

THE CASTLE PARTNERSHIP TRUST

Executive Headteacher: Sarah Watson



The Castle Partnership Trust

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THE CASTLE SCHOOL

Wellington Road, Taunton,
Somerset TA1 5AU
Tel: 01823 274073
www.castleschool.co.uk

COURT FIELDS SCHOOL

Mantle Street, Wellington,
Somerset TA21 8SW
Tel: 01823 664201
www.courtfields.net

July 2018

Dear Applicant

Attendance Officer vacancy at The Castle School

Thank you for your interest in working at The Castle School.

We are looking for a highly motivated and enthusiastic individual with a strong administrative background to join our pastoral support team as our Attendance Officer from September 2018. This is a new position within the school and highlights the importance we place on attendance.

The Attendance Officer will be responsible for the day-to-day provision of all aspects of the attendance system and procedures in the school, whilst playing an integral part of the pastoral support team to ensure that every child achieves, that every child has a strong sense of belonging and being valued, and that every child participates in learning, the community and education.

The successful candidate will ideally have previous experience of working in a busy office environment, combined with meticulous organisation, excellent interpersonal skills, and very strong written and verbal communication. A commitment and passion for working with young people and improving their life chances is essential. Applicants with experience of working in a school or similar organisation are very welcome but this is not essential as it is more important to have the right attributes and attitudes.

This position is for 33 hours 45 minutes per week and for school term time plus 3 of the 8 school INSET days (38 weeks per annum). This represents an actual starting salary £14,087 per annum, based on a full time annual salary scale of £18,672 rising to £20,541.

The most important thing for our children is their safety. We foster a culture of vigilance amongst staff, students and parents. We always listen to children and take their concerns seriously. The Castle School is committed to safeguarding and all staff have a duty of care towards our young people. All complaints and concerns are fully investigated.

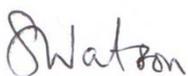
Please note that for posts working with children the successful candidate will be required to undergo an Enhanced Disclosure and Barring Service check (previously known as CRB check).

Applications should be emailed to recruitment@castle.somerset.sch.uk or posted to
Mr Rob Trowbridge
Assistant Business Manager
The Castle School
Taunton
Somerset
TA1 5AU

Please do not send copies of DBS (Disclosure and Barring Service) certificates, or additional materials with your form. Any CVs must accompany a fully completed application form.

The closing date for applications is 9am on Monday 16 July 2018 with interviews due to take place on Friday 20 July 2018.

Yours sincerely



Sarah Watson, Headteacher

JOB DESCRIPTION

Job Title:	Attendance Officer
Reports to:	Deputy Head (Pastoral)
Liaising with:	School Leadership Team, teaching and support staff, LA representatives, external agencies, organisations, students, parents and carers.
Grade:	School Support Staff Grade 13 (£9.67 to £10.64 per hour)
Working Time:	33.75 hours per week, 38 weeks per year (term time plus 3 of the 8 school INSET days, equivalent to 43.1281 paid weeks per year)

Main Purpose of Job:

The Attendance Officer will work alongside key staff in the school to support students in achieving their full academic potential by promoting excellent attendance, reducing levels of absence and working primarily with children and families from disadvantaged economic backgrounds in order to promote high levels of attendance.

Role:

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

Responsibilities and Principal Accountabilities:

- To identify and work with children and families from disadvantaged backgrounds as a priority, to establish regular patterns of attendance
- To work closely with parents/carers and students to improve levels of attendance
- To persistently challenge low student attendance within school and individual classes
- To collate information with regard to the attendance of students who may be experiencing attendance difficulties in order to inform school, parents/carers and other agencies

Duties:

- To work with groups of students, primarily disadvantaged, to improve levels of attendance
- To work and form strong relationships with parents/carers and other agencies in improving their child's attendance record and coordinating parental support and training where appropriate
- To undertake home and school visits as designated by the school/Educational Welfare Officer
- To interpret information relating to attendance patterns and identify key areas of concern for Pastoral Leaders

- To ensure all registers are completed accurately and no missing marks or unexplained absences remain
- To assist with the identification of students who will receive support in improving their attendance record
- To follow the school policy relating to 'first day contact'
- To ensure all unexplained absences are accounted for or seek an explanation where needed
- To assist and check records prior to the Census to ensure school attendance is accurate and up to date
- To monitor the attendance of vulnerable groups of students and liaise with staff/SEND department
- To produce termly reports for Pastoral leads and other agencies as required
- To liaise with the safeguarding team regarding child protection concerns
- To input timely information i.e. exams, music trips, sporting events, workbased learning appointments, absence reports etc and to keep Pastoral leaders and staff updated
- To check accuracy and correct coding on registers before printing off official registers and filing away on a termly basis
- To print off official registers and explained absences daily to ensure these are at hand in event of a school evacuation
- To follow the Trust's Attendance policy and send out letters as required
- To provide updates for staff on student attendance
- To collate, maintain and update attendance data
- To work alongside relevant teachers, senior management, learning support assistants and other support staff to improve attendance
- To ensure that student information is logged and/or filed efficiently
- To keep up to date with SIMs training

Standards and Quality Assurance

- Support the aims and ethos of the school
- Set a good example in terms of dress, punctuality and attendance
- Attend team and staff meetings
- Be proactive in matters relating to health and safety across the school

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate.

This job description is current at the date shown, but, in consultation, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary grade and post title.