



Attendance Officer Candidate Pack

2023



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About us



"We pride ourselves on being at the heart of the local community"

Montsaye Academy is located in the historic Northamptonshire market town of Rothwell, easily reached from Leicestershire, Northamptonshire, Warwickshire and Bedfordshire. Northamptonshire is a popular place to live and one of the greenest counties in England with over 161 parks covering 1600 acres. Montsaye Academy is a vibrant and active community where learning and achievement, in their widest sense, are viewed as the core purpose of our work. It is also a caring and supportive environment in which children can become adults, unafraid to make mistakes, flexible enough to overcome obstacles and ambitious enough to be extraordinary not average.

The school is a member of Pathfinder School's Multi-Academy Trust and collaborates closely with the Trust Central Team, and its nine other Schools. The academy has developed very effective partnerships with other local secondary schools, which enhances our curriculum and supports our practice.

We are fortunate to support the learning of over 1000 students between the ages of 11-18, including a vibrant Sixth Form. Our students join us from Rothwell and a number of neighbouring villages and towns. We employ close to 200 staff, including 70 teachers and leaders and 130 support staff, who enable our academy and students to thrive.

Our on-site facilities include:

- A Community Sports Centre with a Sports hall, Swimming Pool, Fitness Suite, Dance Studio, a full-size 3rd Generation Rubber Crumb all weather surface, grass football pitches and Multi-use Games areas.
- Staff room and Faculty bases
- State-of-the-art Science laboratories
- Dedicated Sixth-Form area
- Recently refurbished restaurant and café

Our Values Excellence, Resilience Aspiration



As an educator of young people, what we do speaks volumes. How we do it resonates even more loudly. Our values of Excellence, Resilience and Aspiration underpin everything we do and have become common language throughout the academy.

Excellence - Montsaye Academy celebrates excellence in everything we do and achieve. Our curriculum is designed to ensure our lessons are both varied and challenging with enquiry, thinking, questioning and independence developed every day. Our students are encouraged to show their best behaviours in every interaction they have with school staff, visitors and their peers. Our school routines have been developed to support students to maintain their readiness to learn in every lesson, every day.

Resilience - Our young people live in a complex and ever-changing world, to enable them to thrive at Montsaye Academy they are offered opportunities and new and yet to be defined challenge. Resilience is about persevering through setbacks, and risking mistakes to reach our goals. At Montsaye Academy, we want everyone to have the tenacity to overcome barriers and exceed expectations. We are passionate about our culture of determination and courage, where we equip our students with the skills, they need to be responsible, confident, and well-rounded citizens.

Aspiration - Wherever our students start, and wherever they want to go, our mission is to support them to become the best version of themselves. We achieve this by providing support, guidance, and challenge throughout their secondary journey. All students take part in careers related activities whether that be in subject focused sessions, work experience, university admissions tutors or apprenticeship providers. Our staff continually invest in guiding students to explore their options and be ambitious, plan for journey A and journey B, and ultimately support, encourage and guide them towards a bright future.

Career Development

**'Montsaye Academy
nurtures aspiring
leaders'**

We are a research engaged school and our teaching and learning strategies are driven by the evidence of what works. Our aim is to re-intellectualise teaching and to give all our teachers the opportunity to engage in research and development to improve their teaching practice.

We are committed to developing our staff and invest heavily in our well developed CPD programme, as well as giving our staff the freedom to focus on highly effective learning.

We also provide our staff with access to accredited qualifications and training.

Apprenticeships

Both our support staff and teaching staff have access to apprenticeships unique to their area of work.

Early Career Framework

We are proud to be a member of Pathfinder Schools who in partnership with the Best Practice Network (BPN) will be delivering the new Early Career Framework. Our Early Career Teachers will benefit from our specialist skills in the new framework.



National Professional Qualifications (NPQ'S)

Pathfinder Schools is an official NPQ delivery partner who in collaboration with the Outstanding Leaders Partnership (OLP) are delivering the National Professional Qualifications (NPQ) training programmes to schools. The qualifications draw from the very latest evidence and research into pedagogy, behaviour, curriculum and more.

What our staff say...



“There’s a family atmosphere amongst staff”

“Shared resources allow flexibility, and we are constantly evolving to further improve”

“Excellent team spirit”

“There’s a staff buzz; they rally the troops and get on board to have some fun”

“Montsaye staff really care about the students”

Staff Wellbeing



“

**‘Team Montsaye:
staff look out for
each other.’**

”

Montsaye Academy is heavily invested in staff wellbeing and is proud to offer access to the following;

- A dedicated wellbeing hub
- A weekly focus on wellbeing with regular wellbeing-focused activities
- Cake Wednesdays, where staff have the opportunity to bring in their bakes and catch up with colleagues
- A reduced membership rate for our on-site Sports Centre, which boasts a pool and modern gym where staff can swim for free
- Access to 24/7 telephone counselling service for staff and their immediate family via Zurich
- Access to a health and wellbeing cash plan via Westfield Health
- Access to trained staff Mental Health First Aiders, and part of the Pathfinder Schools Wellbeing Committee
- Access to an exceptional Occupational Health advice
- Support to create Wellness Action Plans
- An employer who is committed to empowering our colleagues to achieve and maintain life-work balance

Being part of Pathfinder Schools

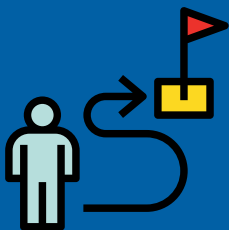


Pathfinder Schools is a cross-phase, multi-academy Trust of 10 schools in the north of Northamptonshire. Our Trust includes both church and community academies and we work closely together, connected by the vision we share for our pupils. Each school has its own unique character but we are unified by our unshakeable belief in the power of education to change lives. We believe that staff and pupils can flourish when they are happy and well-supported. We are inspired by the challenge of providing children with a rich tapestry of experiences that allow them to explore the world and their place in it.

We are passionate about our values of **Aspiration, Responsibility and Courage**, we believe that when people feel respected and included they can be more creative, innovative, and successful.

One Trust, transforming lives and communities, inspiring greatness

Our purpose



Our Trust is a growing family of schools, built on a commitment to the development of the children and young people in the communities we serve.

We exist to deliver the very best educational outcomes for every learner.

Based upon a foundation of independence, we empower young people to broaden their horizons and open their minds to new opportunities.

Our vision



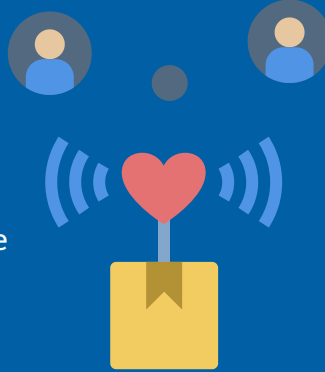
Together we want to develop inspirational schools which instil Aspiration, Responsibility and Courage in every learner, enabling them to find the greatness within them.





Our strategic objectives

- Every school a great school
- Every school an inspiring place to work and learn
- Every school a school of choice in the community
- Every school expertly supported by a strong central team



Our Values

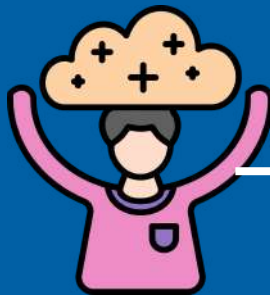
Our values stand at the very core of everything. They are the centre from which all we do and say radiates, guiding the way that we work together.

Our Values

Aspiration

We aim high

Everyday we aim to be the best we can be. We are all striving to reach our own personal greatness. We recognise that we do not all start from the same place and we work to enable all to overcome barriers and achieve their full potential.



Responsibility

We play our part

We believe that we are all responsible for making Pathfinder Schools an inspiring place to work and learn. We hold ourselves accountable for our own actions, admit when we have failed against our own standards, feel comfortable asking for support and always strive to be our best selves.



Courage – We are brave

We are a Trust that faces challenges directly, we are honest about the decisions we make and the reasons for them. We support each other through difficult times in our learning and in our lives. We have the strength to persevere in the face of difficulty, uncertainty and challenge.

Attendance Officer



Advert

We are seeking to appoint an Attendance Officer to join our Academy support staff team. Responsibilities will include working with groups of students parents/carers and other agencies to improve levels of attendance. To undertake home/school visits as designated by the Academy. To interpret information relating to attendance patterns and identify key areas of concern. Some administrative duties may also be involved. Proficient use in IT would be an advantage.

If you think you can contribute to our organisation, we welcome your application.

If you would like to arrange a tour of the school or to speak with a member of the team to learn more about our Academy and the role, please email the academy Interim Business Manager Claire Allsopp who will assist you further callsopp@montsaye.pfschools.org.uk

Montsaye Safeguarding Policies and Procedures are available on their website, which can be accessed on the following web address:

<https://www.montsaye.northants.sch.uk/about-us/policies-and-funding/>

Being part of Pathfinder Schools offers a fantastic opportunity to develop yourself, as a Trust we actively encourage collaboration and the sharing of good practice; we believe that by developing a love of learning and having the highest expectations, all members of the Pathfinder Schools community can achieve and inspire greatness.

Pathfinder Schools are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. DBS, Reference, Identity, Criminal Record and Medical Checks are mandatory for all posts within Pathfinder Schools.

Pathfinder Schools is passionate about its values of Aspiration, Responsibility and Courage. We believe that when people feel respected and included they can be more creative, innovative, and successful. We are committed to an inclusive workforce that represents many different cultures, backgrounds and viewpoints.

Contract type

- Permanent
- Part-time
- 37hrs per week
- 40 weeks per year

Salary

- Grade F Points 6 - 7
- £21,968 – £22,369 per annum pro rata
- Actual -£19,294.32 - £20,629.32

Closing date

- 24th November 2024

Interviews

- TBC

Start Date

- ASAP

How to apply

To apply, please complete a Pathfinder Schools application form, which can be downloaded from the vacancies page of the website

www.pathfinderschools.org.uk/join-us/vacancies

Completed application forms should be accompanied by a letter of application and should be sent to

recruitment@pfschools.org.uk

Our employee lifecycle processes are designed to prevent discrimination against our colleagues, regardless of gender identity or expression, sexual orientation, religion or belief, pregnancy and maternity, marital status, ethnicity, age, disability status, or any other aspect which makes them unique. While we have more work to do to advance diversity and inclusion, we're committed to moving our Trust and the education sector forward.

We occasionally close vacancies early in the event that we receive a high volume of applications. Interviews may begin soon after receipt of applications for shortlisted candidates, therefore we recommend that you apply early.

Online searches

As part of our rigorous Safer Recruitment process, Pathfinder Schools has adopted the practice of online searches including Social Media for external shortlisted candidates. The purpose of the search is to enable us to fulfil our duty under Keeping Children Safe in Education and is part of our due diligence to identify any incidents or issues that have happened, and are publicly available online, which we may need to discuss with you during interview.

Therefore, if you are shortlisted for a role, an appropriate online search will be undertaken on your name(s). Consent to an online search is included in the Pathfinder Schools application form. Searches are based on publicly available information, therefore where your profiles are private or are locked, no further search will be required on these pages. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.



Attendance Officer

Job Description

Reporting to:
Education Welfare Officer

Working Time:
Part time Permanent

Salary/Grade:

- Grade F Points 6 - 7
- £21,968 – £22,369 per annum pro rata
- Actual -£19,294.32 - £20,629.32

Principle Responsibilities:

- The management of attendance data across the school including target or vulnerable groups
- The line management of the Admin and admissions assistant
- The link person between the school and students/parents in regards to attendance
- To identify and work with individuals and groups of students, ensuring regular attendance checks
- To work closely with parents/cares and students to improve levels of attendance
- To collate information with regard to the attendance of students who may be experiencing attendance difficulties in order to inform school and parents/carers.
- To manage the admissions to the school (Year 7 and in-year)

Specific Duties

- To work with groups of students to improve levels of attendance
- The direct line manager of the admin and admissions assistant supporting that role in whole school responsibilities.
- To work with parents/carers and other agencies in improving their child's attendance record and coordinating parental support and training where appropriate.
- To undertake home/school visits as designated by the school
- To interpret information relating to attendance patterns and identify key areas of concern for Pastoral Mentors, Progress Leaders and SLT.
- Produce statistics on a fortnightly basis of all students under 90% attendance for years 7-11. Supply reason for absence of all students under 85%.
- To ensure registers are completed and no missing marks or unexplained absences remain
- To assist with the identification of students who will receive support in improving their attendance record
- To check and remind staff to complete registers as necessary, input registers if necessary.
- To ensure all unexplained absences are accounted for or send letter requesting an explanation
- To assist and check records prior to the Census to ensure school attendance is accurate and up to date.
- To monitor the attendance of vulnerable groups of students and liaise with staff and SEND department
- To liaise with the safeguarding team regarding child protection
- To input timely information i.e exams, trips, sporting events, work experience etc. and to keep registers and staff updated
- To check accuracy and correct coding on registers before printing off official registers and filing away on a 6 term basis.
- To print off official registers daily and explained absences to ensure they are at hand in the event of a fire.
- To follow attendance policy and send out letters as required
- To provide updates for staff on student absence
- To collate, maintain and update attendance data
- To work alongside relevant staff, teachers, SLT to improve attendance
- To keep up to date with Go 4 Schools training
- To produce paperwork and gather evidence, as necessary, for absence penalty fines.
- Produce statistics regarding late marks
- Do a late gate for a 15 minute period recording any students who are late into school
- Provide attendance data to prospective employers/further/higher education regarding attendance for pupils who have left the school
- This job description is not exhaustive and the postholder may be required to undertake other duties as reasonably required by the Education Welfare Officer.

Person Specification

Attendance Officer



	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE Maths and English at grade C or above 	
Experience/Skills /Curriculum	<ul style="list-style-type: none"> Experience in dealing with people Excellent verbal communication skills IT literate, with appropriate keyboard skills, word processing skills and knowledge of Microsoft Office software or equivalent Appropriate levels of literacy and numeracy Good Organisational skills Ability to maintain confidentiality Ability to maintain a professional manner in challenging situations Ability to work under pressure and meet deadlines Flexible approach to students and families Stay motivated and able to work with minimum supervision Demonstratable awareness of legislation relating to school attendance and welfare/protection of children 	<ul style="list-style-type: none"> Knowledge of SIMS/Go 4 Schools database Experience of Excel Spreadsheets Knowledge of the education system Experience of working in an educational and/or social care setting with young people Car owner with full clean driving licence
Relationships	<ul style="list-style-type: none"> An ability to establish good working relationships with staff and the ability to form and maintain appropriate relationships and personal boundaries with students 	
Equal opportunities	<ul style="list-style-type: none"> An understanding of issues relating to equal opportunities 	<ul style="list-style-type: none"> Examples of good practice from their own experience
Disclosure & Barring Service Check	<ul style="list-style-type: none"> Willingness to provide a full Disclosure and Barring Service disclosure 	

Contact us



1 Visit us Montsaye Academy
Greening Road
Rothwell
Kettering
Northamptonshire
NN14 6BB

2 Call us Tel: 01536 418844

3 Email us Academy Interim Business Manager
callsopp@montsaye.pfschools.org.uk
recruitment@pfschools.org.uk

4 Follow us @Montsaye



5 Visit our website www.montsaye.northants.sch.uk

