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**JOB ADVERT/SUMMARY**

**Attendance Officer**

Dates: Apply as soon as possible or by the final deadline of 9.00am, Tuesday 18th August 2020

Salary: Grade 7 £19, 554 to £21, 166 per annum pro rata (Grade 7, SCP 7-11)

Start date: As Soon As Possible

Contract type: 37 Hours per week, term time plus 5 days

Contract term: Permanent

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**Hazel Wood High wishes to appoint a well-qualified, hardworking and enthusiastic Attendance Officer, capable of making a strong contribution to our rapidly improving school. We are looking for a candidate who can implement and support the school’s attendance strategy and strive to improve attendance and punctuality. This is a great opportunity to join a dedicated and hardworking department where you will be supported to develop your practice. We see this position as a key role in tracking, monitoring and analysing attendance trends and punctuality data to ensure that good attendance is achieved and sustained.**

The successful candidate will:

* Assist in the admission and transfer process of pupils
* Support the work of the admin team to ensure administrative duties are completed when required
* Administer holiday requests
* Be a part of the ‘Code Yellow’ response team for a student missing from school
* Have excellent IT skills and will be proficient in using Microsoft and other IT packages
* Co-ordinate the school systems for managing students who are late; monitor lateness each morning actively engaging students and families as they arrive late to school
* Organise attendance clinics each half term in liaison with the Attendance Tracking Team

We believe that Hazel Wood High is a great place to work. This post offers you the opportunity to work in/with:

* A school with a strong will and determination to continue to improve
* A school that has high expectations of all who work here
* A school that is driven by strong values, invests in its staff and students and has a high
* regard for their welfare
* A school that works effectively with all stakeholders
* A caring school where you can make a real difference to the lives of young people

You will be part of an excellent team and will be given extensive support to develop to your full potential both in this role and beyond.

Employees of Hazel Wood High have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.

Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references.

Applicants are asked to complete the application form and write a letter, which responds to the person specification, which tells us about your experience and skills relevant to the post and stating why they feel they would be suitable for the position; this must include how candidates meet all essential aspects of the person specification.

Please do not send CV’s. Completed applications and supporting letters should be returned by email to the HR department at [recruitment@oaklp.co.uk](mailto:recruitment@oaklp.co.uk). We would welcome applications as soon as possible, the final deadline is Tuesday 18th August 2020 at 9.00am.



Letter of welcome from Elaine Parkinson CEO, Executive Headteacher and NLE

Dear Applicant,

Thank you for your interest in a teaching post at Hazel Wood High. I would like to give you some information about the school and the Oak Learning Partnership.

Hazel Wood High (previously Broad Oak Sports College) was placed in a category last year and has recently had an Ofsted monitoring visit, which found that leaders and managers are taking effective action towards the removal of special measures. We are very proud of the progress the school has made and see this post as pivotal in succeeding on the next stage of our journey. We are looking for a colleague who will share our passion to provide the very best education and care for our wonderful pupils.

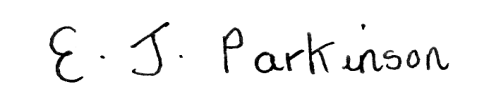
As a result of the Ofsted inspection last year the school was designated to be a sponsored school as part of an academy. The decision was made for Hazel Wood High to join the Oak Learning Partnership. The trust formed on 1st April and includes three schools: Elms Bank (a secondary special school), Unsworth Primary School and Hazel Wood. I am very proud that the trust has been chosen to sponsor Hazel Wood High and know with the dedicated teams we have across all three schools we will as a partnership make the difference needed at Hazel Wood.

The Oak Learning Partnership has firm values focused on inclusion and giving every pupil the opportunity to make the very best progress. We recognise that some pupils will have additional challenges and it is our firm belief that as professionals we should work with all young people to ensure that they receive the very best education in order to live happy and successful lives once they leave school. We are looking for a member of staff who wants to make a difference and a professional who will go above and beyond to ensure that this happens. In return you will work with a dedicated staff team both within the school and also in the wider trust. You will also be able to contribute to developments beyond Hazel Wood High and take advantage of working within a trust, which is also part of a teaching school.

If you want to join us and know you can make an impact on our pupils we would welcome your application. We welcome you visiting Hazel Wood High and if you wish to do so please contact Mr Paul Greenhalgh, Headteacher at the school.

I wish you every success with your application.

Best Wishes



Elaine Parkinson

Executive Headteacher and CEO of the Oak Learning Partnership.

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Letter of welcome from Paul Greenhalgh - Headteacher

Dear Applicant,

I am the Headteacher of Hazel Wood High School and during my time here, I have overseen a necessary period of considerable change since becoming a part of a Multi-Academy Trust in April 2019.

The school has a good reputation for being a caring and inclusive school, and is highly regarded by its local community. We have high expectations of our staff and a great emphasis on pupil care, which includes a particular focus on outstanding quality teaching and learning, with the aim of achieving excellent outcomes for all students.

Every student is challenged to achieve outcomes in line with the top 20% of students nationally who have the same starting points and we are determined not to settle for mediocrity. We believe that all our students deserve the very best education that we can provide.

Our teaching staff aspire to raise the standards and quality of teaching and learning, this is encouraged through inspiring and supporting colleagues and ensuring that best practice is shared and embedded. Our staff are all committed to continually improving their practice to ensure that the provision is achieving the very best outcomes.

Through high expectations around behaviour and learning, actively applied in the classroom we believe facilitates the student’s ability to understand and utilise these lessons in everyday life.

The cumulative impact of all this work was recognised at our recent Ofsted Monitoring visit. Attainment and progress indicators at Key Stage 4 are improving; student numbers are healthy across all year groups, attendance levels have dramatically improved and exclusions are falling. After some significant restructuring we are as financially secure as anyone can be at the present time.

As a part of the Oak Learning Partnership we are proud of what we have achieved so far and excited by the continuous improvements and changes here at Hazel Wood High. This appointment will form a key element in the next phase of our transformation. If you would like to join our excellent team then we would like to hear more about you.

Visits to the school prior to application are both welcomed and encouraged. Please contact Mrs Jane Holmes (PA to the Headteacher) 0161 797 6543 or by e-mail [j.holmes@hazelwoodhigh.co.uk](mailto:j.holmes@hazelwoodhigh.co.uk) to arrange an appointment.

I hope that when you have read the information enclosed that you will be encouraged to apply for the post. We look forward to receiving your application.

Paul Greenhalgh

Headteacher Hazel Wood High School

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Our Vision

**Fostering a sense of pride and community and providing**

**opportunity for all to excel.**

Our Values

**RESPECT**

To be a role model to others and demonstrate positive interactions with all

To use good manners, treating others how we wish to be treated

To engage with others and to be considerate and kind

To be prepared and organised

To listen to others

**RESPONSIBIITY**

To provide consistency of procedures, policies and professional behaviours

To ensure the safety and wellbeing of all at Hazel Wood High School

To engage, enthuse and inspire our learners thorough the whole school Journey

To be inclusive by understanding the whole child and their needs

To promote the ethos of the school within the wider community

**ASPIRATION**

To demonstrate a ‘can do’ attitude

See every challenge as an opportunity to shine

To work with integrity in order to be a good role model

To reflect on our practice and seek to improve as a life-long learner

To create a safe environment so that we are not afraid to try

**About Hazel Wood High School.**

Hazel Wood High School opened on the 2nd September 2019 as a sponsored Academy as part of Oak Learning Partnership, the school was formerly known as Broad Oak Sports college. Our new school launched following significant improvement works and it is a school we are very proud of.

Hazel Wood High School is a smaller than average secondary school with 650 students currently on roll and standard intake number of 650 that we hope to grow to 720 by the end of the Academic Year 2022. Pupil numbers are rising and our current Year 7 is above capacity and is oversubscribed.

Hazel Wood High School retains its position at the heart of its local community and many families have sent all of their children to the school which contributes to the strong relationships we have with our parent body. We have good relationships with our local primary partners and take our students from over 22 different primary schools.

We currently have 38 teaching staff all of which are specialists in their teaching areas ably supported by 26 members of support staff. Staff are committed not only to providing a safe and stimulating classroom and learning environment but also to providing opportunities that enrich the lives of our students.

We place great emphasis on an engaging curriculum and we are very proud of our unique Year 7 transition model that aims to ensure a smooth, positive and exciting experience throughout the transition year both academically and pastorally.

Our central values of Respect, Responsibility and Aspiration permeate everything we do and we would encourage you to come into school to have a look around and talk with our staff at any time.

**JOB DESCRIPTION**

**Attendance Officer**

Normal place of work: Hazel Wood High School, although you may be required to work at any other school in the Trust

Responsible to: Business Manager/Lead for Attendance

Responsible for: N/A

Hours of work: 37 hours per week, term time + 5 days

Salary: Grade 7 £19,554 to £21,166 per annum pro rata (Grade 7, SCP 7 - 11)

**SPECIAL CONDITIONS OF SERVICE**

* Annual leave to be taken in school closure periods
* Attendance at evening meetings may be required
* Be prepared to offer flexibility in hours

**Job Purpose**

* To implement and support the school’s attendance strategy and improve attendance and punctuality
* To work alongside key staff in school to promote outstanding attendance and reduce levels of absence, including persistent absenteeism
* To assist in the admission and transfer of pupils including maintenance of accurate records and general office support
* To assist in the monitoring of attendance for students educated off site in alternative educational setting or who are place at partnership schools
* To assist in the provision of a full range of administration duties to support the work of the Admin Team when required

**KEY RESPONSIBILITIES**

**Attendance and Punctuality**

* To manage data systems of tracking, monitoring and analysing attendance trends and punctuality data to ensure that good attendance is achieved and sustained
* To produce daily, weekly and half term attendance / lateness / punctuality reports and evidence for internal and external use regarding attendance and punctuality.
* To administer holiday requests
* To have skilled use of SIMS, excel, word and other IT packages, relevant to the role, to produce detailed reports, with key student cohorts identified.
* To ensure all information and data relating to student attendance and punctuality is accurately recorded, analysed and acted upon in an appropriate and timely manner in collaboration with the Heads of Year, Pastoral Managers and Deputy Headteacher.
* To support the organisation of a daily check on children at risk and share this information effectively.
* To be part of the ‘Code Yellow’ response team for a student missing in school, who is at risk.
* To attend meetings in relation to attendance and punctuality at school or alternative locations.
* To support on home visits, where appropriate, in relation to attendance issues
* Provide advice and support to students returning to school after a long period of absence in liaison with other relevant parties
* To participate in staff training regarding attendance and punctuality / behaviour procedures and initiatives where appropriate.
* To support the provision of regular updates and reports on student attendance and punctuality with targets and strategies for improvement for the Headteacher, SLT, Pastoral leads and teachers
* To communicate effectively with both parents and students by letter, email, in person and by telephone
* To build positive relationships with both students and parents to boost attendance and punctuality
* To coordinate the school systems for managing students who are late; monitor lateness each morning actively engaging students and families as they arrive late to school and liaising with DHT/HOY/PYMs to ensure patterns are identified and improvements made. Ensure lateness systems are managed effectively.
* To be responsible for the SIMS Attendance System – monitoring and identifying truancy and absence to identify trends, sharing information with relevant staff and to intervene appropriately
* To set student targets and prepare Pastoral Support Plans for students whose attendance is a concern and below 90% to promote an improvement.
* To organise Attendance Clinics each half term for students of concern in liaison with Attendance Tracking Team (Hoy / PMs/ DHT)
* To monitor absence, particularly around holidays and extended periods of absence without permission from the headteacher and issue notice to improve letters, or fines where appropriate in conjunction with Bury LA.
* To actively pursue school attendance targets and be aware of the latest strategies in attendance, liaise with other Attendance Officers/ attend network and training opportunities as appropriate.

**Administration**

* To support the provision of general clerical support as necessary including photocopying, faxing, filing, scanning, emailing and responding to routine enquiries
* To provide cover for other administrative colleagues when required
* To maintain at all times the utmost confidentiality with regards to all reports, records, personal data and other information of a sensitive nature

**Other**

* To work flexibly to meet the changing needs of the Trust
* Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
* Attend events or meetings out of normal working hours as required
* Undertake other tasks as reasonably requested by the Executive Business Manager
* Follow school ethos and values of respect, responsibility and aspiration
* To keep professional knowledge up to date by attending briefings, undertaking training and keeping abreast of DfE requirements, legislation and procedures

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| **Job Description Prepared by:**    K. Bloomfield | **Signed:** | **Date:** |
| **Agreed Correct by Post- Holder:** | **Signed:** | **Date:** |
| **Agreed Correct by CEO of Oak LP:**    E. Parkinson | **Signed:** | **Date:** |

**PERSON SPECIFICATION**

1. **Educational and Training**

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| --- | --- | --- | --- |
|  | Criteria | Essential/  Desirable | Evidenced In |
| 1.1 | GCSE Maths and English at Grades C or above (or equivalent) | E | Application |

1. **Relevant Experience**

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| --- | --- | --- | --- |
|  | Criteria | Essential/  Desirable | Evidenced In |
| 2.1 | Experience of working within a school | E | Application  Interview  Reference |
| 2.2 | Experience of working in a school attendance or equivalent role | D | Application  Interview  Reference |
| 2.3 | Experience of providing pastoral support to young people that has a demonstrable impact of improving outcomes | D | Application  Interview  Reference |
| 2.4 | Ability to communicate effectively with staff, students, parents and carers | E | Application  Interview  Reference |

1. **Skills, Abilities and Attributes**

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|  | Criteria | Essential/  Desirable | Evidenced In |
| 3.1 | Ability to communicate verbally and in writing effectively and confidentially with persons at all levels | E | Application  Interview  Reference |
| 3.2 | Ability to communicate effectively with staff, students, parents and carers | E | Application  Interview  Reference |
| 3.3 | Ability to deliver a high standard of customer service | E | Application  Interview  Reference |
| 3.4 | Ability to deal with situations under pressure in a tactful, calm and confident manner | E | Application  Interview  Reference |
| 3.5 | Possesses good numeracy and literacy skills | E | Application  Interview  Reference |
| 3.6 | Ability to work collaboratively and independently | E | Application  Interview  Reference |
| 3.7 | Excellent time management skills with the ability to plan and prioritise own workload to meet deadlines | E | Application  Interview  Reference |
| 3.8 | Demonstrate the ability to operate various software packages i.e. Microsoft Word and Excel | E | Application  Interview  Reference |
| 3.9 | Effective presentation skills suitable for a range of audiences | D | Application  Interview  Reference |
| 4.0 | An understanding of current educational issues and initiatives particularly with regard to attendance | D | Application  Interview  Reference |