



Recruitment Pack

ATTENDANCE OFFICER
SEPTEMBER 2024





Dear Candidate

Thank you for your interest in the position of Attendance Officer at Trafalgar School.

The Trafalgar School at Downton is a friendly, rural secondary school, set in the historic village of Downton on the edge of the New Forest. As well as working for the community at Trafalgar, many of our staff choose to live within the surrounding towns and villages, as part of the community they serve.

At The Trafalgar School every individual matters, irrespective of background and ability. We believe in the unlimited potential of every child and have developed a well-deserved reputation for delivering high quality teaching and learning within a caring and nurturing environment. This results in some exceptional outcomes for our students – both academic and more holistically.

Our school ethos is built firmly on our values and vision for young people, on which further information can be found in the enclosed recruitment information and on our website. Our aim is to develop open-minded, flexible, resilient individuals, with the skills and attitudes to be successful in tomorrow's society. Empowering young people to be the source of their own success, is our commitment in enabling our students towards a life fulfilled.

Due to the retirement of the current postholder, we are recruiting an Attendance Officer. This is an opportunity to join a very happy and successful school with an experienced caring staff team. You will be adaptable, versatile, energetic, have excellent communication skills and is passionate about working in a school environment.

Further information about our school can be found on our website www.trafalgarschool.com and our Facebook page.

To apply for this position, you should complete the application form via the TES portal. The link is on our website's recruitment page.

The start date of this position is 2nd September 2024. The deadline for applications is 12noon on Friday 17th May 2024 and interviews will be held w/c 3rd June 2024.

I hope the information contained in this recruitment pack gives you a sense of our ethos and value. Should you require any further information, or for an informal discussion, please contact Rachel Reeves, Operations Manager/HR Lead either by email r.reeves@trafalgar.wilts.sch.uk or telephone 01725 550334.

I very much look forward to receiving your application.

Jy Taylor
Headteacher





Our Purpose

OUR VISION FOR YOUNG PEOPLE

By the time they leave our school our young people will be able to communicate effectively. They will be able to solve mathematical and scientific problems. They will be able to express themselves creatively and imaginatively. They will have a strong sense of self, a sense of others and a sense of place. They will make informed choices that effect positively on their own wellbeing. They will ask questions, be reflective and adaptive; capable of thinking and acting for themselves and ready to join forces with others to achieve a goal. They will be positive in their mind-set and willing to face up to a challenge. Our young people will understand what is right and what is wrong, and stand up for equality and human rights. They will appreciate other cultures and traditions. Our young people will be thoughtful, caring and active citizens making a difference to their community and to society.



TOWARDS A LIFE FULFILLED

Empowering young people to be the source of their own success





Our Values

Our values define us and underpin our ambition of a life fulfilled through empowerment. These values apply to our staff, as well as to our student community, so we seek a colleague who is:

STRONG AND SPIRITED

They believe that as an individual and within a community, they are in charge of their own destiny and they have the power to change the world both for others and for their selves. They are self-motivated.

GIVING

They look for opportunities every day to serve other people and to make the world just that little bit better in whatever way they can. By doing this they improve their own sense of self-worth. They understand the importance of civic responsibility, of being a positively contributing member of society.

DETERMINED

They do not give up even if the road gets tough. They are resilient, persevere and achieve their goals. They understand that commitment to a long term goal is the key to a successful and fulfilled life and gives them roots.

COMPASSIONATE

They care about others and themselves and understand that sometimes people need our support.

ENTHUSIASTIC

They enjoy life and appreciate everything they see and do. They find joy in the smallest things. They always give of their best and expect the same from others.

TRUSTWORTHY

They strive to do what is right and value honesty and trust.

RESPECTFUL

They realise that everyone has talents and gifts and should be respected. They expect that both for and from themselves. They listen to others and are courteous. They are socially confident and understand the importance of self-regulation.

OPEN-MINDED

They understand that difference is a positive thing and that no one way is always the right one. They are tolerant of others and expect the same towards themselves.

WHAT
ARE YOUR
VALUES





Our Strategic Plan

Our purpose is to empower students to be the source of their own success. We will do this by:

Safeguarding

1. Providing a healthy, safe, supportive and happy learning environment so that all students have the opportunity to grow emotionally, socially, morally, intellectually and spiritually.

Wellbeing

1. Building positive relationships and a strong community so that all stakeholders feel valued and a sense of belonging.
2. Upholding high standards of behaviour so that all students have a moral understanding and a sense of civic responsibility to make the world a better place.
3. Promoting the physical, mental and emotional health of the child and the importance of a positive mind-set so that all students live long and happy lives.
4. Teaching students to 'fail well' so that all students can rise to a challenge and are able to overcome barriers and setbacks.

Curriculum – 'Building Cultural Capital'

1. Sharing a passion for our subjects and a love of life and each other so that it inspires others.
2. Developing 'academic habits' so that all students become highly effective people.
3. Delivering a curriculum that is knowledge rich and secured through application so that all students can both develop and demonstrate their understanding and capability.
4. Providing teaching (and assessment) of the highest quality so that it motivates, stimulates, builds confidence and ultimately enables students to think and act for themselves.
5. Providing a co-curriculum that builds character and develops lifelong interests.



Role Description

Core Purpose

Working with key school staff, external agencies and families to achieve excellent levels of attendance and to significantly reduce persistent absenteeism.

Key Tasks:

- To promote and be committed to the school's aims and objectives
- To identify and work with individuals and groups of students using regular attendance checks
- To work closely with families to improve students attendance through face to face meetings and other correspondence
- To collate information with regards to the attendance of students who may be experiencing attendance difficulties, in order to inform the school, the Education Welfare Service and parents/carers
- To conduct home visits when required
- To hold regular attendance meetings with pastoral leaders
- To represent the school at wider network meetings related to attendance
- To work collaboratively with external agencies as required
- To maintain up to date knowledge of local and national attendance guidance and the changing national agenda
- Process student leave of absences requests and Penalty Notices
- Complete Wiltshire Council and DfE returns as needed
- Ensure best practice is followed
- To take responsibility for your own professional development and contribute to school wide activities
- To take full advantage of the school's induction programme
- To rigorously promote the welfare of young people in all respects and understand the issues surrounding the safeguarding of children and young people
- To seek, and then act upon, advice and guidance
- To engage in reflective self-analysis of professional practice
- To play an active part in the everyday life of the school

Other Specific Duties:

- To undertake additional duties as requested
- To undertake a staff duty at break
- To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in the Role Description.



Person Specification



Experience:

- Experience of working in an educational setting (desirable)

Knowledge and Understanding:

- Has a very real interest in improving student attendance to ensure the best possible outcome for every Trafalgar student
- Has empathy, rapport and understanding of students of all abilities and backgrounds
- Understands the importance of safeguarding and is rigorous in promoting the welfare of young people
- Ability to build positive relationships with students, parents/carers and a range of professionals

Skills and Attributes:

- Is competent and confident in literacy and numeracy
- Is a confident user of IT
- Has a sense of humour and demonstrates energy, courage and determination
- Is ambitious for themselves and for the school
- Works effectively with all staff, parents, carers, governors, outside agencies and others in our community
- Holds Level 3 Safeguarding or the commitment to undertake the training
- Ability to drive a minibus or the commitment to train
- A high standard of skills in the office processes including word processing and other electronic applications
- Ability to use the School's 'Learning Expectations' Behaviour Policy assertively and effectively
- Ability to work independently and as part of a wider Admin team
- A 'can do' attitude

Expectations:

- To promote and be committed to the School's aims and objectives
- To work with key school staff to ensure every student has the highest possible attendance in school



Salary

MLP Grade: G point 13

Actual Salary: £12,494 (FTE £26,873)

Hours: 20 hours per week
8.00am - 12noon Monday to Friday

Working weeks: 39 weeks per year (term time plus 5 training days)

Paid weeks: 44.85 week per year

Benefits

Working at MLP, staff have access to a number of benefits:

- Pension schemes - Teacher Pension Scheme and Local Government Pension scheme
- Electric Vehicle scheme
- Cycle to Work scheme
- Wiltshire rewards
- Benenden Healthcare scheme
- Discounted gym membership - Parkwood, Salisbury
- Employee assistance phone line - support with health, financial and legal issues
- Teacher laptops





Recruitment Equity

Safer Recruitment

The Trafalgar School is committed to the safeguarding and promoting the welfare of our students and expect all staff and volunteers to share this commitment. All applicants will be subject to a full Enhanced Disclosure and Barring Service check (DBS) before any appointment is confirmed.

Diversity

The Trafalgar School is committed to eliminating discrimination and encouraging diversity. Our aim is that our workforce will be truly representative of society and each employee feels respected. To that end, we are committed to provide equality and fairness for all in our recruitment and employment practices and not to discriminate on any grounds.

Online Checks

Online searches of information that is publicly available online will be carried out for all candidates.

Disclosure

All employees are required to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974. Non-disclosure may lead to termination of employment. However, disclosure of a criminal record will not necessarily debar you from employment – this will depend upon the nature of the offence(s) and when they occurred.

Shortlisting

Only those candidates meeting the requirements of the Person Specification (evidenced in the Application Pack) will be taken forward from application.

Interview

Those shortlisted will be invited to attend an interview process which may include (post dependant), lesson observations, tasks or role specific activities; further shortlisting may take place after lesson observations for teachers prior to moving forward to formal interview with the Headteacher. During interview, applicants will be asked to address any discrepancies, anomalies or gaps in the application form.

References

References from current employers will be taken for shortlisted candidates, and where necessary, employers may be contacted to gather further information.

Probation

All staff will be subject to a probation period of four months which may, in certain circumstances, be extended to six months. The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the Academy with the opportunity to monitor and review the performance of new staff and in terms of their commitment to safeguarding and relationships.