

Headteacher: Mr C. Devlin

Kepier
Dairy Lane
Houghton-le-Spring
Tyne and Wear DH4 5BH

T: 0191 512 8960
info@kepier.com
www.kepier.com



Attendance Pastoral Leader – To start immediately
38 weeks Term Time + 15 days 37 hours per week NJC Scale Point Range
Permanent Post Pro-rata Salary- £34,869 - £36,692 (Full-Time Equivalent
£38,223 - £40,221)

Kepier, a good school known for its exceptional standards of pastoral support, is currently looking for an Attendance Pastoral Leader.

As an Attendance Pastoral Leader, you'll play a crucial role in promoting positive attitudes toward learner attendance and punctuality. Working closely with school staff, families, and learners, you'll lead operational efforts to manage attendance across the school. Your responsibilities include recognising outstanding attendance, driving initiatives to improve attendance and punctuality, and collaborating with the Senior Leadership Team to establish effective attendance management systems. Additionally, you'll oversee the Attendance Administrator.

Ideal candidates should have experience in a similar role within an educational setting, excellent communication skills, and the ability to work both independently and as part of a team. This role offers an exciting opportunity to make a significant impact on the school community!

The school is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. As part of our due diligence and to comply with our obligations in line with Keeping Children Safe in Education, an online search of publicly available information will be undertaken for all shortlisted candidates. All School posts are exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants will be subject to appropriate background checks and vetting including an enhanced DBS check and checks against the children's barred list.

Application form, job description and person specification are available online at www.kepier.com. Application forms (please do not attach additional letters, CV's or statements) should be returned to recruitment@kepier.com no later than **12 pm noon on Wednesday 17th July 2024**. It is anticipated that interviews will take place on **Friday 19th July 2024**.

We fully appreciate the time and effort required in completing an application and, whatever the outcome of this particular process, we are grateful for your interest in working at Kepier and wish you every success with your future career. Applicants who have not been contacted within 2 weeks of the closing date should assume they have been unsuccessful.

Registered Office:
Dairy Lane, Houghton-le-Spring,
Tyne and Wear DH4 5BH
Company Registered in
England and Wales:
Registered Number: 10980753

