



Proud to be part of
GREENSHAW
LEARNING TRUST



HOLMLEIGH PARK

HIGH SCHOOL



LEAD ATTENDANCE OFFICER

Start Date: 1st September 2021

Salary: Grade H Point 20 – 25 (£25,991 - £29,577) **Actual:** (£22,414 - £25,723)

Status: Permanent

Working Hours: 36 hours per week, Term-time only + Inset Days

INTRODUCTION

Thank you for taking an interest in joining us as a Lead Attendance Officer.

Holmleigh Park is an ambitious academy located in Tuffley, Gloucester. We believe that all children have limitless potential, and are proud to offer a comprehensive education to all students in our local community. We expect all staff, students and parents to embrace our three principles - **Work Hard, Be Kind, Take Responsibility** - so that our students leave school as ambitious, confident and successful young adults with the highest standards of integrity.

Why join us?

- **Our clear systems:** At Holmleigh Park, we believe that simple and clear support systems are the driving force which will improve our school
- **Centralised support:** As members of the Greenshaw Learning Support, our support staff benefit from expert advice, training and assistance from the central team, and have the opportunity to collaborate with staff across our South West schools.
- **The opportunity to make a difference:** Our school is improving incredibly quickly, and we're proud to offer all local students a standard of education which we fully expect to outpace the local grammar schools within two years.
- **The quality of living:** Our easily accessible location is just 15 minutes from the Cotswold Hills, and is within commuting distance from Cheltenham, Bristol and Cardiff.

We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, which collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing their own distinctive characters. Join us and see why we are one of the fastest improving MATs in the country.

Our website provides a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours. We welcome visits or conversations with prospective applicants. To arrange a tour or a confidential phone call, please contact Ms Harrison (l.harrison@hphigh.co.uk).

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

We are committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

I look forward to hearing from you soon.



Patrick Farmbrough
Headteacher

JOB DESCRIPTION

This is an extremely exciting time to join Holmleigh Park High School. We are currently looking for an ambitious, enthusiastic and resilient practitioner to work alongside the attendance officer.

Report to: Deputy Headteacher for Attendance/Pastoral Support Manager

Responsible for: Attendance Officer

Salary: £25,991 gross (Actual £22,414 pa)

Term time only plus all INSETS

Hours: 36 Hours per week Mon-Friday

Job Purpose

- To monitor and track student attendance and actively put in place measures to promote improved attendance and help maintain appropriate expectations and standards.

Key Duties

- To lead, manage and work alongside the attendance officer to ensure all attendance related tasks are completed with rigour
- Operate the School's computerised attendance systems
- Train teaching staff in the use of attendance system – daily roll call and lesson by lesson roll call
- Collect attendance data, which impacts upon student performance for analysis by colleagues eg, Hls, tutors
- Advise, implement and practice Attendance Policy
- To maintain an up-to-date knowledge of local and national attendance related guidance
- To prepare cases for penalty notices and court proceedings in line with local authority guidelines
- Collect evidence for Court proceedings
- To arrange and attend home visits to persistent poor attendees (or provide DDSL with information to do this)
- To arrange and lead on meetings within school with parents to attend and discuss poor attendance
- To contact parents on a daily basis re student absence to improve the school's attendance figures therefore impacting upon quality teaching and learning within the school
- During fire drills – ensure all students are accounted for
- Ensure registers are ready for roll call each day
- Complete AIM meeting to further support those students who have poor attendance
- Collate / collect medical evidence if applicable
- Ensure first and second stage letters are sent when required
- Complete any reasonable task required by GLT, Head of Attendance and Pastoral Support Manager
- To work closely with the attendance officer and pastoral leads to support improved whole school attendance

Administration

- Provide analysis of data / reports required for Line Manager and Heads of Year
- Provide reports / data for other members of staff as and when required
- Produce statistics for the School, Local Authority and DfE
- Keep files updated with holiday requests. Produce holiday letters to be sent to parents and input data on SIMS
- Provide cover if necessary for other administrative jobs within the school

Staff Development

- To continue personal development in the relevant areas including subject knowledge and teaching methods
- To engage actively in the Performance Management process
- To participate in whole school CPD programmes
- To take part in the staff development programme by participating in arrangements for further training and professional development.

Safeguarding

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school
- Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons

Personal Responsibilities

- To play a full part in the life of the school community and to encourage staff and students to follow this example
- To actively promote school policies and procedures
- To be responsible for own continued professional development
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate.
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment
- To attend meetings scheduled in the school calendar punctually
- To adhere to the School's Safeguarding Policy.

Working Environment

- Most activities will be undertaken within the school premises.

Equipment

- Use of computer and other audio visual aids to support teaching and learning activities.

The Greenshaw Learning Trust Mission Statement

- *We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.*
- *We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.*
- *We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.*

Greenshaw Learning Trust Employee Benefits

The Greenshaw Learning Trust recognises that our employees are our most important asset and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- Excellent CPD opportunities and career progression.
- Employer Contributions to Teachers Pension Scheme.
- Cycle to work scheme.
- Gym membership scheme.
- Employee Assistance Programme.
- Eye Care Voucher scheme.

Safeguarding Children

The Trust is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks.

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Qualifications	Essential	Desirable
Good GCSEs or equivalent which must include a C grade in Maths and English		●
Minimum Level 3 vocational training / qualification in the care, development and education of children or relevant experience		●
Evidence of personal commitment to CPD	●	
NVQ Level 2 Administration qualification or equivalent	●	
NVQ Level 3 Administration qualification or willingness to train		●
Experience and Knowledge	Essential	Desirable
Experience of working within a school setting	●	
Knowledge of national educational developments		●
Administrative/Attendance experience within the field of education		●
Familiarity with SIMS (School Information Management System) will be beneficial, but is not essential		●
Previous administrative experience demonstrating strong organisational skills	●	
Line managing staff		●
Skills and Abilities	Essential	Desirable
Ability to work effectively with young people in a school-based setting.	●	
Capacity to work effectively as part of a team	●	
Excellent time management	●	
Able to clarify and explain instructions	●	
Personal	Essential	Desirable
High professional standards and personal integrity	●	
Commitment to building positive relationships with students and parents/carers.	●	
Self-motivated, setting challenging personal objectives and targets.	●	

Ability to communicate sensitively and effectively with colleagues, parents and students.	●	
Hardworking and committed	●	
Be dependable, able to follow instructions and respond to management directions	●	
Have a willingness to extend skills through appropriate training	●	
Have good working ICT knowledge	●	
Sound judgement	●	
Flexible and responsive to change	●	
Able to maintain confidentiality	●	
Commitment to working within the School's Safeguarding Policy and Procedures	●	
First Aid certificate, or willingness to train as a first aider		●

The Recruitment Process

The Application Process

1. Applications

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website www.hphigh.co.uk

The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than **Monday 9th August 2021**. Applications received after this date and time will not be considered.

2. Shortlisting

Shortlisting will be finalised on **Wednesday 11th August 2021**. Shortlisted candidates will then be invited by telephone to attend for interview. Please make sure you have given day and evening telephone numbers on which you can be reached.

3. Interview

Interviews will take place on **Friday 13th August 2021**.

4. Notification of outcome

Candidates will be notified of the outcome as soon as possible following the interview process. Please ensure you have given day and evening telephone numbers on which you can be reached.

5. Feedback

Unsuccessful shortlisted candidates will have the opportunity for professional feedback during the week following the interviews.

6. Taking up post

The successful candidate will take up post as soon as possible.

Should you require any additional information, please contact Lin Harrison, HR Officer at l.harrison@hphigh.co.uk