



Information for Applicants

Attendance Officer

Grade E

£19,698 - £20,493

(Actual salary £17,567 - £18,276)

Permanent – Term Time Only + 10 days

Tadcaster Grammar School
Toulston
Tadcaster
LS24 9NB

Telephone: 01937 833466
Email: r.evans@tgs.starmat.uk

Headteacher: Mr A Parkinson

May 2021

Thank you for your interest in the post of Attendance Officer

TGS is a large and high achieving 11-18 comprehensive school and one which has a unique 'family' feel. We deliver a broad and rich curriculum, provide excellent pastoral support and pledge to deliver really high quality experiences for all our students. A commitment to professional learning is at the heart of our success here; we have high expectations of colleagues but provide great support and opportunities in return.

When I first arrived at TGS in September 2019 there were a number of things that immediately impressed me. The first was the very open and welcoming nature of the school from both the staff and students. The second was the sheer variety of activities which are offered both within the curriculum and after school hours. Finally it was apparent that TGS was a school with a strong reputation for looking after its students and where high standards of conduct are non-negotiable.

At TGS we do not limit our definition of achievement simply to traditionally academic pursuits, we believe in developing well rounded individuals and, as such, we make a significant investment in the areas of sport, creative and performing arts

If you feel you are ready for the challenge and would like to know more about the school and its activities please take a look at our website at <https://tgs.starmat.uk/>.

Thank you for your interest in this post.

Yours faithfully

Mr A Parkinson
Headteacher



THE SELECTION PROCESS

If you wish to apply for the post of Attendance Officer, then you should:

- Fully complete the application form, ensuring all details are accurate and all declarations are signed. Please ensure you include details of two professional referees with one being your current employer (with email addresses). Do not enclose additional CVs.
- Support your application with a covering letter A4 (11.5pt Calibri, 1.15 spacing) addressing the following:

How your experience to date best fits you to the requirements of the following sections of the person specification:

- ***Knowledge and experience***
- ***Personal qualities***

Please use *relevant and recent* examples and impact measures from your practice.

The short-listing process will, in part, assess your ability to communicate effectively and accurately in the written word.

Your audience for your written work will be school staff and governors.

Remember when addressing the above, ***less is sometimes more.***

Timeline for the selection process

Post advertised	1st May 2021
Closing time/date for applications:	Tuesday 18th May 2021 at 9am
Short listing:	W/C 17th May 2021
Invitation to interview by telephone/ Confirmation by email:	W/C 17th May 2021
Selection day:	W/C 24th May 2021

Please address all return mail to:

Mrs R Evans
HR Advisor

Tadcaster Grammar School
 Toulston
 Tadcaster
 LS24 9NB

r.evans@tgs.starmat.uk

Appendices

1	The School Vision and Values Statement
2	Job description and person specification for the role of Attendance Officer

Appendix 1: The School Vision and Values Statement

	<p>Creating outstanding education in all of our schools to enable every young person to flourish and realise their full potential.</p>		<p>Be your best self, be:</p> <p style="text-align: center;"> Ambitious Resilient Responsible Respectful </p>
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OUR VISION *(Our cause; our key belief)*

<p>Be your best self</p>	<p>During their 7 years with us at the school, we want all students to maximise their potential through excellent academic and personal development.</p> <p>Each individual should also be:</p> <ul style="list-style-type: none"> ● aware of the needs of others in their thoughts and actions; ● empowered to control their own well-being; ● able to achieve fulfilment in their current and future lives.
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OUR CORE VALUES *(These should be seen, experienced & lived)*

All staff and governors at Tadcaster Grammar School are expected to recognise and uphold the STAR Multi Academy Trust **values** of trust, openness and service. In addition:

All **staff** are expected to consistently model the following **values** which underpin everything we do, every day:

<p>Students considered first</p>	<p>All of our decisions should put the needs of students first. All students will be known well, included, valued and heard.</p>
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High expectations - no limitations	We do not prejudice potential by preconceptions about individuals or groups of students.
The right curriculum experience for each student	We respond to the aspirations and needs of individual students with a broad and balanced curriculum and diverse co-curricular offer.
The best support for each student	Students are individuals with their own needs and requirements; our care and pastoral support systems need to reflect this.

All **students** are expected and supported to show the following **values** in everything they do in school, every day:

Ambition	To show a desire and determination to achieve success.
Resilience	To show a determination to achieve success
Responsibility	To take ownership for their actions and work in and out of school.
Respect	To be considerate to themselves and others.

Appendix 2: Job Description Job Title: Attendance Officer

Purpose of the post

To maintain accurate data, provide analysis and early identification of attendance issues to ensure that the school can work proactively with parents to avoid issuing penalty notice and court action wherever possible

Operational

- Be the first point of contact for all attendance issues in the school
- Alongside the Pastoral Leader, follow up on missing reasons for absence ● Management of the telephone, text and email absence lines; updating registers on Bromcom ● Alongside main office, input registers and alterations made by staff and cover teachers ● Alongside main office, follow up on missing registers raising immediate issues to SLT
- Manage correspondence in respect of attendance, issuing letters as appropriate and preparing relevant paperwork in preparation for Fixed Penalty Notices
- Support in attending home visits with the aim to engage with families and improve attendance
- Monitor attendance, interpret statistical data to identify issues/patterns of non-attendance with individual students
- Work with identified poor attendance and disengaged students and their parents/carers on

short and medium term strategies to remove barriers to regular attendance at school

- Monitor and evaluate the effectiveness of strategies with individual students
- Actively promote good attendance with all students and promote the schools attendance policy and strategy
- Develop support materials and information to communicate clearly to students the school's attendance policy, raising the profile of attendance and punctuality within the school

Strategic

- To advise the school on strategies to promote the regular and punctual attendance of all pupils and assist with the implementation of agreed strategies
- Update school records, analyse attendance data and provide reports to SLT and other professionals.
- Provide updates to relevant staff on student attendance with strategies for improvement ●

Lead on the whole school attendance strategy and monitor particular attendance issues ●

Provide information to whole school so that they are equipped to encourage good attendance ●

Contribute to the attendance strategies and systems

- Establish links and communicate with feeder schools to gain any relevant information about attendance records of new students

General

- To ensure documents are produced and formatted to school standards and within deadlines
- Attend and participate in meetings as required
- Liaise and work with external organisations as required
- Keep accurate, clear and concise records of all interventions and consultations
- Maintain a good working knowledge of the statutory framework and any policies and procedures relating to school attendance, child employment, child protection and special needs etc. in order to be able to offer informed advice to parents, school staff and others

The 10 additional days will be used to support at Parents' Evenings in order to speak to families of low attendance. They will also be used to carry out some work in the school holidays to support students returning to school or joining the school as a year 7.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed.

[STAR MAT policy is to assess the performance of all new staff during the first 6 months of their

contract to determine suitability for continued employment.] *Only applicable to staff joining the school after September 2019.*

Elements of the Job Description may be re-negotiated at the request of either party and with the agreement of both. The post holder may, in addition, be asked to carry out other reasonable duties within the MAT, (which could involve working at other schools), as may be required for the benefit of the school and the students' education and well-being.

Appendix 2b: Person Specification Job Title: Attendance Officer

			Relevant Criteria	Evidence	Essential / Desirable
1.	Education and Qualifications	1.1	Educated to A' Level or equivalent	Application form / certificates	E
		1.2	Additional professional qualification or training related to this post	Application form / certificates	D
2.	Knowledge and Experience	2.1	An understanding of legislation relating to school attendance	Application form / Interview	E
		2.2	Knowledge and understanding of the state secondary education system	Application form / Interview	E
		2.3	Experience of working in a related area of work	Application form / Interview	E
		2.4	Experience of managing MIS systems (ideally Bromcom) for reporting to SLT and other stakeholders	Application form / Interview	E
		2.5	Knowledge and understanding of relevant data analysis and reporting	Application form / Interview	D
		2.6	Evidence of effective work with a range of outside agencies including Local Authority or similar	Application form / Interview	D

		2.7	An understanding of the issues affecting truancy and non-school attendance including reasons why school refusal may happen with students	Application form / Interview	E
		2.8	Experience of having a solution focussed approach, collaborative working and enthusiasm to work with students, parents and carers in addition to school based staff.	Application form / Interview	E

3	Personal Qualities	3.1	Commitment to safeguarding and promoting the welfare of children and young people.	Application form / Interview	E
		3.2	Willingness to undergo appropriate checks, including enhanced DBS checks.	Application form / Interview	E
		3.3	Motivation to work with children and young people.	Application form / Interview	E
		3.4	Emotional resilience in working with challenging behaviours and attitudes.	Application form / Interview	D
		3.5	Have a willingness to demonstrate commitment to the vision and values of Tadcaster Grammar School.	Application form / Interview	E
		3.6	Willingness to use own transport for home visits and holds a full UK driving licence.	Application form / Interview	E