

Thamesmead School



Candidate Information Pack School Attendance Officer

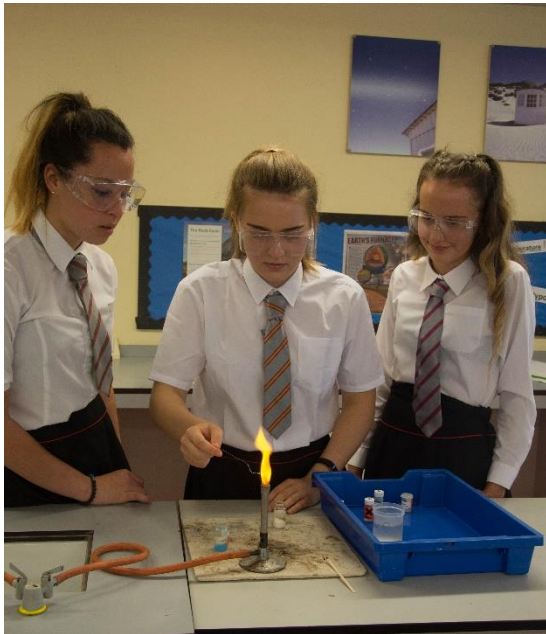
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Dear Colleague,

Thank you for your interest in working at Thamesmead School, you will be joining a highly successful support staff team.

Thamesmead is a successful 11-16 school rated good by Ofsted in June 2017. We are a happy community of staff and students and you will see that if you wish to come and visit us as part of your application.

The role of Attendance Officer is an important one in ensuring all students are able to fulfil their potential through regular school attendance. Through your work you will be responsible for liaising between home, school and other agencies in order for students to maintain a consistent level of education. You will be responsible for monitoring registers, verifying reasons for absence and identifying cases of non-attendance that require further investigation. Working closely with stakeholders you will use your own drive and initiative to help the school to raise achievement by improving attendance and punctuality and to meet our attendance target.

I joined the school as Headteacher in September 2017. I was impressed by the hardworking students, the calm atmosphere, and the friendly welcome that I received on my first visit and I can vouch for that being typical of the school now I have been Head for four years.

Our staff like the strong and supportive team ethos that exists amongst those who work here. They like that we have high expectations of behaviour and standards from our students, and that we support our staff to uphold these. They like the work we have done to try and ensure workload remains manageable such as our shorter day, collaborative planning practices and the high-quality assistance that is provided for teaching by our committed team of support staff.

Our school vision and values ensure the best education, support and outcomes for our students in this fast changing and demanding world. Our four shared goals are:

To

- commit to excellence
- nurture individuals
- fulfil potential
- respect our community

To achieve these goals, we have seven Thamesmead values we encourage our students to aspire to:

- Aspiration
- Respect
- Independence
- Confidence
- Commitment
- Resilience
- Community

We are now working to embed these across our community as we continue to lead the school to further success. I hope that after reading all about us that you will want to apply to join our team and become a part of this journey.

I look forward to hearing from you in the near future.

Yours faithfully

Phil Reeves
Headteacher



JOB PROFILE

Job Title:	School Attendance Officer
Hours per week/ Weeks per year	31.25 hours per week/39 weeks per year
Times of work:	8.15 – 3.30 (with one-hour unpaid lunch break)
Surrey Pay Grade:	S6 £24,780 - £27,317 FTE £18,336 - £20,214 pro rata
Responsible for:	Contributing to the quality of the pastoral and curriculum administrative support.
Line Manager :	Senior Pastoral and Curriculum Support Administrator

Key Accountabilities: -

- Management of attendance system
- Administration of all documentation relating to student exclusions including organising and clerking Governors' Disciplinary Hearings
- Supporting with team tasks

Key Tasks:

- Checking Registers daily
- Producing all attendance related reports from registers
- Updating and logging information on attendance data base
- Updating registers
- Adding detentions to SIMS for students who arrive late at school. Sending a school comms to parents of those with no planner to record detention.
- Updating School Attendance Policy
- Liaising with parents, the Education Inclusion Officer and other external agencies on issues of student attendance, as required – e.g. with parents of students who have a reduced timetable due to illness.
- Dealing with matters relating to child employment, with specific regard to performance licences
- Dealing with holiday and absence requests, and requests with “a possible concern”

- On-going analysis of data relating to attendance and punctuality, on weekly, half-termly and annual basis and as required by Headteacher.
- Liaising with tutors and Head of Year with regard to attendance and late issues
- Attend weekly attendance meeting with Attendance Lead, Education Inclusion Officer, the School Social Inclusion Support Officer, the Inclusion Support Manager, Heads of Year and preparing general attendance concern letters
- Arranging Panel and Heads of Year Attendance meetings
- Logging of exclusions, detentions, bullying and referrals on database
- Organisation of all paperwork and correspondence relating to exclusions, hearings and appeals
- Logging of referrals onto SIMS.
- Running monthly reports of 100% attendance and logging the student reward for 100% attendance

SIMS responsibilities

- Attendance Database

Team tasks

- Supporting the team tasks of providing administrative support for:
- On call
- Referral Room
- Student Planner production
- Celebration Assemblies
- General pastoral and curriculum administrative support
- Providing cover, as required, for other members of the team
- Supporting other school activities as required
- General administrative duties as directed

Thamesmead
School



Person Specification

Category	Essential	Desirable	Evidence form
Skills, knowledge and aptitude	<ul style="list-style-type: none"> • Be able to communicate effectively with a wide range of stakeholders and the wider community • Have good listening, oral and literacy skills • Be able to organise time and work to deadlines • Be able to organise and schedule activities so they run smoothly • Be able to acquire and apply good working knowledge of administrative processes, procedures and systems 	<ul style="list-style-type: none"> • Knowledge of SIMS 	Application form Letter of application

	<ul style="list-style-type: none"> • Be able to use initiative and judgement to resolve problems with guidance from line manager, where required • Have excellent IT skills, especially Microsoft Excel 		
Qualifications and training	<ul style="list-style-type: none"> • Either possess GCSE English and Maths or have broad relevant work experience • Be willing to attend appropriate training and development 		Application form
Experience	<ul style="list-style-type: none"> • Evidence of relevant personal and professional development • Evidence of working in an environment where experiences included taking initiative and self-motivation 	<ul style="list-style-type: none"> • Working in a similar environment 	Application form Interview
Personal attributes	<ul style="list-style-type: none"> • Person of integrity • Self-motivation • Ability to maintain confidentiality • Ability to remain impartial • Have an openness to learning and change • Ability to work independently • Have a flexible approach to working routines • Be sympathetic to the needs of others • Have a positive attitude to personal development and training • Have excellent interpersonal skills • Resilience • Good sense of humour • Be suitable to work with children 		

Reasons to work at Thamesmead School

- Thamesmead students and staff are **friendly and fun** to work with. They like coming into school, behave well in class and achieve **good results**. In 2019 85% of our Year 11 students achieved grade 4 or above in both English and Maths. They have achieved positive Progress 8 scores each year and our score places us in the top 17% of schools in England.



- Thamesmead School is a **supportive community**. Respect is one of our seven Thamesmead values and our staff are kind, caring and respectful to each other. We work hard with our students to ensure they understand the importance of showing respect to all members of our community, and naturally this includes the classroom.
- At Thamesmead we place a **high emphasis on Professional Development** and provide a full and varied CPD programme for all teachers. Through a combination of independent pedagogical research and a structured programme, our aim is for **all staff to be informed and reflective practitioners**, leading and developing best practice that ensures successful outcomes for all students. There is **an ethos of support in the school**, where everybody's principal aim is to provide the best education for the students as we can.



- We encourage staff to be exam markers, recognising how this helps you **become better GCSE teachers** and provide support to enable this work to be completed.
- We encourage collaboration and partnership with other schools. We enjoy **positive links** with many of our neighbouring schools, as well as those further afield including those in the primary and sixth form phase, and those in the independent sector. This creates many **opportunities for our staff** to work with colleagues in other organisations.
- Children of staff are given **priority in our admissions policy**. If you have worked in our oversubscribed school for two years or more you are given priority in our admissions policy over applications from those in local proximity of the school.



- We run Thamesmead SCITT. If you already hold QTS, there may be **opportunities to mentor** subject specific trainee teachers and to gain Level 1 and Level 2 certification in Mentoring. There may also be the chance for you to **develop your practice** via involvement in wider work of the partnership through conducting visits, observations and quality assurance of training programmes. As a newly qualified teacher, you will have access to specific support including induction and our Professional Studies programme.

- We have an **accessible and approachable Leadership Team**. Our doors are open to staff and students and we provide visible support throughout the school. We have set up a 'change' group so that staff can provide input into the strategic development of the school.
- **Staff wellbeing** is of upmost importance at Thamesmead School. Strategic decisions are made to support staff in obtaining a good work life balance: consideration has been given to timings regarding marking load, assessment logging and meeting schedules to ensure staff are not overloaded. There is a wellbeing day in December to help break up the long autumn term, every effort is made to accommodate absence for special occasions such as graduation or nativity plays. Finally, with the **school day ending at 2.35**, there is time in the afternoon for staff to complete lesson preparation or take part in student or staff based extracurricular activities. Thamesmead celebrates the successes of staff on a weekly basis via the 'Star of the Week' award; gives staff the opportunity to be recognised and provides frequent break and



- There are **opportunities to suit a variety of interests** from the adventurous to the sedate, either working with students on activities such as Duke of Edinburgh, expeditions and visits (visiting such places as Namibia and Costa Rica), the yearly school production (past productions include Oliver and Annie) alongside other performance related and sporting activities throughout the school year. Alternatively, for those who would like to spend time team building and bonding with staff, we have a variety of activities organised throughout the year including couch to 5k running group, football matches, curry nights, meditation, yoga and book club.
- We place a great emphasis on **encouraging students in the Arts**. Up to 10% of our places are offered to students based on their aptitude in Drama and Music. We encourage students to both study, and be involved in the Arts subjects within and on top of their timetables through the many clubs, productions and opportunities on offer.

How to Apply

Application Process

The application process for this role is a three stage process:

- Application form
- Observation of interaction with students
- Interview

To be considered for this role you must complete an application form which can be downloaded from <https://www.tes.com/jobs/employer/thamesmead-school-1005906> We are unable to accept CV applications.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

Thamesmead School reserves the right to progress no candidate to the next stage of the process, or not to appoint to the role, if candidates fail to demonstrate essential criteria in the person specification.

To ask any questions or to submit your completed application form, please email hr@thamesmead.surrey.sch.uk or contact Zoe Midwinter, HR Manager on 01932 219 448.

Closing date: Monday 17th January 2022

Interview date: to be confirmed

Start date: As soon as possible

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Visit: www.thamesmead.surrey.sch.uk Email: hr@thamesmead.surrey.sch.uk
Thamesmead School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Employment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).