



Moorside
High School
Enriching Lives, Inspiring Ambitions

RECRUITMENT PACK

Attendance Officer



Consilium
Academies
Enriching Lives, Inspiring Ambitions

Welcome from the CEO

Dear Candidate,

Thank you for your interest in the position of Attendance Officer at Consilium Academies.

At Consilium, we believe in enriching lives and inspiring ambitions through:

- Partnerships
- Opportunity
- Integrity
- Excellence
- Equity
- Being people-centred

We believe in the unique value of each individual – whether that be staff or student – and are dedicated to ensuring each member of our Trust achieves their full potential. As a result of this, we work collaboratively with our stakeholders and external organisations to foster relationships that will enhance opportunities for all our members across the Trust.

At Consilium we're people centred, and want everyone in our Trust, whether teaching or support staff to have access to exceptional professional development. that's why we created our Centre for Professional Learning, which is available for every single colleague across the Trust. here, our colleagues have access to bespoke training opportunities and resources tailored specifically for their needs.

We believe every student, no matter their background, is entitled to an excellent education with an equal opportunity to fulfil their potential. It is only through this vision that we can provide an environment where every pupil can thrive.

As part of our MAT, our Academies follow the collective aims of:

- Ensure everything we do has a focus on helping pupils achieve their potential academically, socially, and emotionally
- Instil a passion for life-long learning and continued improvement so our Academies, staff, and students can grasp their aspirations and ambitions
- Create a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired, and empowered to succeed
- Ensure all stakeholders are seen as partners in our work with the communities we serve

Consilium Academies is going through a huge period of development with rapid growth and opportunities for all staff; I can't think of a better time to join us.



David Clayton
Chief Executive of Consilium Academies.

Welcome from the Headteacher

Welcome to Moorside High School,

As Headteacher it gives me great pleasure to welcome you to our school and want to start by thanking you for exploring a job opportunity with us.

Moorside High School is a proud member of Consilium Academies, a family of eight schools throughout the North of England. As part of this family, we work collaboratively with a focus on **Enriching Lives** and **Inspiring Ambitions** of all children who attend our schools.

To be transparent from the outset you will be appointed to our team through demonstrating the values above and through detailing how you can contribute to our core purpose. As a leader I value alignment significantly and will ensure you have access to further training and development where needed.

We continue to change at a great pace and I want to state very clearly that my ambition is for Moorside High School to become a leading education establishment, not just in the local area but further afield too.

I hope you find this future as exciting as I do!

Mr C R Davis

BA Hons - NPQH

#EnrichingLives

#InspiringAmbitions

#C.A.R.E

#ProudToBeConsilium

#TEAMMoorside



About the School

Moorside High School is a popular and successful school that offers education for students aged 11-16.

We have strong links with our partner primary schools meaning when students arrive they are already familiar with many of our teachers and have visited our site to enjoy lessons here numerous times before formally joining us.

Children are at the heart of every aspect of our work at Moorside High School. We have a clear moral purpose and strong educational philosophy to provide each student with the very best education and ensure that, no matter what their background is, students leave us with the skills and support they need to thrive in life beyond school.

Our school is located on the state-of-the-art Moorside Campus, where we embrace the latest technologies, facilities, and equipment to provide a platform for students to prosper.

Together our staff and students have established a core purpose, supported by core values, which are demonstrate in everything we do at Moorside High School.

Core Purpose

To ensure every student leaves us ready for their next successful chapter, with students attending university or starting a fulfilling career.

We **enrich lives** and **inspire ambitions** to ensure students thrive in the world around us.

At Moorside High School we believe in the core values of:

C	Consideration	Considerate about ourselves, others, and our community
A	Aspiration	Aspire to be the very best in all that we do
R	Resilience	Work hard and never give up, seek help and help others
E	Equality	Value diversity and tackle discrimination

About the Trust

The Consilium Mission

“Enriching Lives, Inspiring Ambitions”

We are proud to be Consilium Academies, a Trust that believes in the unique value of each individual. Our vision, actions, and purpose are guided by this principle and a dedication to do all we can for the communities we serve.

We never put a ceiling on potential. Instead, we work with our Academies to provide high-quality education that is truly inclusive, giving every student the same opportunities to develop the skills and knowledge they need to thrive in life beyond the classroom.

We are committed to enriching the lives of all those involved in our Trust through an ambitious, student-

Consilium Academies is a Multi-Academy Trust consisting of nine schools based across three hubs in Salford, South Yorkshire, and the North East of England.

We believe in inclusivity, both in the schools and communities we serve and are committed to working with our Academies to ensure our ethos is realised on a daily basis.

- The lives of our young people should be enriched by care, experience, and opportunity. This is achieved by;
- helping children and young people to succeed to their potential academically, socially, and emotionally;
- instilling a passion for lifelong love of learning and continued improvement so that our academies, staff, and students achieve their aspirations and ambitions;
- creating a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired, and empowered to succeed;
- ensuring all stakeholders are seen as partners in our work within the communities we serve.

The Trust operates a Central Team led by our Chief Executive, David Clayton. The team provide direct services to our schools as well as Trust-level accountability, leadership, and management. We operate a strong partnership model and our partner schools are instrumental in the continual growth and development of our Trust. We work with our schools in a supportive way that does not detract from the individual identity of a school, instead allows them to grow and focus on student achievement and success.

WE ARE PROUD TO OFFER THE FOLLOWING STAFF BENEFITS:

- Pension with the Local Government Pension Scheme and Teachers Pension Scheme
- 33 days annual leave plus bank holidays for all support staff (pro-rated for part-time employees)
- 36 hour working week for all full-time support staff
- Automatic pay progression for all staff in line with their current grading structure
- Enhanced contractual sick pay in line with the Burgundy Book and Green Book
- Employee Assistance Program with access to counselling and CBT 24 hours a day, 7 days a week
- Access to an Occupational Health Provider
- Free membership to Perkbox. with hundreds of exclusive offers and discounts available online and in store at many shops, gyms, and restaurants

- An excellent Centre for Professional Learning for every member of staff; to help you perform as well as you can in your role, provide you with a sense of wellbeing at work and to help you reach your career aspirations



Centre for Professional Learning

The core driving force behind the Consilium Centre for Professional Learning is a desire to provide students with the best possible education, and the belief this can only be achieved if every colleague, regardless of role or career stage, has access to the high-quality professional development they deserve.

Every colleague, whether teaching or support staff, will be supported and developed through the professional development review process, which replaces traditional forms of performance management.

The professional development review process is focussed on the aspirations of the individual, ensuring that every colleague receives the support and development they deserve to achieve their own aspirations for their careers.

We believe our team of support staff are vital to ensure our schools are well-resourced, safe, compliant, and work as well as they can for the benefit of our students. In addition to the professional development review process, we commission and fund industry-standard qualifications for colleagues in support roles and are also able to support and fund teaching assistants, higher-level teaching assistants, and colleagues in student-facing pastoral and safeguarding roles, to qualify as teachers should they wish.

The Centre for Professional Learning works with and supports in-school leads for professional development to craft the best and most appropriate whole-school offers for their colleagues. We don't impose a central 'curriculum' for professional development, because the needs and priorities of each school are different.

However, we want to support each school to give due focus to whole-school priorities, with departmental training, middle leader training, and one-to-one development and coaching supporting fewer, more in-depth, whole-school messages.

All teaching staff will receive the following 'universal' offer from their school:

Regular whole-school training, driven by the school's priorities and the in-school professional development lead, with support from the Centre for Professional Learning. This will be designed with the context of the school in mind with subject-specific and individualised training to suit the career stage and expertise of specific teachers. Regular subject-specific training within subject teams. This will draw on the whole-school training and ensure it is considered through the lens of applicability to specific subjects, year groups, and classes.

Regular teacher-specific training. This will be owned and run by in-school teams, and may take the form of 1-to-1 instructional coaching or teacher learning communities, and is supported by the Centre for Professional Learning.

Access to the relevant subject and other networks across the Trust, according to their role within school

In addition to this 'universal' offer, all colleagues across the Trust, whether teaching or support staff, have access to bespoke programmes of CPD matched to their own aspirations for their career. We partner with external organisations to enhance our offer to staff, and will support staff with recognised qualifications where appropriate. We are keen to work with a range of partners who use the best available evidence to design rigorous professional development.

All Early Career Teachers (those in their Newly Qualified or Recently Qualified years) at Consilium Academies receive regular support from a mentor, regular instructional coaching, and regular training alongside their NQT or RQT cohort both within their school and across the Trust, with the opportunity to develop relationships with their peers across the Trust as part of our Early Career Teacher Networks.

We believe offering colleagues a strong induction to the teaching profession is of vital importance. We want to set our colleagues up for a long and successful career in education, and help them to provide the best experience possible for our students.



About the Role

Job Title: Attendance Officer

Start date: 1st November 2021

Hours: 36 hours, term time only plus 5 days

Contract: Permanent

Salary: Grade 7 (NJC SCP 19 – 23), £22,736 - £24,753

We are seeking to appoint an enthusiastic and motivated Attendance Officer to join our dedicated Pastoral team. We are looking for someone who understands the importance of developing a positive culture in our organisation and has high expectations of their pupils.

The Attendance Officer will work to reduce levels of absence, increase punctuality and work with staff, pupils and their families to promote high levels of attendance across the School.

The successful candidates will create and maintain positive and productive relationships between home and school and work proactively with parents/carers to increase attendance levels.

It is essential that candidates have access to their own vehicle and have a clean driving licence,

The successful candidate should be supportive of the ethos and values of the school and have the ability to encourage and motivate our students.

To apply please download and complete the attached application form. Please note we do not accept CV's. We ask that all completed application forms are sent to Laura Smith, laura.smith@consilium-at.com

Please ensure that within your application you provide the names, addresses, and contact details for two referees, one of whom should be your current or most recent employer.

The closing date for applications is 9am on Monday 20th September 2021

Interviews will take place week commencing Monday 27th September 2021.

Consilium Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are made subject to an Enhanced DBS Check, and where applicable, a prohibition from teaching check will be completed for all applicants.

The Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Under Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English.

Please note: If you have not been contacted within one week of the closing date please assume that your application has been unsuccessful on this occasion. We are unable to provide feedback on individual applications. Applications received after the closing time stated will not be considered.

Job Description

Job Title:	Attendance Officer
Reports to:	Business Support Officer
Based at:	Moorside High School

Main purpose of the Role

- To reduce levels of absence and increase punctuality and to work with staff, pupils and their families to promote high levels of attendance

Core Responsibilities & Tasks

- To create and maintain positive and productive relationships between home and school in order to establish the reasons for non-attendance, make assessments and agree a plan for facilitating a return to school within specified timescales
- To work with school staff/pupils/parents and carers to identify individual problems and possible solutions
- To work with parents/carers and other agencies in improving their child's attendance
- Provide advice and support for pupils returning to school following long periods of absence
- To work proactively with parents/carers regarding home visits to reduce issues affecting attendance levels and make home visits as and when required, keeping clear and concise records of all consultations
- To monitor attendance and punctuality and follow issues promptly, keeping accurate records and data on attendance and persistent late comers
- To ensure systems for identifying and improving persistent absenteeism are correctly followed including first day contact
- To assist with the identification of pupils who will receive support in improving their attendance and produce action plans to improve attendance/punctuality in order to meet set targets
- To identify social, economic and emotional factors affecting attendance and implement support mechanisms to overcome potential barriers
- Work with the Heads of Year/Heads of Subject/EWO and other external agencies to improve attendance and complete referrals
- To arrange and attend attendance meetings with EWO/Parents/Carers as required
- Issue penalty notice referrals for unauthorised absences where appropriate in consultation with the Head Teacher
- Complete data analysis and produce written reports for Heads of Year/Heads of Department/Form Tutors on all attendance matters and provide updates for staff on pupil attendance/punctuality
- To raise awareness of school staff/parents/carers on the importance of school attendance
- To monitor the attendance of vulnerable groups of pupils and liaise with school staff
- To produce and interpret information relating to attendance patterns and analyse data to inform good practice
- To collate information with regard to attendance/punctuality of pupils who may be experiencing attendance difficulties
- To check and remind staff where necessary to complete registers to ensure all missing marks/absences are accounted for
- To check records prior to the census to ensure school attendance is accurate and up to date
- To support and encourage punctuality/regular high attendance in order to reduce the number of persistent absentees thus ensuring the school target is met and exceeds the national average
- Keep up to date with current legislation, update letters in accordance with new guidelines on attendance and produce attendance certificates
- To identify the best attending/most improved attending form in each year group on a regular basis and maintain and update the attendance notice board

- Implement attendance incentive schemes, organise late detention sessions and develop reward systems re attendance
- To work as part of the Student Services Team to secure safeguarding and attendance
- Supporting case planning with the Student Services Manager
- Produce data for Attendance, behaviour concern meetings

GENERAL REQUIREMENTS

- Contribute to the overall ethos/work/aims of the Academy
- Participate in regular training and professional development
- Support and contribute to the Academy's responsibility for safeguarding students
- Work within the Academy's health and safety policy to ensure a safe working environment for staff, students and visitors
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.

Corporate Responsibilities

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust
- To plan, monitor and review health and safety within areas of personal control
- To participate in the Trust's Professional Development Review process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues

Additional Notes

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check with barred list information will be requested on successful application to a position at the Trust.

Person Specification

Qualifications and CPD	Essential	Desirable
Numeracy and literacy skills to GCSE or equivalent	X	
First Aid Qualification	X	X
Experience, Knowledge and Skills	Essential	Desirable
Experience of database management		X
Experience of working in an educational environment		X
Experience of working with families, parents/carers		X
Good interpersonal and communications skills including the ability to relate well to people on all levels with sensitivity, tact and diplomacy	X	
Good organisational skills	X	
Sufficient literacy and numeracy to write clear messages and to keep records	X	
Working knowledge of common ICT applications e.g. spreadsheets, email, internet, database input	X	
Excellent telephone manner	X	
Knowledge of SIMS or similar	X	
Knowledge of statutory attendance policies and requirements	X	
Access to own vehicle and clean driving licence	X	
Personal Attributes	Essential	Desirable
Able to work within established procedures but without close supervision	X	
Ability to work flexibly as part of a team	X	
Ability to remain calm when under pressure and employ tact and diplomacy in difficult/sensitive situations	X	
Understanding of the importance of confidentiality	X	
Systematic in approach to tasks, with attention to detail		
An enjoyment of working with and being in the company of young people		
Willingness to undertake home visits		
English Fluency	Essential	Desirable
Possessing a relevant qualification for the role attained as part of education in the UK or full taught in English by a recognized institution abroad	X	
Passing an English or Welsh spoken language competency test or possessing a relevant spoken English qualification at CEFR Level B1 or above, taught in English by a recognized institution abroad.	X	