



Recruitment Information and Job Pack

ATTENDANCE OFFICER

Permanent

NJC GRADE D

Closing Date: Friday 19 July 2019 at 10.00am

Interview Date: Wednesday 24 July 2019



Letter from the Principal

Dear Applicant

Thank you for your interest in Exmouth Community College. We have an exciting opportunity for you to join our College and work with highly motivated staff, enthusiastic students, supportive parents and knowledgeable Governing Board. We are a hardworking, dedicated and supportive learning community.

The College is committed to recruiting the very best staff for our young people and as a result I have the pleasure of working alongside a fantastic team of both teachers and support staff. Staff at the College work hard and set high standards for our students and ourselves. Consequently, the College is a stimulating place to work and the professionalism of staff here ensures that the College is constantly moving forward.

We were very pleased with our most recent set of GCSE results in terms of attainment, where 66% of students achieved a pass in English and Mathematics which places us above the national average. Our Progress 8 score increased significantly and, having made changes to our curriculum model that will address this issue we are confident that these changes, alongside our renewed focus on the consistency of our teaching and learning, will result in further improvements to results in the years to come.

2018's Post-16 results were our best ever. Students and staff have achieved a fantastic 97% pass rate and an amazing 20% A*-A grades, with 70% of all grades being A-C. This is despite new courses making it more of a challenge for both students and staff. Most pleasingly, our value-added measure which shows the progress of students over their time with us was significantly above the national average, leading to almost 25% of our Post-16 students going on to Russell Group universities. I am absolutely delighted that the hard work and ability of our students has reaped such positive rewards for them.

If you are looking for a College which is completely focussed on ensuring consistently great teaching and learning, investing in your professional development, and where your passion and ideas will be welcomed enthusiastically, we would love to hear from you.

I hope that you find the information in this pack to be both interesting and informative. I would also urge you to explore our website to get a deeper understanding of why we are so proud of this dynamic College: www.exmouthcollege.devon.sch.uk

Having myself only joined Exmouth Community College in September 2017, I recognise that much time and thought goes into preparing an application which I thank you for in advance and we, in turn, will give your application serious consideration.

If you require any further information regarding the post or the application process, please do not hesitate to contact us.

Yours faithfully



Andrew Davis
Principal



The School

Exmouth Community College is one of the largest secondary schools in the country with over 2,300 students currently enrolled (almost 400 of these in Post 16). The College, which converted to Academy status in April 2011, is set in a leafy split-site location.

Behaviour in lessons is generally good. Pupils told inspectors that there is little disruption in lessons and this was confirmed by the observations that inspectors made.
(Ofsted 2017)

The College's mission is to provide a positive, enjoyable and structured approach to learning, where success is rewarded and students' individual aptitudes are given the chance to develop. We are an inclusive school and we pride ourselves on catering for all abilities. We offer a safe, secure, non-threatening environment in which students develop consideration for others, self-discipline and positive relationships. We aim to provide a thorough education which prepares students for their future.

Pupils conduct themselves well, and so the school runs smoothly on a day-to-day basis. The school is calm and orderly, even when large numbers of pupils are moving around both sites and across the bridge in between.
(Ofsted 2017)

We believe that young people should be given the opportunity to develop the qualities we expect of good citizens. Our curriculum is broad and challenging; designed to stretch students of all abilities and to provide the widest range of opportunities. The curriculum includes, over and above the normal provision, enrichment, work based learning, Lead Learner and supportive elements; all of which combine to ensure that all students have an opportunity to develop their intellectual and practical skills.

Sixth-form students make strong progress on their courses because they are motivated to succeed and are well taught.
(Ofsted 2017)

Our catchment area extends northwards towards Exeter city boundary and eastwards to include Budleigh Salterton and many attractive rural villages. The College embraces working as part of the community and has strong local partnerships.



As an academy, we have more flexibility in the way we manage the College. The Exmouth Community College Trust is overseen by the Governing Board who are committed to delivering the best comprehensive education for the young people of Exmouth and the surrounding villages.

(Post 16) Teachers have good subject knowledge and well-developed strategies for helping students to make progress. As a result, students are challenged to think deeply about their learning in many subjects.
(Ofsted 2017)

In addition the College provides opportunities beyond the classroom in: sport, the arts, adventure, travel and more, everything from Rocket Clubs to the Ten Tors challenge and from Public Speaking to a range of visiting authors and speakers.

The school has a strong pastoral system organised on a Key Stage basis and excellent contacts with partner primary schools.



Our Vision

Teachers are well motivated. They have welcomed the new Principal's recent initiatives to improve the quality of teaching. They are keen to share ideas and consider how they can accelerate pupils' progress.
(Ofsted 2017)

Our Vision is to create a stimulating, enjoyable and structured learning environment, where success is rewarded and all students and staff can thrive. We want students, staff, parents/carers and the entire Exmouth Community to be proud of their College; for students to make us their first choice for education and, for staff, their preferred place to work. In order to achieve this, we will;

- provide excellent teaching and learning from teachers and staff who relish the opportunity to work in our College, because they feel inspired, valued and supported to do the best they can for their students;
- offer a broad, inclusive curriculum which enriches students' education and provides them with the opportunity to discover, develop and achieve their potential, whether academic, sporting, cultural or aesthetic;
- prepare all students for the next stage of their life;
- provide a safe, secure, environment in which students develop consideration for others, self-discipline and positive relationships;
- strive continuously to establish the best possible site and resources;
- engage with parents and carers, using effective communication channels to ensure that they are well informed, able to support their child's education and have the means to raise any concerns they may have;
- build and maintain links with the wider community to enable them to support the College across a range of activities.

The leaders of the sixth form demonstrate a genuine passion for the success of all students, no matter what their starting points.
(Ofsted 2017)

The Area

Exmouth is a town of 40,000+ inhabitants situated at the mouth of the River Exe. As with so much of the South West, employment in Exmouth is largely in the service sector and the College is by far the largest employer in the town. Employers also include primary schools, Exmouth Hospital and a thriving retail and tourist trade.

Exmouth is a very pleasant place to live. It is situated at the start of the Jurassic Coastline which has been officially ranked alongside the Great Barrier Reef and the Grand Canyon as one of the natural wonders of the world. East Devon is an area of outstanding natural beauty.



The town has a marina and the two mile beach front offers a variety of water sports. An indoor tennis centre is attached to the College campus and is used on a daily basis by both the College and the public. Exmouth also has other excellent sporting facilities including a large Sports Centre with two heated pools, fitness suites, squash and badminton courts. The town has a wide range of hotels and restaurants, a number of pubs and night clubs as well as shopping facilities.

On the outskirts of Exmouth is Woodbury Common. It is a huge and beautiful moorland, ideal for walking, riding, mountain biking and picnics. The common is also the home of Woodbury Golf and Country Club offering two golf courses, one to championship standard. Exeter, the capital city of Devon, is just 10 miles from Exmouth and offers a wealth of shopping, sporting, cultural and historic attractions.

Teachers have positive relationships with their classes and have high expectations of behaviour. Most pupils respect their teachers, and so interruptions to learning are rare.
(Ofsted 2017)

Job Description

Title:	Attendance Officer
Type of Appointment:	Permanent
Start Date:	4 September 2019
Grade:	NJC Grade D
Salary:	£15,626 - £17,252 (actual salary per annum)
Hours:	8.00am – 3.45pm Monday to Friday (30 minute lunch break each day) 35.75 hours per week x 38 weeks of the year (term time only)
Reporting to:	Deputy Principal
Responsibility for:	No line management responsibilities

Purpose of the Job

- Work with a wide range of College staff, contribute to raising achievement by improving overall College attendance rates.
- Provide a specialist service to assist the College in meeting their obligations and targets in relation to College attendance including persistent and unauthorised absence.
- Promote positive attitudes by students and families towards education and to ensure that parents and carers are made fully aware of their statutory responsibilities.
- Make daily contact with parents/carers of students who are absent to establish the reasons why and put in place timely support to ensure a swift return to College.
- Make unsupervised contact with families in their own homes and elsewhere to assess the reasons impacting on the attendance of individual students, facilitating their return or access to regular full time education provision.
- Establish and develop a professional service to support the College in raising attendance, investigating persistent absences and improving punctuality.
- Support Year Teams in meeting with parents/carers of students with declining attendance to ensure timely intervention and support.

Key Responsibilities

- Support the College on strategies to promote the regular and punctual attendance of all students and assist with the implementation of the strategies.
- Meet with College staff, students and parents to identify individual problems and possible solutions, with a particular focus on disadvantaged learners or those eligible for Pupil Premium.
- Make unsupervised contact with families i.e. home visits and/or meetings in school.
- Establish the reason/s for non-attendance, make assessments and agree an attendance action plan for facilitating a return to school using appropriate strategies within specified timescales.
- Initiate appropriate legal action with Education Welfare Officer in conjunction with College pastoral teams to ensure the College is carrying out its statutory responsibility in respect of students. This will include preparing statements, attending and presenting evidence or request the issuing of penalty notice fines or other legal sanctions and where necessary, completion of a Devon Early Help assessment as part of the Team Around the Family (TAF) process.

- Ensure the College escalation process as outlined in its Attendance Policy is consistently implemented by all staff.
- Be fully aware of and carry out all work in line with College safeguarding procedures.
- Liaise and work with other members of the Education Welfare Service as well as other professionals in the Police, Social Services, Early Help, Housing, Health and any other statutory and voluntary organisations.
- Keep clear and concise records of all consultations and to write any other reports i.e. annual action plan and summaries, as required for the College.
- Use IT systems to produce reports, often to tight timescales, using word processing and record information including statistical data, providing reports to senior managers and other professionals.
- Ensure accuracy of registers and that all lesson registers are completed by staff in a timely manner.
- Manage and prioritise your own workload.
- Acquire and maintain a working knowledge of the statutory framework relating to College attendance, child employment, safeguarding and special needs in order to be able to offer informed advice to parents, College staff and others.
- Support Pastoral, Subject Leaders and senior managers in advising the College on all matters relating to attendance and where appropriate, take the supporting role in developing work processes to improve school attendance.
- Work on initiatives which raise the awareness of College staff, parents and the community on the importance of College attendance.
- Any other duties commensurate with the grading of the post as may be required.

Working Conditions

- Normal office environment with occasional exposure to weather conditions if crossing sites.
- Visits to students' homes.

Physical Demands

- Light – Involves walking or standing to a significant degree, exerting negligible amount of force to move objects.

Person Specification

Attributes	Essential	Desirable	How Identified
Qualifications			
GCSE English and Maths at Grade B / Level 2 qualification or above, or equivalent training / experience	✓		Application, Certificates.
Evidence of relevant Continuing Professional Development		✓	
Experience			
Working with or caring for children aged 11 - 19	✓		Application, Interview, Assessment/ Observation, Reference.
Working with or caring for disaffected children aged 11 - 19		✓	
Working effectively within a school environment		✓	
Skills and Knowledge			
Organised, able to prioritise workload and meet deadlines whilst maintaining accuracy under pressure	✓		Application, Interview, Assessment/ Observation, Reference.
Capacity to take responsibility, use initiative, work independently and demonstrate a proactive approach	✓		
Ability to work actively, productively and flexibly as part of a team	✓		
Confident user of ICT, including Microsoft Office packages	✓		
Excellent written skills and ability to communicate effectively with people at all levels in a professional and sensitive manner	✓		
Awareness and understanding of data protection and confidentiality	✓		
Use of SIMS and CPOMS (training will be provided)		✓	
Personal Qualities			
Ability to relate well to children, young people and adults	✓		Application, Interview, Assessment/ Observation, Reference.
Ability to inspire, support and energise others to achieve a common purpose	✓		
Ability to engage and enthuse young people to believe in their own potential and see personal goals as achievable	✓		
Holds extremely high expectations of young people	✓		
Proactively generates positive working relationships	✓		
Adaptable, flexible and creative	✓		
Creative thinker, willing to share ideas and express opinion	✓		
Enthusiastic and motivated	✓		
Problem solver, analytic and strategic thinker	✓		

Additional Criteria

We have an expectation that all staff employed at Exmouth Community College will:

- Understand and recognise the principles of equality and diversity
- Commit to the safeguarding and welfare of all students
- Commit to regular and on-going professional development
- Commit to high standards
- Demonstrate and promote good practice in line with the ethos of the College

Important Information

Please read the *Application and Recruitment Guidance Notes* available from the College website before completing your application.

We are committed to providing the best possible care and education to our pupils and safeguarding and promoting the welfare of children and young people, and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, shortlisted and/or potentially suitable applicants will be required to undertake further checks. A satisfactory Enhanced DBS Disclosure (with Barred List check) will be required before the successful candidate can commence employment at Exmouth Community College.

To Apply

Please complete the Non-Teaching application form available from the College website.

Your completed application form should be submitted before 10am on the closing date.

Email to: recruitment@exmouthcollege.devon.sch.uk

Or post to: Human Resources
Exmouth Community College
Gipsy Lane
Exmouth
Devon
EX8 3AF

Questions?

For further information about this post please contact Amanda Day:

Email: amanda.day@exmouthcollege.devon.sch.uk

Phone: 01395 255687



Exmouth Community College

Gipsy Lane, Exmouth, Devon EX8 3AF

Principal: A J Davis BSc(Hons)

Recruitment Enquiries

T: 01395 255687

E: recruitment@exmouthcollege.devon.sch.uk

General Enquiries

T: 01395 264761

E: admin@exmouthcollege.devon.sch.uk

W: www.exmouthcollege.devon.sch.uk

