



ATTENDANCE OFFICER

**Grade 4, Level 1- 4, £18,865 to £20,013 p.a.
(reduced pro rata £15,962 - £16,934)**

**Maternity cover contract —37 hours per week
Term time only**

**To start as soon as available, expected return date of
incumbent likely to be Summer 2022**

**Applications to be received by 12 midnight,
Sunday 19 September 2021**

***‘Working together to achieve
success’***

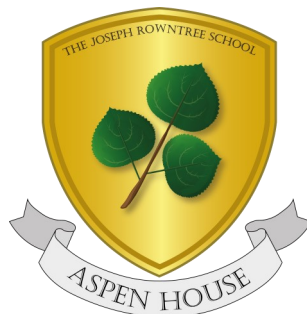
www.josephrowntreeschool.co.uk

contact@josephrowntree.york.sch.uk



The
**Joseph Rowntree
School**

the right school to grow in





Dear Prospective Applicant

Welcome to The Joseph Rowntree School. Please read the information about the school contained in this letter prior to completing your application.

GENERAL INFORMATION

The Joseph Rowntree School is an oversubscribed 11-18 mixed comprehensive of 1,333 students including 211 in the Sixth Form. It is situated to the north of the attractive and historic city of York, in the village of New Earswick. It is 500 metres from the outer ring-road (A1237) and is easily accessible from the towns and villages of the Vale of York, or the cities of Leeds and Hull.

In 2019 we achieved a strong set of GCSE results in terms of progress measures for our students. Students achieved very highly in a range of subjects for the second year in a row. This is a real reflection of the hard work of students, staff and parents and carers to achieve these outcomes for our learners. This success is also reflected in a very successful set of results at AS and A Level, where again, as well as many notable stories of individual success, our progress measures place us as a very high performing Sixth Form in the top 10% of the country. We are delighted with this well-deserved success for our students, and are determined to build on this and continue to improve the learning experience for students at The Joseph Rowntree School. We were graded 'Good' by Ofsted in 2017 and are determined to further improve our school.

ORIGINS

The original school opened in 1942 as a model school in the North Riding. It was built on land provided by the Joseph Rowntree Trust. It continues to have voluntary controlled status with four governors from the Joseph Rowntree Foundation. It is, however, a non-denominational LA school. Since its illustrious origins the school has expanded considerably in phases to meet the demands of a changing educational scene and increased population.

GROUND AND BUILDINGS

The school is set in very extensive attractive grounds and playing fields. We have an excellent learning environment and superb facilities.

THE EDUCATIONAL CONTEXT

The school is part of the City of York Council's education provision. York is a unitary authority, characterised by forward-looking leadership and a desire to work in partnership with its schools and parents. The school shares this aim. There is a close network of effective working relationships in this relatively small LA. The school also has close links with its six main link primary schools. There is a school wide broadband network extending into all classrooms.

OUR STUDENTS

The students are of above average ability with many from higher socio-economic groups. That said, we are fully comprehensive and proud of it. Approximately 11% of students receive free school meals (17% disadvantaged) and there are 212 on the SEN register (E33, K104 & M75) 30 of whom have an Education & Health Care Plan. Equally, there are students with talents and ability to rank with the best in the country. The intake is largely from the villages of New Earswick, Haxby and Wigginton, with increasing numbers from within the historic city boundary. Our students are friendly, confident, articulate, hardworking and well-motivated. Our strong pastoral and behavioural systems help meet their needs and ensure that they fulfil their potential

OUR STAFF

The school is lucky in having a forward thinking and reflective teaching and support staff. There is a wide range of age, experience and expertise. We are friendly, welcoming and helpful. We set a high priority on professional development and job satisfaction. Everyone works very hard and there is a genuine concern to provide high quality education for all of our learners. Working at The Joseph Rowntree School is rewarding and there is a strong induction programme for new staff. Developing best practice is a real focus at the school.

ORGANISATION

There is a simple academic structure based on departments. Guidance and welfare is based on a House system with a Sixth Form. There is a great emphasis placed on teamwork and collaborative working at all levels. Leaders are expected to provide leadership, support and challenge to their teams. The Governing Body provide excellent support whilst challenging us effectively. The Senior Leadership Team consists of the Head, two Deputy Heads, three Assistant Heads and a School Business Manager. We have high standards and expect colleagues to meet these, regardless of which role they play in school.

CURRICULUM

The full range of subjects typical of comprehensive schools is available in the school. Currently there are around 30 different AS/A2 subjects available in the Sixth Form with a small degree of collaborative arrangements with the neighbouring Huntington School. Extra-curricular provision is wide ranging, with particularly high engagement in Sport, Drama and Music. We continue to value all subjects equally, notwithstanding a particular focus on English and Maths. We take pride in ensuring our curriculum offer at all stages meets the needs of all students. Since 2010 we have developed an enhanced resource provision for students on the Autistic spectrum, one of only two units in the City; our philosophy is to allow such students to access as much of the whole-school curriculum as possible in order to match their needs.

IN CONCLUSION

The Joseph Rowntree School is a hard working community with a high level of cohesion and mutual support. It is a civilised school with high expectations of work and behaviour. The students are treated with respect and care, and are expected to do the same in return. Relationships are good.

We always seek to appoint staff with intelligence, enthusiasm, and a willingness to be committed to the students' education. You should like and understand children, but be prepared to demand high standards from them.

Please note that this is a totally no smoking school, which is committed to equal opportunities and investing in its staff.

APPLICATION INFORMATION

Please read our 'How to Apply Guide' which will explain the application process from completing the application form through to appointment. Please email your application once completed to Miss Rachel Walton, Headteacher's P.A. at raw@josephrowntree.york.sch.uk.

We do try to acknowledge receipt of all of the applications we receive but it is advisable that you request a read receipt due to the number of applications we receive. Please accept my thanks in advance should you decide to apply.

Our policy in relation to expenses when attending an interview is that the school will not reimburse any costs incurred.

Further information about the school is available on our website at www.josephrowntree.co.uk

Thank you for the interest you have shown in The Joseph Rowntree School.

David Hewitt

Headteacher

IMPORTANT INFORMATION

Shortlisting

Applications will be evaluated against the requirements of the post, with those candidates that best fit the requirements being shortlisted. Shortlisted candidates will be contacted and invited to interview. If you have not been contacted within one month of the closing date, please assume you have not been shortlisted. In this case, may we thank you in advance for your interest in this post and wish you the very best for the future.

Due to the volume of applicants, **we are unable to give feedback to non-shortlisted candidates.**

Selection Process

As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children. The Joseph Rowntree School is committed to safeguarding and promoting the well-being of all children and expects all staff and volunteers to share this commitment. Therefore, interviews will include questions about safeguarding children.

Under the Equality Act 2010, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the school if you need to discuss this in any detail. We will consider any reasonable adjustment under the terms of the Act to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

Validation of Qualifications and Identity

All shortlisted candidates will be asked to bring original certificates of relevant qualifications and identity documents to interview. These will be photocopied and kept on file and, if appropriate, may be confirmed as genuine with the relevant awarding bodies. The copies for the successful candidate will be retained on their personnel file. The copies for unsuccessful candidates will be treated as confidential waste and disposed of appropriately.

Right to Work in the UK

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK.

Photographic proof of identity will also be required.

Disclosure & Barring Service

Employment at this school is subject to an enhanced check with the Disclosure & Barring Service. All such checks must be satisfactory before any offer of an appointment can be confirmed and before commencement of work can take place. All supply and/or peripatetic staff will be required to produce their ID and other relevant documents when they arrive at school.

Safeguarding

The Joseph Rowntree School is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure (see above).

Medical Assessment

Before taking a teaching appointment, the preferred candidate is required to complete a Work Health Assessment Form. This will be sent with the letter of appointment which states that the appointment is subject to a satisfactory medical assessment.

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References

It is important that you give details for valid referees otherwise there may be a delay in confirming your appointment, should you be successful.

Please ensure that you provide the full details for two people who can comment on your suitability for the post. These people should be:

1. Your present employer, one of which should be your current Headteacher, or, if unemployed, your last employer, including your last Headteacher; AND
2. Your former employer i.e. your employer prior to your present or last employer; OR
3. If you haven't been employed before or you have only one former employer, you may use, if they consent, the details of:
 - (a) Your current or former teacher, lecturer or tutor
 - (b) Some other person of a "profession" who can comment on your suitability for the role e.g. policeman, doctor, solicitor etc.

You cannot use a family member or a friend as a referee. This applies even if you work for a family member.

All referees must be over 18 years old.

Please seek an alternative referee if you cannot comply with the above requirements. Contact us if you are unsure.

References may be taken up prior to interview for posts within schools. If you have any objection to references being taken up at this point please make the Recruiting Manager aware of this.

Confirmation of the offer of employment will be subject to satisfactory pre employment checks including references.

Induction and Continuous Professional Development

The Joseph Rowntree School is committed to developing its staff and is proud of the approach it takes to supporting appropriate staff development. Staff are fully inducted into our school community to enable new colleagues to become familiar with the culture of our school and its policies, expectations and procedures.

Dress Code

We expect all staff to dress professionally and appropriately for the roles undertaken at The Joseph Rowntree School. We pride ourselves on the high standards of dress of both our students and staff; these standards are led by our staff whom we expect to set an example.

School Policies

All school policies are available on our website or upon written request.

JOB DESCRIPTION			
DIRECTORATE: Children, Education and Communities			DEPARTMENT: Schools
JOB TITLE: Attendance Officer			POST NUMBER:
JE REF:		PANEL DATE:	03/10/17
REPORTS TO (Job Title): Deputy Headteacher (Pastoral)			Grade 4
1.	MAIN PURPOSE OF JOB To be responsible for accurately monitoring student behaviour and attendance. To record and report on all behaviour & attendance data. To highlight trends and work with our Inclusion team on strategies to improve attendance and student behaviour.		
2.	CORE RESPONSIBILITIES, TASKS & DUTIES:		
	i.	Answering and logging calls from parents / carers who report student absences on a daily basis.	
	ii.	Entering marks for all absence information from calls received / late marks into SIMS in accordance with the Governments recommended codes.	
	iii.	Respond to any leave requests in line with government guidelines.	
	iv.	To answer incoming telephone calls, respond to requests for information, on all behaviour & attendance issues. To transfer calls to other members of staff and take accurate messages where appropriate.	
	v.	To ensure that text messages go out to parents / carers notifying them of any absences or punctuality issues not notified to the school. Highlight and record the reason for absence or determine whether truancy is an issue. To pass relevant information on to form tutors and House pastoral staff teams. To communicate any concerns or updates to parents and relevant staff and to recommend further action(s).	
	vi.	To arrange all school detentions and exclusions and to ensure that information is accurate and up to date in the SIMS database. To ensure correspondence is sent out to families making them aware of sanctions carried out in line with the schools Behaviour Policy and Government guidelines.	
	vii.	To communicate with the Local Authority on all exclusion incidents and school leavers when they are removed from the school roll.	

	viii	Arranging and organising regular meetings with the House pastoral staff teams and the Deputy Head. Analysis of the behaviour & attendance data highlighting trends and input into strategies for individual students. Providing weekly, half termly, termly and annual reports.
	ix.	To attend Regular meetings with Deputy Head to report on Behaviour & Attendance (including lateness) issues and to offer feedback on what each year group/House team is doing.
	x.	To ensure that staff are trained in the correct use of the SIMS database when logging attendance and behaviour incidents or when registering students. To report any errors and highlight training needs. To ensure that the information held is accurate at all times.
	xi.	Responsible for behaviour and attendance information held in school. Including Student Files, safeguarding files, school returns (e.g. CENSUS) and any Local Authority returns.
	xii.	Co-ordinate, arrange and support meetings held with selected students to discuss attendance and how improvements can be made. To set goals and monitor achievements.
	xiii.	To work with the Inclusion team to report on the Impact of Behaviour & Attendance intervention on specific groups of students (e.g. Pupil Premium).
	xiv.	Conduct home visits for pupils who are giving behaviour and/or attendance concerns.
	xv.	Record and challenge punctuality concerns directly with pupils.
	xvi	Administration Support to the deputy Headteacher. All things relating to Behaviour, Attendance & pastoral issues.
3.	SUPERVISION / MANAGEMENT OF PEOPLE No responsibility for others other than helping induction of new staff	
4.	CREATIVITY & INNOVATION Subject to minimal supervision, established procedures, practices and routines. The postholder is required to use own initiative to manage his / her own workload and deal with all kinds of problems as they arise. Design and apply strategies to improve attendance to support work of the team. Developing new ways of presenting information, through ICT systems. Create new stationery/internal forms. Ability to give advice and seek information from pupils / parents	
5.	CONTACTS & RELATIONSHIPS Dealing with issues which may not be straightforward. E.g. informing parents of truancy and detentions All staff, pupils, parents, SLT and Governors. Contact with LA Officers, Special Educational Needs (SEN) agencies and Social Services.	

6.	<p>DECISIONS – discretion & consequences</p> <p>Management of own day to day work. Working without close supervision, but subject to established procedures, practices and routines.</p> <p>Uses discretion when reporting absenteeism and behavioural issues to parents / carers.</p> <p>Can and does make modifications/ variations to practices.</p> <p>The job which the post holder undertakes has an impact on the behaviour of students and the levels of student attendance within the school.</p>
7.	<p>RESOURCES – financial & equipment</p> <p><i>(<u>Not</u> budget, and <u>not</u> including desktop equipment.)</i></p> <p>Description (Value)</p> <p>Normal Office Equipment.</p>
8.	<p>WORK ENVIRONMENT – work demands, physical demands, working conditions & work context</p> <p>Work Demands</p> <p>Required to work to deadlines. Unpredictability in workload due to the nature of role and not being able to predict number of absentees.</p> <p>Physical Demands</p> <p>his role is largely office bound but sometimes involves moving around the school premises particularly for meetings with visiting CYC LCCS Staff. Can include the need to make home visits.</p> <p>Working Conditions</p> <p>No unpleasant working conditions. Normal office environment and associated home visits as required.</p> <p>Work Context</p> <p>There may be a risk of abuse from some pupils / parents and a risk from contagious illnesses.</p>
9.	<p>KNOWLEDGE & SKILLS</p> <p>Computer literacy, numerate, typing/secretarial skills.</p> <p>Practical knowledge of various computer software packages.</p> <p>Ability to accurately input and understand data.</p> <p>Ability to communicate effectively at all levels.</p> <p>Good organisational skills.</p> <p>Understanding of SEN and child protection issues.</p> <p>A pro-active record of CPD.</p>
10.	<p>Position of Job in Organisation Structure</p> <div data-bbox="288 1691 1393 2105"> <div data-bbox="434 1691 963 1809"> <p>Job Reports to:</p> <p>Deputy Head (Pastoral)</p> </div> <div data-bbox="288 1848 533 1953"> <p>THIS JOB</p> </div> <div data-bbox="730 1848 1393 1953"> <p>Other jobs at this level:</p> <p>None in our structure</p> </div> <div data-bbox="312 1982 1272 2105"> <p>Jobs reporting up to this one:</p> <p>None</p> </div> </div>

THE JOSEPH ROWNTREE SCHOOL



School Ethos and Values

- **R**espect all members of our community
- **O**vercome obstacles to success
- **W**ork together collaboratively
- **N**urture talent
- **T**each and learn with inspiration
- **R**ecognise excellence
- **E**mbrace diversity
- **E**ncourage wellbeing