



**Churchill Community College**

Churchill Street

Wallsend

Tyne & Wear

NE28 7TN

Tel: 0191 2347200

Email: info@churchillcc.org

Headteacher: Mr P Johnson

Deputy Headteacher: Mrs F Nairne-White

Deputy Headteacher: Mr M Thompson

February 2024

Dear Applicant

Thank you for requesting details for the position of **Attendance Manager** at Churchill Community College. This is a permanent position, to start as early as possible.

We are looking for a passionate, inspirational and hard working individual to join us at Churchill Community College to provide overall leadership of the Attendance Team. We continually seek improvement in standards and achievement at Churchill. The Attendance Team consists of two other permanent colleagues who work tirelessly to encourage students to maintain good attendance.

As described in the job description attached, the Attendance Manager will support the wider team to analyse attendance trends, deliver the highest standard record keeping and develop strategic processes and rewards to improve student attendance. They will use data to track the progress of students.

Churchill is at a point in its evolution where there are significant changes in leadership. I took up the post of Headteacher at the start of September 2020 and from September 2023, we have had two new deputy headteachers in post to further accelerate school improvement. Churchill was inspected by Ofsted in 2019 as a 'good' school; previously the school had been judged 'outstanding', and whilst the judgement of 'good' was very fair we have the aspiration of 'excellence in all we do' and need the successful applicant to embrace this philosophy.

Churchill is very much a community school, and whilst the community we serve is enormously proud and supportive of the school, a significant proportion of our students come from low income or deprived households, with more than 46% of our cohort eligible for the Pupil Premium.

For these reasons we are looking for someone who instils in students the desire to learn and the aspiration they can achieve the very best they can. It is essential that the right candidate is an exceptional role model to both staff and students.

Churchill Community College is a vibrant, exciting and rewarding place to work. If, from what you have read, you feel that you would like to join us, please submit a completed application form and a letter of application (not exceeding two sides of A4) outlining how your skills and experiences make you the best candidate for the post. A CV is not required and will not be accepted.



The closing date is **9am on Thursday 15th February**. Please email your application to Heather Bell, Headteacher's PA: [recruitment@churchillcc.org](mailto:recruitment@churchillcc.org)

Interviews will be held week commencing 26th February. We will only contact those candidates who have been shortlisted.

If you would like further information about this post, please contact Martin Thompson, Deputy Headteacher (Pastoral), via email; [martin.thompson@churchillcc.org](mailto:martin.thompson@churchillcc.org).

Thank you for investing the time in our College, we look forward to receiving your application.

Yours sincerely



Paul Johnson  
Headteacher