



Saint George's
Church of England School

WORKING AT SAINT GEORGE'S C OF E SCHOOL

Join our Team



**For Appointment of:
Attendance Officer**



Diocese of
Rochester



PROUD TO BE
Aletheia
Academies Trust



Saint George's Church of England All Through School



We consider our school to be highly inclusive, welcoming students of all backgrounds and beliefs, unified by our commitment to their well-being and sense of achievement.

Saint George's has developed a reputation as a high achieving school providing excellent outcomes for all students academically and in terms of their personal growth. We have exceptionally high expectations of how our students behave, speak, and present themselves. This is underpinned by our Christian values, our worship and school ethos. Everyone who wishes to learn is welcome.

Our motto '**All Different, All Equal, All Flourishing**' emphasises our Christian belief that the God-given talents of all students should be encouraged and developed, recognising, and valuing their unique worth.

We have had a long-held belief in the potential of an all-through school to further enhance the educational provision on our site. We are delighted that this vision has now become a reality for Saint George's. A shared philosophy ensures that there is greater consistency around expectations, ethos and pedagogy which eliminates any unsettling transition between the primary and secondary phases. We facilitate teachers working together in the primary and secondary phases which raises aspirations still further and ensures that children are not able to fall through the gaps. Our primary pupils benefit from having specialist subject staff available and economies of scale allow greater spending on teaching and learning and the sharing of specialist and enhanced facilities for all pupils.

At Saint George's, we strive for all students to have learnt new skills, to have developed their talents and with this, a love of learning; making them confident, articulate, sensitive and caring citizens for the future.



CEO's Welcome Stephen Carey

Thank you for your interest in the role at Saint George's C of E All Through School. I hope that the information within gives you an insight into our school, Aletheia Academies Trust and the unique opportunity this position offers.

Aletheia Academies Trust's vision is rooted in a determination to **improve the life chances of local children**. Aletheia has grown with devotion to a principle of geographical proximity; knowing, caring for, and understanding the areas we operate in are important to us. Since our inception, the Trust has adopted an operational model based upon the notion of a family of schools; understanding that like any family member, each school, and each community that it serves, is unique. Schools are encouraged to celebrate and explore this dimension. The role of the Trust is to act in a parental capacity; to ensure that each school is well-supported and individual strengths are shared to improve the outcomes of all; to provide wider experiences to Trust pupils beyond the capabilities of any individual school; to develop and share staff expertise; to provide expert leadership and governance.

Saint George's was one of the founding schools within Aletheia Academies Trust and continues to play a significant part in the development of the organisation. As the only current open provision with a secondary phase, the school has a pivotal role in the co-construction of an all-age learning journey for pupils. The school has excellent staff retention rates and is deservedly proud of the palpable sense of community that stakeholders and visitors encounter and regularly comment upon. The school provides an exemplary model of the highly ethical and inclusive Trust vision and values.

It is these values and principles that make me feel so proud and privileged to serve as the CEO of the Aletheia Academies Trust.

I look forward to receiving your application.



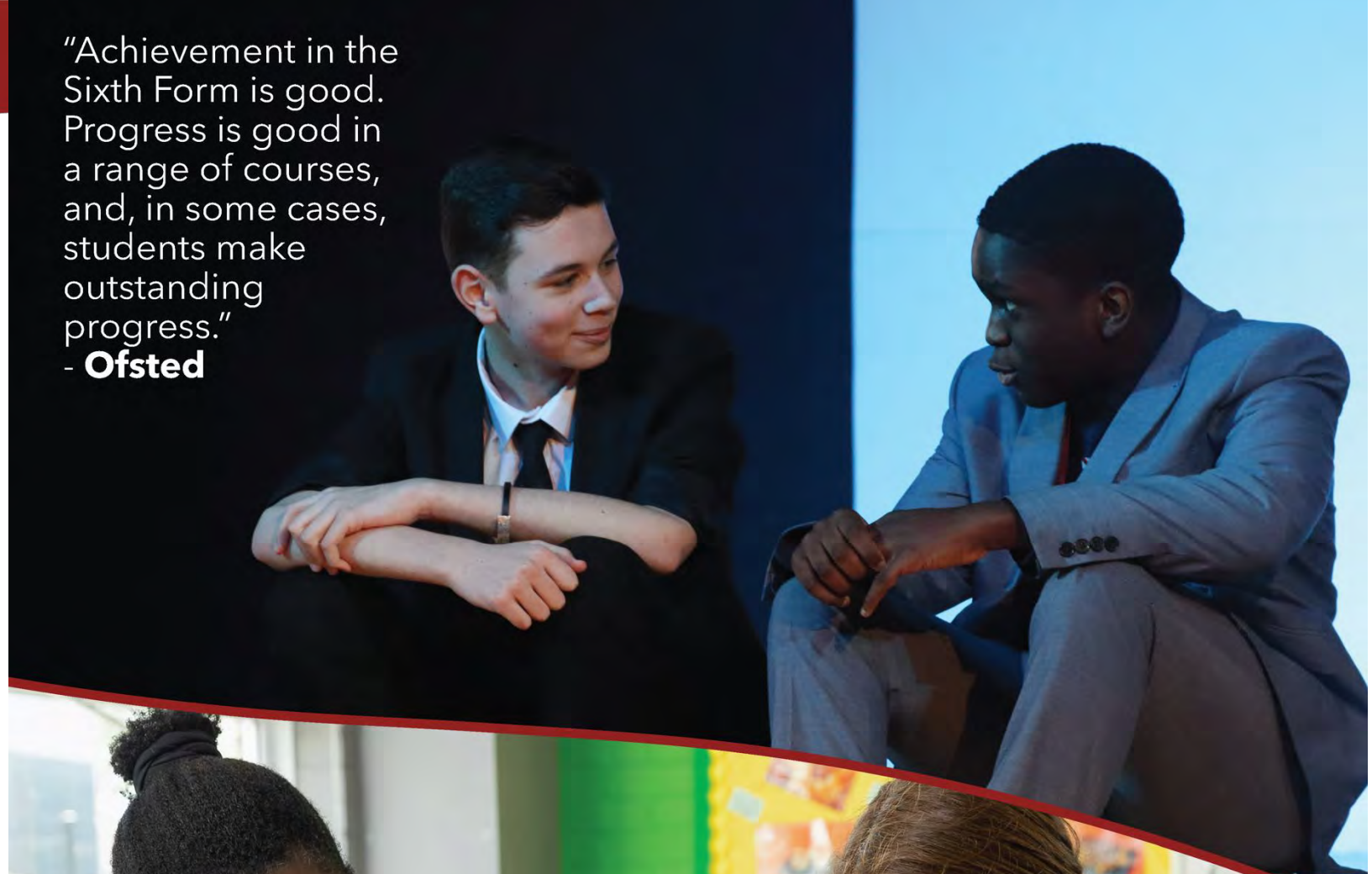
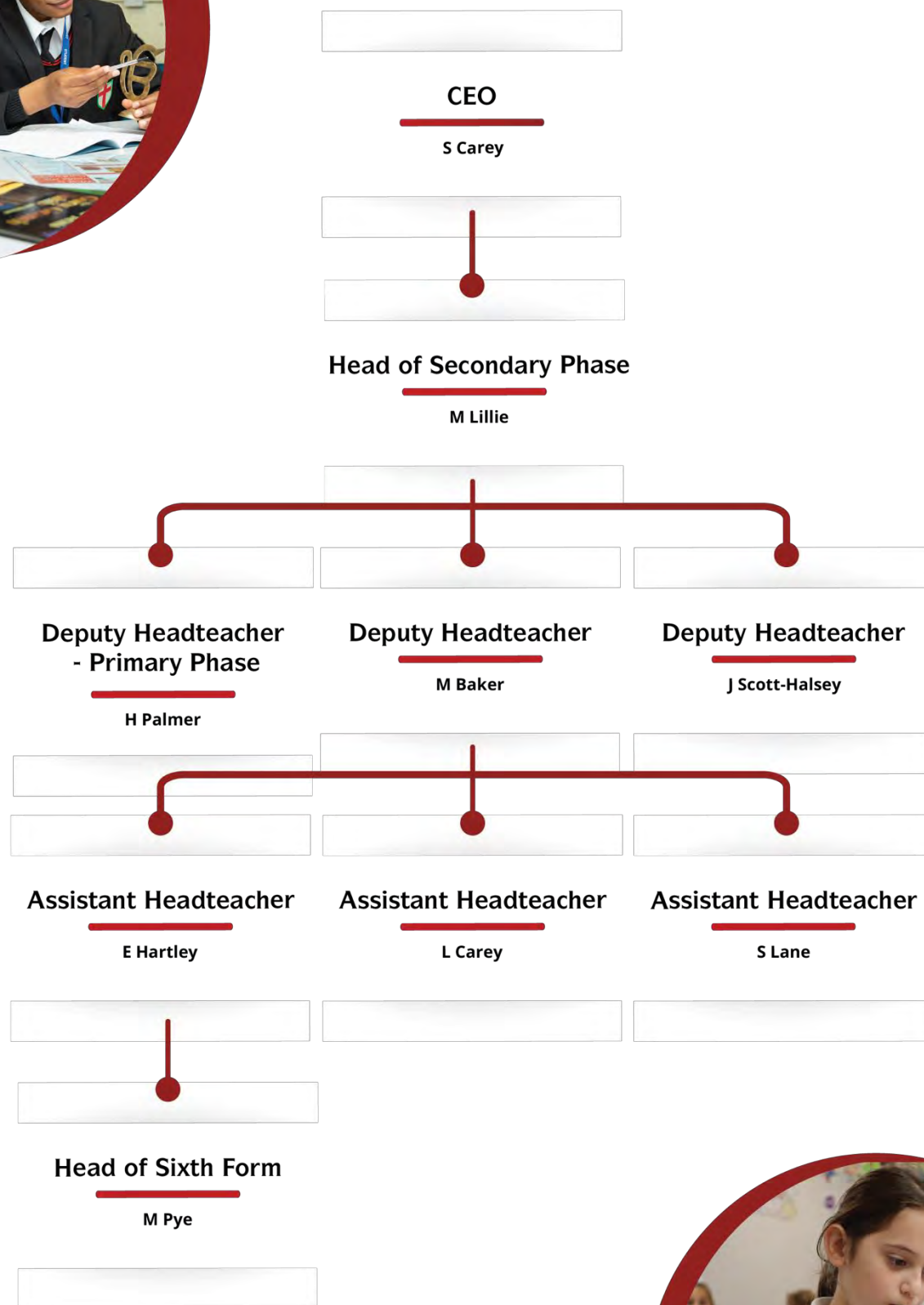
All Different • All Equal • All Flourishing



Visitors most often comment upon the profound sense of community within the school.



School Structure



"Achievement in the Sixth Form is good. Progress is good in a range of courses, and, in some cases, students make outstanding progress."
- **Ofsted**



"The development of students' literacy and numeracy skills is strong across the curriculum." - **Ofsted**

Job Description

Job Title	Attendance Officer
Location	Gravesend, Kent
Duration	Part Time, Permanent
Work Hours	Term time plus development days - 37 hours per week, 39 weeks per year
Reporting to	Assistant Head Teacher
Salary	Kent Range 6 £20,653.78 (£23,801 FTE)
Pension	LGPS



Key Responsibilities



- Coordinate meetings with pupils and parents/carers to implement interventions and track progress.
- Build positive relations with parents/carers to encourage family involvement in their child's attendance.
- Identify, and where possible, mitigate potential barriers to attendance in partnership with families.
- Carry out home visits, where necessary, to address attendance concerns for individual pupils.

Professional development

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Take part in the school's appraisal procedures.

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Be alert to when persistent absence becomes a safeguarding concern and early help may be required.
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

About the role

To monitor whole-school attendance data. To work closely with pupils, staff, parents, and carers to reduce levels of absence, and act appropriately when persistent absence becomes a safeguarding issue.

Administration

- Ensure daily attendance registers are accurate and complete and follow up with staff members about any incomplete data.
- Follow up on any unexplained absences with parents/carers/pastoral team, escalating issues as appropriate in line with school procedures.
- Initiate the administration of absence procedures, for example letters home, request for absence, attendance/lateness interventions and engagement with parents/carers.
- Maintain accurate records of communications with parents/carers and relevant interventions.
- Build and refresh knowledge of the school's MIS (Arbor) and other relevant systems.

Monitoring and Reporting

- Produce and interpret attendance reports for school leaders, identifying key statistics, reasons for absence and any patterns of concern.
- Track attendance of vulnerable groups of pupils and share information with school leaders.
- Identify pupils that need additional support to improve their attendance.
- Work with school leaders to identify appropriate interventions to improve attendance for particular groups or individual pupils.
- Lead fortnightly check-ins to review progress and the impact of support/interventions at Inclusion meetings.
- Provide regular reports to attendance organisations to raise awareness of emerging at-risk pupils Working with parents/carers.





Attendance Officer

Required to start: ASAP

An exciting opportunity has arisen for a candidate of exceptional ability to join our team in this oversubscribed and successful Church of England school.

You will be working pro-actively to maintain high standards of attendance, increasing family involvement in their child's education and welfare, and encouraging pupils to participate fully in school to work towards achieving their full potential.

Saint George's Church of England school is part of the Aletheia Anglican Academies Trust and has an existing reputation for high quality education with a relentless focus upon high expectations and aspirations. We are a friendly, dynamic and innovative school and pride ourselves on our commitment to ensuring student progress through high quality teaching and learning provision for all. The successful applicant will share these values and play an active part in delivering on this commitment.



We would love to hear from you if you:

- Want to work in a supportive and caring environment;
- are committed to enabling every student to achieve the very best they can.

Aletheia Academies Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>



"Saint George's provides me opportunities to collaborate with others and provide the best education to my students." - **Teacher**

Person Specification



Qualifications and Experience

GCSE or equivalent level, including at least a Grade C in English and maths.

Experience working in a school.

Experience in administration.

Experience identifying interventions to raise attendance of pupils.

Experience working directly with pupils and parents.

Experience working collaboratively with colleagues.

Experience analysing data and producing reports and identifying key insights.

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Skills and Knowledge

Good listening skills.

Effective written and verbal communication skills.

Knowledge of the possible interventions to raise attendance.

Knowledge of the potential barriers to high attendance that pupils may face.

Ability to tailor interventions to individual pupils.

Ability to use IT systems and to conduct analysis and produce reports.

Good knowledge of Excel.

Ability to create good relationships with pupils, staff and parents.

X X

X X

X X

X X

X X

X X

Personal Qualities

Willingness to provide the best possible opportunities for all pupils.

Organised, proactive and self-motivated.

Good time management skills.

Commitment to upholding and promoting the ethos and values of the school.

Ability to work under pressure and prioritise effectively.

Ability to maintain confidentiality at all times.

Committed to safeguarding, equality, diversity and inclusion.

All Essential Criteria

E = Essential D = Desirable

How to Apply



If you are interested in this position and would like to have a more detailed conversation or arrange a visit to the school before making the decision to apply for the post, please contact:

Closing Date:
7th January 2024

HR@aletheiatruster.org.uk
01474 533 082.

To apply for this role, please complete our [Online Application Form.](#)



Aletheia Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex-offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

Please click here to view: [Our Trust policies](#) or [Our recruitment of Ex-Offenders policy](#).



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Contact Us

Saint George's C of E School

Meadow Road,
Gravesend, DA11
7LS

Telephone:

01474 533 082

Website:

saintgeorgescofe.kent.sch.uk

Email: HR@aletheiatruster.org.uk