



TheNorth
school

**Attendance and
Inclusion Officer**
The North School
Information



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Welcome

Dear Applicant

Thank you for expressing an interest in the advertised Attendance and Inclusion Officer post at The North School. We hope this information will give you a flavour of what it is like to be part of our successful school. You are very welcome to come and visit us during the school day to see for yourself why we are so proud of our school community and all those who contribute to it, prior to applying.

The North School is a large non-selective secondary school in Ashford which is at a very exciting point in its journey, being a popular choice for parents and students within the area. The school has excellent facilities, including large open green spaces and the oldest school farm in Kent which is well stocked with all types of animals and has a very successful Young Farmers Club. The school has a dynamic team of staff who are committed to driving standards within the school, supported by our highly visible Senior Leadership Team.

At The North School we aim to maximise the potential and future life chances of all our students and have extremely high expectations. Our ethos is centred around our belief that students should be able to learn in a well ordered and engaging environment and that they should attempt all their work to the very best of their ability at every point in their learning and development from Year 7 right through to post-16 study in our very popular Sixth Form. We are dedicated to rounded student development so our students become resilient, independent, happy and confident learners who leave school with the right skills and qualifications for the world they are growing into.

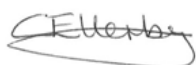
Our committed and collegiate team of staff welcome and support all new members of the school community, whether students, parents or staff. They promote our school values across all aspects of school life and actively seek opportunities to engage students with their learning and development both inside and outside the classroom. Our teams work collaboratively to plan the learning and are the experts delivering their subject through the broad and balanced curriculum, from Year 7 through to Sixth Form.

The school provides an exciting opportunity for educational professionals to make a significant difference to the lives of pupils and also develop their own career. We are very proud of our collaboration with the Swale Academies Trust and together with the Trust we work relentlessly to continually improve the school experience for all our students. We expect our staff to engage with research and CPD opportunities to continually refine their practice as we firmly believe that every child deserves access to the highest standards of teaching and learning. In addition, there are opportunities for career development and leadership roles throughout our school and the schools based within Swale Academies Trust.

We therefore seek well-qualified, highly skilled, and enthusiastic individuals, who have the highest of expectations of both themselves, the staff and the students in their classes. You should possess excellent communication and organisational skills, be hard-working and flexible. We want professionals who can contribute to the school's overall success, displaying energy and enthusiasm across aspects of school life.

Please do not hesitate to contact us if you have any questions or would like to know more about the role. We very much look forward to receiving your application.

Yours sincerely



MRS CLAIR ELLERBY
Headteacher

Job Description

Job Title: Attendance and Inclusion Officer
Grade: SAT
Responsible to: Senior Leader for behaviour and attendance

Purpose of the Job

Attendance is an essential aspect of a successful community and academic success. This role makes an essential contribution to raising achievement by both improving school attendance and promoting inclusion by working in partnership with families, external agencies, academia and the wider community. The role is crucial in supporting improvements in attendance at an individual, cohort and whole school level.

Main duties and responsibilities (Accountabilities):

- Monitor and respond to the late arrival of students in the mornings.
- Monitoring of attendance and alerting SLT of students/families with poor attendance
- Record parent/carers absence calls on BROMCOM and ensure the reason for absence and any other additional information is fully documented, organising a daily check on reasons for students not attending and responding as appropriate.
- Initiate and carry out periodical post-registration truancy checks.
- Chase up reasons for absence using agreed systems.
- Assist in the development, implementation and monitoring of systems relating to attendance and inclusion.
- Offer guidance and support to students returning after a long period of absence.
- Make contact with other schools and gain any relevant information about the attendance records of new students including the new Year 7 cohorts.
- Monitor lesson attendance throughout the day and at a minimum for am and pm registration lessons, responding as needed and disseminating information to other stakeholders.
- Provide attendance reports for all student groups, as requested.
- Produce statistics and analysis of data, identifying possible trends.
- To advise on strategies to promote the regular and punctual attendance of all students and assist in the implementation of the strategies.
- Home visits to families of students for welfare checks
- Accurate note taking and record keeping of visits and follow up support plans
- Meeting with students to identify barriers to attendance
- Liaison with social workers and other agency staff to inform and update
- Liaise with parent/carers and external agencies including attending meetings
- Maintain records of safeguarding via CPOMS
- DSL trained
- First aid trained

Managing Inclusion

- Carry out home/off site visits to pupils and their families, taking the lead in these meetings.
- Liaise with Education Welfare and other support services to improve attendance.
- Keep up to date with current technology and oversee the training of staff in attendance and registration issues.
- Participate in the development of school reward systems in relation to attendance.
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- Identify and understand trends in order to prepare strategy proactively, and target intervention appropriately.

Job Description

- Attend regular meetings with SLT to present current data and impact of strategy
- Collate work from teaching staff and send to students where needed (including exclusions)
- Ensure referrals are made to external support agencies to ensure timely and appropriate support for students/families.
- To be present, and participate at governor disciplinary meetings, casual admission meetings and reintegration meetings as appropriate.
- Coordinate external agencies visiting students on site.
- To take responsibility when appropriate in the writing of risk assessments in relation to student inclusion.
- Contribute to the administrative process of students on a managed move.
- Participate in the pastoral support planning for identified students.
- Ensure compliance with administrative requirements/ communication for students on reduced timetables.
- Support the SEN department as required in areas of inclusion.

Co-ordination of school admissions

- Co-ordination of in year admissions (IYA)
- Co-ordination of admission appeals
- Liaise with secondary schools regarding IYA and subsequent support plans
- Liaise with primary schools regarding admissions and subsequent support plans

Liaison with alternative provision (internal and external)

- Monitoring of students accessing internal and external provision including tracking of attendance and impact on whole school attendance
- To provide administration support to the SLT Lead to ensure that risk reduction plans for students are in place and shared with staff
- To provide administration support to the SLT Lead to ensure that risk assessments of provisions are carried out (yearly) and shared with senior leaders
- To provide administration support to the SLT Lead to ensure that provision maps are up to date for all students
- Liaising with the exams officer and teachers to ensure appropriate assessments are provided and tracked

Liaison with post 16 educational establishments

- To liaise with the Post 16 team in ensuring that students at risk of NEET due to their Attendance receive access to appropriate and timely careers advice.
- Tracking of post 16 choices and destinations of students
- Contributing to the Organisation
- Ensure that school registration systems are correctly administered by all staff – ensuring that senior leaders are kept briefed on compliance to academy systems.
- Be the first contact for all attendance and inclusion issues including for external agencies/visitors. · Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Report all concerns to the appropriate person.
- Attend and participate in meetings as required.
- Contribute to the overall ethos/work/aims of the school.
- Participate in training and appraisal meetings.
- Recognise your own strengths and areas of expertise and use these to advise others.
- Assist in the supervision, training and development of Attendance Team staff.
- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working.
- Any other reasonable request from the Headteacher.

Job Description

General Administrative Duties

- Ensure that all attendance data is kept and filed in an organised way that enables the academy to have quick and easy access to information.
- Create engaging displays that promote excellent attendance.
- Ensure appropriate record keeping of actions and outcomes of meetings with families and other agencies.

Actions to Improve Attendance and Punctuality

- Phone calls, visual letters and arrange meetings with parents and Key Stakeholders.
- Send out half termly attendance letters highlighting the current attendance percentage weighed against the academy attendance thresholds.
- Undertake routine checks of pupils in lessons.
- Responsible for the late arrival system at the start of the school day.
- Manage the process of court proceedings and prosecutions with the local authority.

Following Health and Safety requirements and initiatives

- Ensuring compliance with Data Protection legislation.
- Compliance with all requirements in relation to safeguarding and promoting the welfare of children and young people.
- At all times operating within the Trust's Equality policies.
- Commitment and contribution to improving standards for pupils as appropriate. · Contributing to the maintenance of a caring and stimulating environment for young people.

Promotion of School Values

- Play a full part in the life of the school community, supporting its mission and ethos and encourage staff and pupils to follow this example.
- Actively promote the Trust's corporate policies.
- Contribute to whole school attendance events as and when required.
- Support and contribute to the school's commitment to safeguarding all pupils.
- To be aware of and comply with the codes of conduct, regulations and policies of the school and its commitment to equal opportunities.

The duties/responsibilities of this post may vary from time to time according to the changing needs of the Trust services.

Person Specification

Qualifications	Essential / Desirable
NVQ 3 in Learning and Development & support services for children, young people and those who care for them or equivalent qualification or experience in a relevant discipline.	E
Experience	
Experience of working in an education setting committed to the inclusion agenda.	E
Experience of working with pupils demonstrating challenging behaviour or dealing with disadvantaged circumstances	E
Experience of using a Management Information System.	E
Experience of using excel/numbers/	E
Experience of supervising staff, including managing the performance of others.	E
Experience of planning and coordinating meetings in line with diary management.	E
Understanding of Confidentiality,	E
Data Protection and Records Management legislation.	E
Knowledge of Equality and Diversity and an understanding of issues faced by the vulnerable.	E
Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.	E
Skills & Abilities	
Ability to communicate effectively and courteously with staff at all levels, pupils, parents, suppliers, governors and visitors.	E
Ability to work confidentially, keeping work- related issues and discussions in the workplace.	E
Excellent literacy and numeracy skills.	E
Excellent computer and IT skills, including up-to-date knowledge of Microsoft Word, Excel and Outlook/ gmail, in order to produce a range of professional documents.	E
Supervisory skills.	E

Person Specification

Skills & Abilities	Essential / Desirable
Excellent interpersonal, organisational and administrative skills.	E
Ability to develop and maintain effective computerised and manual filing systems.	E
Ability to organise and prioritise workload to achieve deadlines.	E
Ability to work in a busy and dynamic office.	E
Ability to take accurate notes and minutes of meetings.	E
Ability to work effectively as a member of a team and on own initiatives.	E
Good listening skills and attention to details.	E
Proven experience of ability to work calmly and professionally under pressure.	E
Able to design promotional flyers and leaflets, using a creative skill set.	D
Personal Qualities	
Sets consistently high expectations of self and others.	E
Resilient and determined to achieve goals and targets set by Senior Leadership.	E
Commitment to the highest standards of child protection.	E
Able to exercise tact and diplomacy in dealing with situations of pressure and conflict.	E
Be able to work at times that are convenient to the school, including evening meetings.	E
Be able to travel to meetings.	E



Working at The North School

Benefits

- Local Government Pension Scheme – with a generous employer contribution
- Self Sacrifice Shared Cost AVC (Additional Voluntary Contribution) Scheme
- Enhanced Maternity Pay
- Employee Referral Recruitment Incentive
- Discounts with local and national retailers, cinemas and restaurants
- Access to training and development
- On-site Parking

Well-Being

- Employee Assistance Programme – Wellbeing and advice
- Cycle to Work scheme

Finding Us

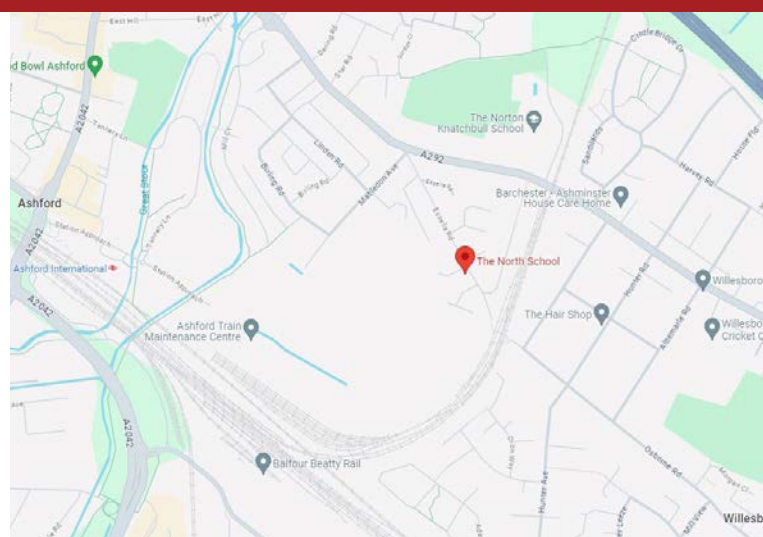
The North School
Essella Road, Ashford, Kent TN24 8AL

01233 614600
TNS-Office@swale.at

Closest Train Station: Ashford International Station
Approx. 18-minute walk or 15-minute Bus

Closest Bus stop:

The Norton Knatchbull School - 2, 10, 10A, 11A, 18A, 125, 666, 964, 968, C Little & Often, HS1, WS2
Mabledon Avenue - 2, 2A, 10, 10A, 10E, 10X, 11, 11A, 18A, 125, 666, 964, 968, C Little & Often, HS1, WS2





The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and applications should be made via this route. Alternatively, completed [SAT Application Forms](#) can be sent by email to joanne.manning@swale.at or by post to the following address:

Mrs Jo Manning
The North School
Essella Road
Ashford
Kent
TN24 8AL

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form. The North School may complete online checks of any candidates as part of the shortlisting process.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past [employment](#).



Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Swale Academies Trust schools will conduct an online check of shortlisted candidates in line with the Keeping Children Safe In Education guidelines.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's [Privacy Notice](#) for job applicants for information about how we use any personal data about them we hold.

Overview of Swale Academies Trust

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

Swale Academies Trust - Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Eastbourne
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

Central Support Services

- Human Resource Team
- Finance Team
- ICT Team
- Estate Management
- Governance and Communications

