);
- experience of raising student attendance levels in a secondary school (desirable);
- experience of using IT systems and Microsoft Office 365 (essential);
- experience of analysing data and producing reports (essential);
- experience of contributing to meetings with staff, students and agencies (essential);
- experience of conducting home visits and welfare checks (desirable);
- UK driving license and access to own car (essential).

PERSONAL ATTRIBUTES

The successful candidate will:

- be strongly self-motivated and personally resilient (essential);
- possess exceptional levels of personal integrity (essential);
- be committed to supporting students and families to improve school attendance (essential);
- have the ability to keep calm and focussed in pressurised situations (essential);
- demonstrate the ability to maintain effective working relationships and work collaboratively with colleagues at all levels (essential);
- have strong interpersonal skills both written and oral (desirable);
- listen to mental health and welfare concerns without prejudice (essential);
- be a creative thinker and able to anticipate and solve problems (essential).



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A PLACE WHERE ALL STUDENTS AND STAFF HAVE EQUALITY OF OPPORTUNITY AND SUPPORT”



APPLICATION DETAILS

Vacancy details:

Term time only plus 5 days

Monday to Friday – 40 hours per week

SCP 23-30 - £32,077-£38,223 (actual £29,698 - £35,388) per annum

Deadline:

Closing date: **Monday 9 October** at 9:00am

Interview dates to be confirmed

How to apply:

Potential candidates are more than welcome to arrange a visit to the school. For further information, please visit www.emmanuelcollege.org.uk or call HR on 0191 461 4156 or email hr@emmanuelctc.org.uk. A CV may be submitted to supplement your application but will not be accepted in replacement of a completed application form.

[APPLY ONLINE HERE](#)

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This post will involve daily contact with children and is subject to an enhanced DBS check. In addition, as part of the shortlisting process, and in accordance with statutory guidance, we may carry out an online search (for publicly available material) to help identify any incidents or issues that have happened which we may want to explore with shortlisted applicants at interview.

Please note that this detail is indicative and can be amended, updated or replaced as felt appropriate at any time and in order to remain in line with any future legal requirements or expectation.



EMMANUEL COLLEGE

Emmanuel Schools Foundation

Principal **Matthew Waterfield MA**

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www.emmanuelcollege.org.uk



**EMMANUEL SCHOOLS
FOUNDATION**