



Saint George's
Church of England School

WORKING AT SAINT GEORGE'S C OF E SCHOOL

Join our Team



**For Appointment of:
Attendance Officer (Secondary Phase)**





Welcome from Executive Headteacher Simon Murphy

Thank you for your interest in this role at Saint George's Church of England School. I hope the information within gives you an insight into our all-through school and the unique opportunity this position offers.

As a founding member of the Aletheia Academies Trust, our vision is rooted in a determination to improve the life chances of local children. The Trust provides outstanding opportunities for our primary and secondary based staff to connect with others, share good practice, improve their teaching, and develop their own career pathway.

Saint George's is thriving. All stakeholders including governors, parents, staff and pupils work exceptionally hard to create a warm, welcoming and inclusive atmosphere in a school which boasts a fantastic sense of community, continuously improves outcomes for children and families, and holds tightly to its Christian vision and values.

As an all-through school, that sense of community is all the more palpable and I feel very privileged, alongside my colleagues, to see pupils learn and develop from reception classes through to our excellent 6th Form provision.

We look forward to receiving your application and welcoming you to Saint George's.



Welcome from Head of Secondary Phase Matt Lillie

Thank you for taking the time to consider a post at Saint George's. We are immensely proud to be a Church of England school and committed to serving the local community of Gravesham. As an all through school we have the rare privilege of seeing our pupils develop from the age of 4 right up until they reach 19. Improving life chances for local children is at the heart of what we do and something that drives us to continually improve.

Pupils at Saint George's achieve well and are supported by a deeply committed and caring staff body many of whom were once pupils at the school themselves. We pride ourselves on being a highly inclusive school and this is supported by our pastoral and SEND teams who are passionate about inclusion. We seek to encourage every child to find and develop their talents and as such our curriculum is broad, allowing pupils to find the subject that they are passionate about. This is supported by a wide extra-curricular offer including the Duke of Edinburgh Award, an extensive range of sports, creative and performing arts and much more.

If this sounds like a community that you would be excited to join, then I look forward to receiving your application.

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.



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



Diocese of
Rochester

SIAMS INSPECTION 2019



EXCELLENT

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Job Description

Job Title	Attendance Officer (Secondary Phase)
Location	Gravesend
Duration	Part-time, permanent
Work Hours	14.5 hours Tuesday 8:00-4:30pm and Friday 8:00am-4:00pm Term-time plus development days (39 weeks per year)
Reporting to	Assistant Headteacher-Raising Standards
Salary	AAT D £9,015.62 - £9,466.52 per annum (£26,393 - £27,713 FTE)
Pension	LGPS



About the Role

An exciting opportunity has arisen for a candidate of exceptional ability to join us as Attendance Officer to support the existing attendance team at Saint George's Church of England School.

You will be working pro-actively alongside the Senior Attendance Officer and administrator 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.

The school has an existing reputation for high quality education with a relentless focus upon high expectations and aspirations. Attendance in the secondary phase is good and sits above national averages currently; we want it to stay there. 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 be involved in developing outstanding learning experiences to enable all children to thrive
- want to work in a supportive and caring environment
- are committed to enabling every child to achieve the very best they can
- are an ambitious professional

In return, we can offer you:

- Trust-wide commitment to your ongoing Continuous Professional Development (CPD) including secondment opportunities
- Access to a wide array of discounts including Motorfinity, Kent Rewards and Blue Light Card.
- Access to mental health and wellbeing support including counselling, mindfulness and physiotherapy sessions

Key Responsibilities



Job Purpose

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.
- 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.



Key Responsibilities



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.

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:

The People and Culture Team

HR@aletheiatruster.org.uk

01474 533 082

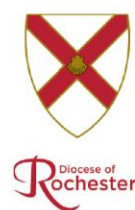
To apply for this role, please visit MyNewTerm:

[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](#).



Contact Us

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