



Attendance Officer

Kent Range 7 £25,378 to £28,466 FTE

Actual Salary £20,962.16 to £23,512.83

Term time plus 5 inset days and 10 days to be worked during school holidays, 33.5 hours a week.

Information for Candidates



Welcome

Thank you for your interest in working at DSTC. We are committed to our vision to *educate and empower citizens of the future* and we welcome applications from outstanding, passionate and dedicated practitioners who would like to make a difference and contribute positively to leading our school.

We are proud to be a popular and oversubscribed stand alone Foundation school working with the Co-operative Trust. Consequently we embrace the Trust ethos of self-help, self-responsibility, democracy, equity, equality and solidarity. We are the only non-selective girls' school in Dartford which makes us unique. Despite the competitive environment of the selective system, many of our students have passed the Kent selection test and thrive in our ambitious, developmental and safe environment: regardless of their starting point, all students have the opportunity to flourish.

It is an exciting time in our journey and the successful applicant will have the opportunity to drive meaningful change. We have a culture of high quality teaching underpinned by a belief that all lessons should challenge, support and inspire students to be intellectually curious and develop a lifelong passion for learning. We are aspirational for our students and promote engagement in learning across the school and teachers enjoy being able to teach in an environment which prioritises this.

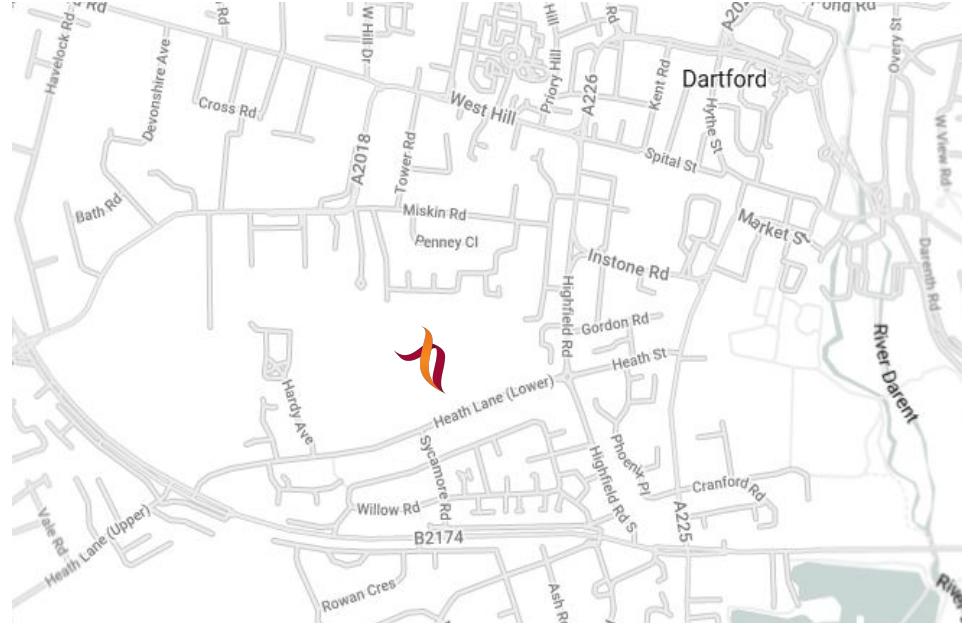
If you have any further questions or would like to visit the school in advance of an application, please don't hesitate to contact the school. Applications will be considered as they are received but must be submitted by noon on Friday 1 March 2024.

Finally, thank you for taking an interest in the Attendance Officer role. I hope you will decide to apply and look forward to meeting you.

Joanne Sangster
Principal

Our School

Dartford Science and Technology College is the only non-selective girls' school in Dartford with a coeducational Sixth Form. DSTC is committed to opportunities and experiences which promote Science, Technology, Engineering and Maths. In addition, we have a strong commitment to sustainability. DSTC encourages academic ambition and character development to inspire a love of learning, lifelong passions and intellectual curiosity. We are proud to challenge gender stereotypes and develop our students to ensure they have a life of choices ahead of them. Our school has established links with local industry such as The Ebbsfleet Development Corporation and Wincanton, organisations including KMPF, Generation C and local universities. All of which ensure that students have a happy, safe and successful seven year journey with us..



The Role

We are recruiting for an Attendance Officer to play a key part in the monitoring of student attendance. The successful applicant will be an effective communicator who is highly organised, and ideally with working knowledge of Bromcom. You will be part of our support team in a busy school environment, where every day is different and where you can make a difference, ensuring students attend school in order to succeed and realise their full potential.

You will track attendance across the school, ensuring that barriers to learning are reduced.

You will be responsible for the taking of accurate registers, absence calls, follow ups and meeting with external agencies. You should have a high level of both written and spoken English and excellent communication skills as you will be liaising with staff, students, parents/carers and external agencies. You will also need to have excellent computer skills and be able to produce detailed reports and statistical returns when required.



Why work at DSTC?

As a non-selective girls' school with a co-educational sixth form we are proud of the ways we promote girls' ambitions, aspirations and achievements. Our partnership with the Co-operative Trust is central to our work in promoting women and girls in the fields of Science, Technology, Engineering and Maths (STEM) past, present and future. The ethos of the Co-operative Trust aligns with our own vision and values. Concepts of solidarity, equality, equity, democracy, self help and self responsibility further promote our core purpose of educating and empowering citizens of the future. DSTC is a small school which gives us the unique advantage of being able to build strong and personalised relationships with our young people and their families.

Ambition is cultivated in every classroom as teachers engage students in their learning providing equal and appropriate levels of support and challenge through our 'Thinking Hard' strategy. We are a fully inclusive school ensuring all students are able to actively engage in their learning, see the importance of education and find their lifelong passions and interests. Our sense of social justice is strong and teaches our young people to challenge stereotypical and prejudicial views to strive for an equitable society for all. As a community we aim to remove the barriers students may face based on their gender and other protected characteristics that may intersect with gender. In doing this our ambition is to create a fully inclusive school where these qualities are actively promoted and allow students to make a difference in their community and their lives.

Diversity & Inclusion

We are a diverse and inclusive community fully aware of our responsibility to serve and celebrate our diverse community. We are committed to closing academic gaps in learning which may be present due to systemic disadvantage and actively promote extracurricular activities to develop our students holistically. We are committed to ensuring our recruitment process encourages applications from a wide range of prospective candidates and seek to appoint diverse thinkers.

Benefits

- A committed team of staff who are dedicated to making a difference in the lives of the young people they have the privilege of working with
- Collaboration with schools within the Co-operative Trust
- A focus on workload, work life balance and wellbeing
- A strong staff and student voice to inform policies
- Free, secure on site parking
- Kent Reward Scheme
- Use of the school gym
- Two-week October half term



Job Description & Person Specification

Post holder reports to: Assistant Vice Principal

KEY DUTIES & RESPONSIBILITIES:

- To ensure the electronic registration system is updated daily by 9.40am, investigating any missing data with teachers and Form Tutors.
- To produce a daily Fire Register to be stored at Reception.
- To record student absences and late arrivals on the MIS system, maintaining accurate attendance records.
- To act as the initial point of contact for parents/carers regarding attendance issues, providing advice calmly and tactfully, building positive relationships with students and parents/ carers and enhancing parental engagement.
- To explain attendance expectations to parents/carers in accordance with school policies as required.
- To make initial enquiries with parents/carers regarding unexplained absences/lateness, including first day calling/texting.
- To work with individual students and their families regarding strategies to improve attendance and punctuality, ensuring records are kept and feedback is provided to the Principal and other staff as appropriate.
- To monitor the attendance of students and refer all concerns to the Assistant Vice Principal or appropriate member of staff.
- To provide support in meetings with parents/carers when discussing attendance concerns, taking follow up action as agreed
- To promote incentives for improving attendance within the school.
- To process and action student holiday requests.
- To issue routine correspondence to parents regarding attendance/absence requests in accordance with school procedure.

- To carry out the administration of referrals to KCC and provide supporting evidence for prosecution.
- To undertake routine liaison with external agencies regarding attendance.
- To collate attendance data, producing routine reports and preparing statistical returns regarding attendance.
- To carry out home visits with Pastoral Leaders to identify causes for concern, to support parents in encouraging their children to maintain full and regular attendance and punctuality (when agreed with the AVP)
- To fulfill the schools legal responsibility in locating Children Missing Education (CME) under the guidance of the DSL/DDSL.
- To keep full and accurate records and all relevant documentation, always maintaining confidentiality.
- To lead the punctuality detentions and follow up on non attendees.
- Such other duties as the Principal or Governors may from time to time require.

Equality, Diversity, Social Justice & Anti-racism

We are committed to and champion equality, diversity, social justice, and anti-racism in all aspects of employment within the school. All employees are expected to understand and actively promote these principles in every aspect of their work in and out of school.

Person Specification

	Essential	Desirable
Qualifications	GCSE or equivalent in English and Maths at Level 4/Grade C or above	Evidence of recent professional development
Experience	Knowledge/experience of using databases & spreadsheets Experience of office administration	Recent experience of working with young people in a school environment Evidence of making a positive impact on students and their families Experience of successfully mentoring students in secondary education Setting Knowledge of strategies to improve student attendance Knowledge/experience of current Attendance guidelines and legal framework
Knowledge & Skills	Excellent communication skills Excellent use of written English Attention to detail and a good level of numeracy Excellent interpersonal and organisational skills	A knowledge of Google apps Knowledge of Bromcom and or Sims
Personal Qualities & Characteristics	Ability to relate well to colleagues and students and parents / members of the public A professional manner Ability to work under pressure and meet strict deadlines Highly motivated Maintain high professional standards	

Application Process

How to apply:

An application form is available on our website www.dstc.kent.sch.uk, completed forms should be emailed to Susie Wells (Susan.Wells@dstc.kent.sch.uk) or posted to the school address. Applications by CV are not accepted. Applications can also be made online through Kent Teach. In cases where we receive a high volume of applications for a post we may bring the closing date forward. You are therefore advised to submit your completed application form as early as possible to avoid disappointment.

We are committed to safeguarding and promoting the welfare of all our students. You are advised that any post that is classed as a regulated activity is subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 and therefore will be subject to an Enhanced Disclosure Application to the Disclosure and Barring Service (DBS). Please be aware that in order to comply with Keeping Children Safe in Education, an online recruitment check will be carried out on all shortlisted candidates.

Closing date for applications: 12.00pm (noon) Friday 1 March 2024

How to contact us

Dartford Science and Technology College Heath Lane, Dartford, Kent DA1 2LY

Tel: 01322 224309

www.dstc.kent.sch.uk

If you would like any further information please contact Susan Wells on 01322 224309 or by email to Susan.wells@dstc.kent.sch.uk

Interviews week commencing Monday 4 March 2024