



Education  
Partnership  
Trust

High Expectations • Commitment • Ambition

# Candidate Information Pack

**Attendance Officer**

**Carr Hill High School**



# A message from the Headteacher

Thank you for expressing an interest in the position of Attendance Officer at Carr Hill High School.

This is an exciting opportunity for an outstanding, ambitious and dynamic person to join the school at an exciting stage of its journey.

Carr Hill is situated in the market town of Kirkham in the Fylde, just over a mile from exit 3 of the M55 and with very easy transport links from a wide radius in the north west of England. Kirkham is just 9 miles from the coastal town of Lytham St Annes and an easy drive to the Lake District or Trough of Bowland. Kirkham is also served by Kirkham and Wesham train station.

The school is 11-16 and has an average of 180 students in each year group. Students come from over 25 different primary schools though there are a core group of feeder schools. Historically there are a significant number of army families due to the proximity of the barracks at Weeton which will have a new regiment in summer 2024. As the only state school in the immediate area, Carr Hill is a truly comprehensive school with a wide range of ability and social background.

We aim high at Carr Hill and expect high standards of behaviour and academic effort from all our pupils. We believe in encouraging our pupils to take responsibility for their actions, decisions and their future education to foster a culture of commitment to lifelong learning. We believe every pupil is an individual that can achieve extraordinary goals and we work hard for them to achieve these; however, we expect our pupils to work even harder for their future. This is their responsibility that we will support them with every step of the way.

At Carr Hill our mission is to provide a high-quality education that prepares students for the challenges of tomorrow. With a focus on pursuing excellence, we strive to create an inclusive environment where every student can achieve their full potential, through our Carr Hill values of 'Commitment, Aspiration, Resilience and Respect.'

We are committed to the pursuit of outstanding teaching and learning alongside the highest possible academic, personal and moral standards. This commitment is built upon a shared belief in hard work, self-reflection and a culture of respect and support for others.

We expose our pupils to culture beyond their experience to build opportunities and develop a strong sense of self-worth and humility to make positive contributions now, and in the future, to the communities to which they belong.

As a staff member of Carr Hill High School, you will be able to take advantage of the staff benefits available through the EPT.

If you have any questions about our school, or the role itself, please do not hesitate to get in touch.

To apply for this post, please follow the instructions on the Vacancies page on our website. For visits to the school or any other information, please contact [jharrison@carrhill-ept.com](mailto:jharrison@carrhill-ept.com)



**B. Layzell**  
Headteacher



**Education  
Partnership  
Trust**



I am delighted that you are considering a role within the EPT. The EPT was established in 2012 as a high performing multi academy trust and approved academy sponsor, that delivers the very best educational experience for our pupils within an ethos of collaboration and excellence.

The reduction of workload and the wellbeing of our colleagues are key priorities with Wellbeing Champions in each school and a designated trust lead.

Wishing you all the best with your application.



**Sharon Roscoe**  
Chief Executive

## Our Vision

Creating outstanding schools which transform learning, lives and communities

## Our Values

### High Expectations

of ourselves, our pupils and our school community

### Commitment

we are dedicated to raising standards and improving opportunities

### Ambition

we constantly strive to improve by setting ourselves challenging goals

**Job Advertisement**

# Attendance Officer

<b>Hours:</b>	<b>37 (full time)</b>
<b>Weeks Worked:</b>	<b>39 (Term time plus all Inset days)</b>
<b>Start Date:</b>	<b>As soon as possible</b>
<b>Salary:</b>	<b>Grade E SCP 9-15 £25,119 - £27,803 (pro rata)</b>

Carr Hill High School wishes to appoint a hardworking, enthusiastic and committed Attendance Officer. If you are experienced, enthusiastic, open to new ideas and have a flexible 'can do' approach, we would welcome an application from you.

**The Job:**

- To support the school in playing a leading and proactive role in the management of day to day procedures to improve school attendance and helping young people to achieve.
- Be responsible for the compilation of all attendance data for SLT, Governing Body, The Trust, external agencies and internal school purposes.
- Initiate legal Interventions for prosecution through the completion of chronologies and gathering evidence to complete and submit legal paperwork for, FPN's and LI to a Court officer in accordance with DfE guidance.
- Act as first point of contact for students arriving late at school
- Monitoring the performance of the school against the school's attendance targets

**What are the job requirements?**

- English and Maths A\*-C or equivalent
- Ability to relate well to young people and to understand their needs
- Understands the need for effective relationships with parents, carers and external agencies
- Ability to maintain a professional manner in difficult situations
- Good communication skills
- Effective use of ICT in management and data handling
- Ability to inspire and motivate students and peers

**Amongst the many benefits of working within the Trust you will receive:**

- Healthcare cash back plan provided free by the Trust includes optical, dental, physio, diagnostics, health assessment, NHS prescription charges, hospital cover, discounted gym memberships plus lots more.
- 6 sessions of free counselling including CBT, wellbeing and bereavement.

- Cycle to work scheme.
- Electric Car Scheme (Salary Sacrifice)
- Access to Government pension scheme.
- Free parking
- Training and development opportunities
- Personal development and promotion opportunities across the Trust
- Trust wide focus on staff wellbeing
- Trust wide Intranet to share knowledge and resources

**Closing date:** 10<sup>th</sup> October 2024 at 1.00 p.m.  
**Interview date:** 14<sup>th</sup> October 2024

### **Safeguarding**

The Education Partnership Trust is committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment.

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed.

Education Partnership Trust is also committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community.

Incomplete application forms will not be shortlisted, if you need to discuss a reason for being unable to complete a section, please contact the recruitment team [HR@ept-uk.com](mailto:HR@ept-uk.com).

Applications for this exciting post are to be made through <https://ept.face-ed.co.uk/vacancies>

## Job Description

# Attendance Officer

**Reports to:** Attendance Lead

**Salary:** Grade E SCP 9-15 £25,119 - £27,803 (pro rata)

### JOB PURPOSE:

- To support the school in raising attendance and helping young people to achieve
- To work with young people, their families/carers and the school to return young people to regular school attendance
- To strive to improve school attendance in line with national expectations.
- To identify and resolve patterns of student absence in order to make a measurable impact upon the school's rates of authorised / unauthorised absence.
- Playing a leading and proactive role in the management of day-to-day attendance procedures.
- To work within the Pastoral Support Team in supporting students who are in school to achieve their potential

### KEY ROLES AND RESPONSIBILITIES:

- Analyse attendance (including punctuality) data to identify emerging issues and respond proactively where there are trends, patterns & emerging issues with individuals or groups of students, and have an awareness of vulnerable students/groups i.e., CLA, SEN, CIN, PA, PP students.
- Be responsible for the compilation of all attendance data for SLT, Governing Body, The Trust, external agencies and internal school purposes.
- Initiate legal Interventions for prosecution through the completion of chronologies and gathering evidence to complete and submit legal paperwork for, FPN's and LI to a Court officer in accordance with DfE guidance.
- Make first day contact with the parents/carers of students who are absent.
- Undertake home visits for students on third day of absence.
- Provide 1:1 attendance improvement work for identified students including persistent absence students and other vulnerable groups to help monitor and improve their attendance.
- Follow through incomplete registrations and reasons for absence.
- Produce lists, information and running reports relating to attendance data.
- Act as first point of contact for students arriving late at school
- Monitoring the performance of the school against the school's attendance targets

- Reporting attendance statistics to the schools Senior Leadership Team or other bodies in school as necessary
- Supporting the rewards system for good attendance
- Contributing to school display materials, newsletters, website and other media on the importance of good attendance
- Liaising with Exams and Assessment Officer to ensure that attendance is highlighted on student progress reports
- Talking to staff, students and parents as required about the importance of good student attendance
- Checking registers at regular intervals and ensuring that any errors or omissions are corrected promptly
- Providing register training for teaching staff
- Providing advice to staff regarding the amendment of registers
- To work with the other members of the Pastoral Support Team, and other agencies where appropriate, to develop intervention strategies appropriate to individual students and families, contributing specific expertise on attendance issues, and taking the lead where attendance is the key issue
- Identifying students who fall below their agreed target attendance or punctuality levels
- Undertaking direct intervention with students falling below target attendance or punctuality levels, developing a range of strategies and action plans for improvement
- Undertaking direct work with parents/carers whose children have been identified below target attendance or punctuality levels, to engage them with supporting their children to attend and achieve at school
- Managing individual cases causing concern regarding school attendance or punctuality, by means of correspondence, interview, home visits and other measures required
- Meeting with Mentors and Year Leaders to discuss students whose attendance or punctuality is beginning to cause concern
- Contributing to any review of the school's Attendance Policy
- Identifying young people and families with the highest levels of difficulties and working with other staff in the completion of the Early Help Process
- Liaising with appropriate staff in school and local authority to promote good attendance of students, for example: SENCO, Educational Psychologists, Careers Officer, CAMHS
- Liaising with other agencies on behalf of the school, student and parents/carers
- Working with other schools, as appropriate, to instigate and develop different strategies in working with students recognised as being at risk of poor attendance
- Liaising with the appropriate local authority department about students who have gone missing during the school year
- Liaising with the Pastoral Team and Assistant Head (Inclusion/SENCO) to discuss new students who may have attendance concerns
- Take responsibility within own areas and in the execution of general duties for the creation of a positive climate for learning which results in positive, respectful attitudes from students



- Consistently apply the school behaviour policy to support all colleagues in establishing high standards of behaviour from students, and in order that students have parity of treatment and expectations in all areas of the school
- Participate in whole school, departmental and all school meetings actively contributing to the decision making and consultation procedures
- Participate fully in the school's Performance Management process, engaging in professional development activities which enhance personal performance, fulfil personal potential and contribute effectively to the implementation of the school goal to be an outstanding place of learning
- Uphold the professional standards of dress, behaviour, attitudes and team spirit which will ensure that Carr Hill High School is a pleasant, positive place to learn and work
- Uphold the professional standards expected of every member of the school staff in all dealings with colleagues, students, parents/carers and the wider community
- Adhere to the principles expressed in the aims of the school and its mission statement
- Actively contribute to the continued development of the school by attending training, participating in relevant meetings and putting forward ideas for improvement
- Be a positive, collaborative team member
- Apply all school policies in all aspects of the role
- Keep up to date with all aspects of the safeguarding policy and familiar with Keeping Children Safe in Education document
- To promote equal opportunities in education in order that all children and families will gain optimum benefit from the service provided.
- To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing

**Note:**

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future. As a general term of employment, the Trust may affect any necessary change in job content or may require the post holder to undertake other duties, at any location in the Trust's service, provided that such changes are appropriate to the employee's remuneration and status.

As a term of your contract of employment, the Trust reserves the right to vary your hours of work and require you to work outside the range of your "typical working arrangements" specified in your Statement of Particulars. The Trust reserves the right at its discretion to affect this condition of your employment. Should this be necessary you will be given reasonable notice of any proposed changes.

**Person Specification**

# Attendance Officer

**Reports to:** Attendance Lead

**Salary:** Grade E SCP 9-15 £25,119 - £27,803 (pro rata)

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview / Task
<b>QUALIFICATIONS &amp; EXPERIENCE</b>				
1.	English and Maths A*-C or equivalent	E	√	
2.	Experience of working with secondary age children in an education or social care setting	D	√	
3.	Experience of working in a secondary school in difficult situations	D		√
4.	Experience of supporting young children and families	D	√	√
<b>KNOWLEDGE, SKILLS and COMPETENCIES</b>				
5.	Ability to relate well to young people and to understand their needs	E	√	√
6.	Ability to work as part of a team or alone	E	√	√
7.	Ability to relate well to parents/carers	E	√	√
8.	Ability to maintain a professional manner in difficult situations	E	√	√
9.	Ability to challenge young people, parents/carers and fellow professionals	E	√	√
10.	Ability to supervise and assist young people in school	E	√	√
11.	Good time management and organisational skills	E	√	√
12.	Good communication skills	E	√	√
13.	Flexible attitude to work	E	√	√
14.	Knowledge of legislation relating to school attendance and to the welfare and safeguarding of young people	D	√	√
15.	Knowledge of classroom roles and responsibilities	D	√	√

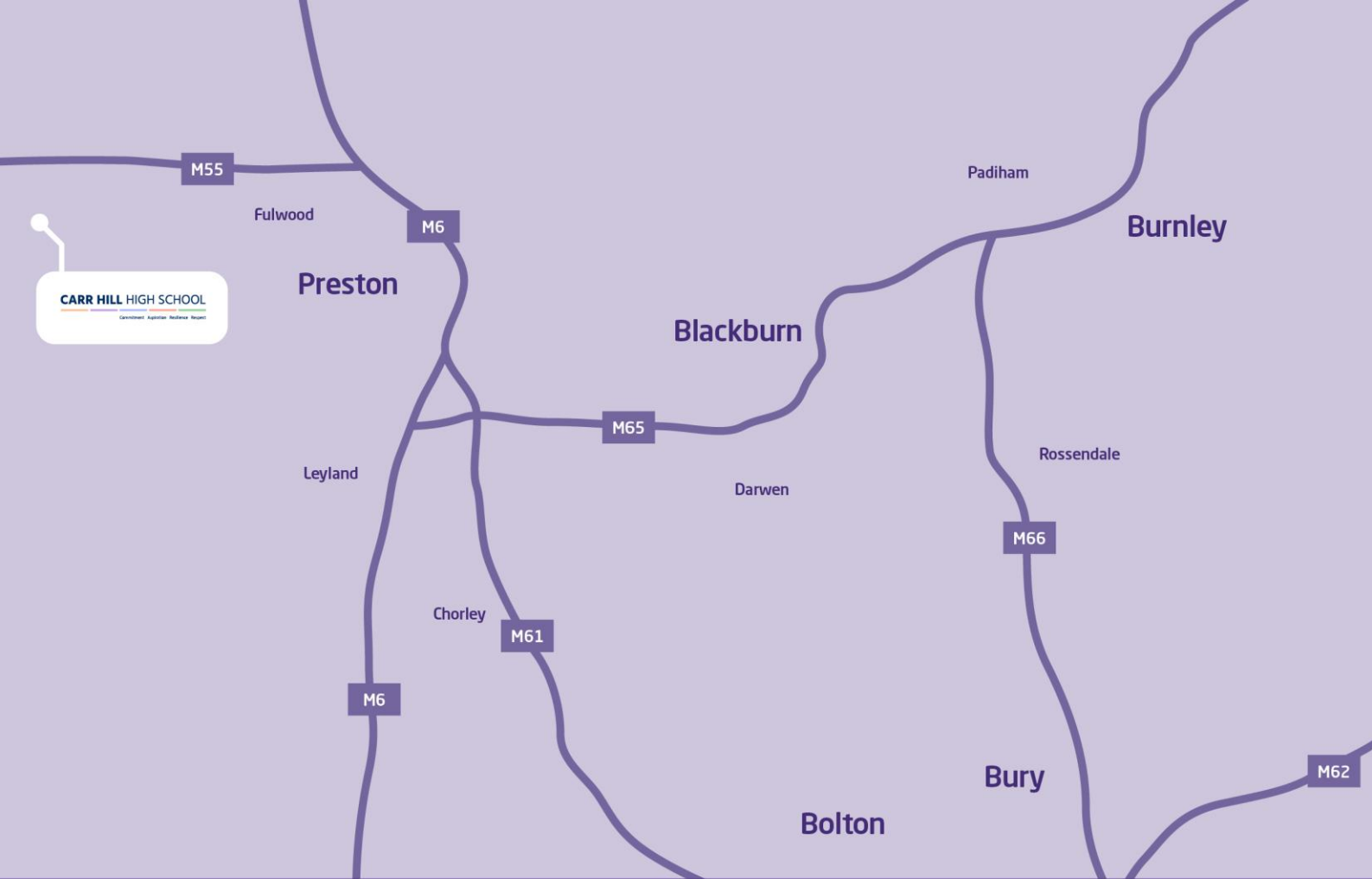
16.	Ambitious and keen to undertake continuing professional development	D	✓	✓
17.	Ability to promote and develop positive relationships within and beyond the school	E	✓	✓
18.	Understands the need for effective relationships with parents, carers, partners and the community which enhance and support students learning	E	✓	✓
19.	A high level of self-awareness – knows strengths and weaknesses and can relate to difficult personality types well	E	✓	✓
20.	Has knowledge and understanding of safeguarding and child protection	E		✓
21.	Effective use of ICT in management and data handling	E	✓	✓
<b>PERSONAL QUALITIES</b>				
22.	Demonstrate a positive and enthusiastic outlook	E	✓	✓
23.	Ambitious with a drive to succeed	E	✓	✓
24.	Ability to inspire and motivate students and peers	E	✓	✓
25.	Commitments to safeguard and promote the welfare of children	E	✓	✓
26.	Pleasant and professional manner	E	✓	✓
27.	Self confidence	D	✓	✓
28.	Flexibility and adaptability	D	✓	✓
<b>OTHER</b>				
29.	Desire to contribute to and be involved in the wider life of the school	E	✓	✓
30.	Good record of attendance and punctuality	E	✓	✓
31.	Full driving license use of a car in exceptional circumstances	E		✓
32.	Willingness to undertake visits to families in their homes	E		✓

# CARR HILL HIGH SCHOOL



Commitment Aspiration Resilience Respect





# Contact

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An Education Partnership Trust School