

## Attendance Officer

**Closing date: Sunday 24 March 2019**

Start date: As soon as possible



# Rastrick High School

**At Rastrick High School we pride ourselves on providing a challenging and creative education.**

Children from all backgrounds are welcome at Rastrick High School and we want our students to be inspired and engaged in their learning. Everyone is encouraged to develop their own talents and to contribute to the school, life in the local community and beyond.

We are committed to developing the best teaching possible. We want every lesson to be 'outstanding' and never less than 'good'. As a result, our student outcomes are among the top comprehensive schools in Calderdale and the wider region.

Throughout our school we continually adapt the curriculum to support students from all backgrounds and abilities. We offer a broad range of subjects and pathways along with an excellent range of enrichment activities that aim to produce well-rounded, confident young people. From classroom seating plans to cross-curricular activities and Independent Learning Days, we aim to provide each individual with a learning journey that promotes and sustains a thirst for knowledge.



With

around 1600 students and 200 staff, the School continues to grow and we are investing in our facilities and environment accordingly. As a result, this is an exciting time to be joining the school and contributing to its success.



Music and the Arts are central to the life of the School. We offer up to 30 Year 7 students who demonstrate musical talent places on our well-established Talented Musician Development Programme. This enhances the high quality academic provision offered to all students by our nationally recognised staff, and includes specialist music tuition and regular performance opportunities.

The School has a proven record of sporting success at local, regional and national level. We have links with the National Citizenship Service and the Duke of Edinburgh's Award scheme.

Come and see us in action: visits to Rastrick High School are strongly encouraged and very welcome. Please call 01484 710 235 or email [rhs@rastrick.calderdale.sch.uk](mailto:rhs@rastrick.calderdale.sch.uk) to arrange a time to come in.

## The opportunity

We are committed to offering Rastrick staff the opportunity to advance their career within a supportive academy environment. You will be part of a school with a proven track record in developing skilled practitioners and nurturing excellent future leaders, with unrivalled opportunities for progression.

Whatever your level of experience, or ambition as a teacher or leader, the School offers a structured induction and performance review programme for all staff including weekly CPD focused on improving and developing teaching. Additionally, we offer thorough induction support for Newly Qualified Teachers and a Leadership Development Programme for more experienced members of staff.

Further support includes:

- A strong student support team made up of teaching and non-teaching staff, which is focused on creating a calm atmosphere so that students are ready and able to learn
- Opportunities to share and develop good practice through weekly CPD sessions, developed to focus on the delivery of outstanding teaching
- Twice-weekly briefing sessions for all staff where accessible and time-relevant pedagogical resources are provided



## What we are looking for

We are interested in staff who are passionate about their specialist area and want to make difference. We want to bring people on board who can help us challenge our staff and students and create an exceptional place of learning. We have a strong focus on high standards and aspirations.



In all aspects of school life we aim to **'chase perfection, catch excellence'**, and this underpins our entire ethos



You should be motivated, be able to demonstrate your passion and experience in your chosen area and enjoy working as part of a team.

If that sounds like you, and you want to be challenged in a supportive environment, with good humour and a shared belief that every child can and will reach their potential then please apply to be part of our team.

## Benefits

- Onsite car parking
- Cycle to work scheme
- West Yorkshire Pension Fund membership
- Onsite Nursery - **Smarties Nursery** is conveniently located at Rastrick High School. It employs a qualified teacher in the pre-school room. It has developed teacher-friendly care packages, which include childcare vouchers, term-time only options and bespoke childcare for exceptional evening duties.



Smarties Day Nursery was rated Outstanding by Ofsted in January, 2018. It has also been awarded Step 2 of the Steps to Quality QA scheme, and has qualified for Millie's Mark, in recognition of the fact that 100% of staff working directly with the children are qualified in paediatric first aid.

The nursery is open from 7.00am to 6.00pm.

Childcare vouchers are accepted and Staff fees are all tax and NI free under the Workplace Crèche Scheme rules. There are free funded places for children of 2, 3 and 4 years.

[www.smarties.rastrick.org](http://www.smarties.rastrick.org)



## Where are we?

Rastrick is a village in Calderdale, West Yorkshire, close to Brighouse, Elland, Halifax and Huddersfield. The school is accessible from Junctions 24 and 25 of the M62, and is just 25 minutes from Leeds and 35 minutes from Manchester.

The nearest railway station is Brighouse, which is less than a mile away. The school is covered by a number of bus routes provided by several operators.

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Email: [rhs@rastrick.calderdale.sch.uk](mailto:rhs@rastrick.calderdale.sch.uk)  
Web: [www.rastrick.calderdale.sch.uk](http://www.rastrick.calderdale.sch.uk)

## Safeguarding Recruitment Statement

All positions at Rastrick High School meet the requirements of exemption under the Rehabilitation of Offenders Act 1974, successful applicants who are offered positions with the school will be subject to a criminal record check (Enhanced Disclosure) from the Disclosure and Barring Service (DBS) before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings as well as convictions. Further information regarding the CRB is enclosed with this application form.

## Attendance Officer

### Job Description

Job Scale: NJC Scale point 21 to 24 (£17539 to £19299 actual salary)

Hours: Term time only plus training days (8am to 4pm)

#### BASIC JOB PURPOSE

- To manage the attendance processes in line with statutory requirements
- To maintain accurate attendance records across the academy, and report on attendance as required and contribute to strategies that improve academy attendance.
- To manage a robust, accurate admissions process
- To liaise with staff, students, parents and multi-agency partners to ensure that attendance and admissions processes are accurate and fit for purpose
- To support the developments and improvements to both processes
- To ensure a robust attendance strategy is in place and is effective

**Reporting to:** Senior Team  
**Responsible for:** n/a

#### MAIN RESPONSIBILITIES

1	To support the attendance process by providing accurate student information regarding daily attendance and number of students on roll and delivering an effective, professional service to SLG and Directors of the academy.
2	To manage the accuracy of attendance data, reporting on student attendance as appropriate and ensuring that student absences are correctly recorded.
3	To support develop attendance monitoring systems that support improvements in student attendance and that ensure staff have access to relevant information.
4	To produce timely, data driven reports and other data to inform SLG, Middle leaders and Directors, as required.
5	To develop active partnerships with agencies to promote attendance and admissions strategies e.g. Local Authority and Government Agencies, Health and Children's Services, Voluntary Groups, Parent and Carer organisations.
6	To remain informed and up to date around national initiatives and good practice as it relates to attendance and admissions strategies.
7	To ensure that issues of attendance and admissions comply with the relevant equality, safeguarding and education legislation.
8	To take responsibility for the records of students admitted to the academy, liaising with all relevant staff to ensure students are correctly on roll

<b>9</b>	To undertake (with colleagues) welfare visits to student homes, particularly those identified as Persistent Absence (PA) students.
<b>10</b>	To support the student admissions appeal process, in liaison with the local authority and in line with academy policy and legislation.
<b>11</b>	To provide information, advice and guidance (both internally and externally), and answer routine queries from internal and external enquirers, in line with academy policies and attendance and admissions procedures.
<b>12</b>	To monitor and quality assure attendance and admissions processes.

#### Other Specific Duties:

- To continue personal professional development as required.
- Attend staff and other meetings and participate in staff training and development events as required.
- To actively engage in the performance review process.
- All support staff may be used to perform appropriate duties as and when required by the academy, commensurate with the salary grade of that post if it is higher than the employee's current salary.
- To work in the best interests of the academy, students, parents and staff.
- To adhere to the academy's policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety.
- Undertake the role of a Form Tutor within the academy's Tutoring pastoral structure, and provide relevant and appropriate pastoral support.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.



## Person Specification

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• 5 or more GCSE's at grade C or above, including English and Maths (or equivalent)</li> <li>• evidence of experience in an similar, office or pastoral role.</li> <li>• experience of working to deadlines and developing systems.</li> <li>• experience of producing reports</li> <li>• experience of using databases, word processing and a range of other IT packages.</li> </ul>	<ul style="list-style-type: none"> <li>• working with young people</li> <li>• experience of working in a school environment (understanding of safeguarding and Child Protection issues)</li> <li>• experience of SIMS</li> </ul>
<b>Knowledge &amp; Understanding</b>	<ul style="list-style-type: none"> <li>• innovative approaches to developing systems and procedures</li> <li>• understanding of filing, storage and archive systems and procedures</li> <li>• effective review and evaluation procedures</li> <li>• understanding of admissions and attendance in an educational setting.</li> </ul>	<ul style="list-style-type: none"> <li>• innovative approaches to working with staff, students and other academy partners</li> <li>• strategies for ensuring equal opportunities for all stakeholders</li> </ul>
<b>Skills &amp; abilities</b>	<ul style="list-style-type: none"> <li>• well developed time management, planning and organisational skills</li> <li>• to effectively manage and work as a member of a team, participate in meetings and negotiate as necessary</li> <li>• ability to communicate and negotiate effectively to a range of audiences (internal and external) through highly developed inter-personal, written, oral and presentation skills</li> <li>• sound judgment and ability to make decisions based on understanding of relevant information</li> <li>• able to prioritise work and to manage work to meet tight deadlines</li> <li>• adaptability to changing circumstances/ideas</li> <li>• develop, maintain and use an effective network of contacts, seeking advice and support when necessary</li> <li>• set high standards and provide a role model for students and staff and take responsibility for own and others professional development</li> </ul>	<ul style="list-style-type: none"> <li>• negotiate and consult fairly and effectively</li> <li>• deal sensitively with people and resolve conflicts</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• adaptability to changing circumstances/new ideas</li> <li>• ability to inspire confidence in staff, students, parents and others</li> <li>• reliability and integrity and a commitment to confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>• determination to succeed and the highest possible expectations of self and others</li> <li>• a commitment to inclusive education</li> </ul>

GDPR Disclaimer: Please note and appreciate that whilst we review all CV's and applications, due to the high volume that we receive on a regular basis, we can only respond to candidates that have been successful with their application. Therefore, if you do not hear from us within 14 working days of your application, please accept that your application has been unsuccessful. In line with the General Data Protection Regulations (May 2018) (replacing the Data Protection Act 1998) we will permanently delete information for all unsuccessful applications and we will not keep candidate information on file for future vacancies at this stage of our process