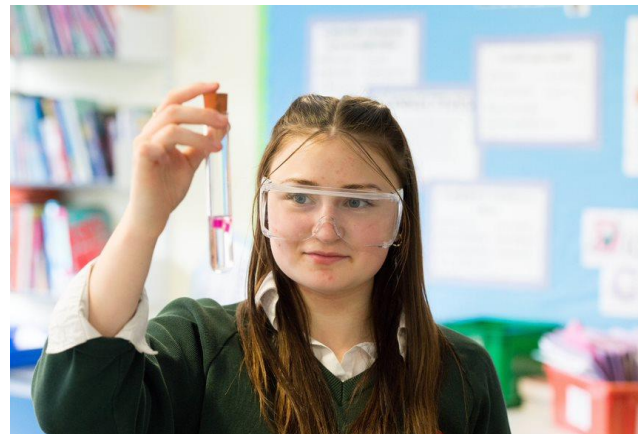




KING JAMES'S SCHOOL
KNARESBOROUGH

Candidate Information



Note from the Headteacher

Thank you for your interest in working at King James's School.

I would say at the outset that this is a very rewarding school in which to work.

Many job adverts specify what they demand from the candidate. We have plenty of skills and qualities that we are looking for but we also have a lot to offer to prospective candidates. First and foremost the students here are great to work with. It is a comprehensive school and our students reflect the full range that you would find in any area, but by and large the classes are filled with well-motivated students willing to learn and to contribute to their school community. The local community is very supportive of the school, the catchment area is well defined and we have excellent relationships with the local parents who choose to send their children here. We fill up each year with pressure for places from beyond our catchment area. Knaresborough and North Yorkshire isn't just a great place to teach, it's a great place to live.

The extra-curricular life of the school is rich, most staff who work here make the most of it; there really is a vibrancy here that is difficult to match. We have a committed staff (teaching and non-teaching) who go the extra mile. Almost without exception, teachers go above and beyond the core delivery of lessons to enhance the enrichment opportunities for the students.

The ethos here is one of the strengths. Even though we have a charter going back to 1616 we are a very forward facing school with an open and friendly ethos. We are highly inclusive and we have a strong reputation for delivering outstanding care and outcomes for students with SEND alongside an enviable output to top university courses from our high-performing A level students. Our A level results place us in the top 20% of providers nationally consistently, year on year.

We are demanding of our staff, teaching and associate staff. We believe that our community deserves an outstanding school and we strive to be outward facing, never resting on our laurels and always seeking further improvement. We expect students and staff to embrace challenge and to see resilience and hard work as the route to success. At the same time we have a very strong commitment to the development and training of all staff, teaching and non-teaching. This is a school in which the opportunities for your personal development are rich.

Thank you for considering King James's School.

Clare Martin
Headteacher



KING JAMES'S SCHOOL
KNARESBOROUGH

Attendance Officer

Term Time Only (including Training Days)

25-30 hours per week, Monday to Friday. Permanent

NYC Grade G - £18,888 to £20,572 (actual salary at 30 hours per week)

We are offering an exciting opportunity to work as an Attendance Officer within our vibrant school. The core focus of this role is to complement the professional work of teachers by taking responsibility for implementing the schools Attendance Policy and improving the attendance of students.

You will actively promote and celebrate good attendance and the raising of standards with all students. The role is working within King James's School (supporting across the Federation as required) identifying students with poor attendance and working with them and their families to improve this.

The successful candidate should have an understanding of issues that may affect a student's ability to attend school along with experience of working with children, young people and their parents/carers.

You should have excellent communication skills, including advisory and persuasive skills along with the ability to establish positive and effective relationships. Experience of working with Bromcom or a similar data management system is essential in addition to a level 2 qualification or equivalent education.

We offer a competitive salary, access to a contributory local government pension scheme and other additional staff benefits.

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. This position is subject to an enhanced DBS check and approved references.

Completed applications must be submitted via email to:

recruitment@king-james.co.uk

by: **Tuesday 30th April 2024, 08.00am.**

Please note that CVs will not be accepted.



How to Apply

Please complete the King James's School non-teaching application form.

Please use the section "Experience & Qualities relevant to the Post" on the application form to demonstrate how you can meet the criteria given in the advert.

Please note CVs will not be accepted. Please do not enclose a covering letter as this will not form part of your application.

We are committed to safeguarding and promoting the welfare of young people and expect all members of staff to share this commitment.

An Enhanced DBS disclosure is required for this post through North Yorkshire County Council. This will be arranged for the successful applicant.

Completed applications must be submitted via email to: recruitment@king-james.co.uk
by: **Tuesday 30th April 2024, 08.00am.**

Thank you for your interest in this post. If you have not heard from us within 21 days of the closing date please assume your application has been unsuccessful and, in that event, may we wish you well in your search for a suitable position.

KING JAMES'S SCHOOL, KNARESBOROUGH

JOB DESCRIPTION

All job descriptions will be reviewed annually & set in the context of the school's aims & current development plan

ATTENDANCE OFFICER

<i>Line Manager:</i>	Senior Safeguarding Leader (DSL)
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<i>Salary NYC Band:</i>	Grade G
<i>Full Time/Part Time:</i>	Full Time
<i>Hours:</i>	25-30 hours per week (as agreed)
<i>Full Year/Term Time Only:</i>	Term Time Only + Training Days

<i>Job Evaluated Date:</i>	March 2024
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Professional Responsibilities	
ASSOCIATE STAFF	
1.	To work within the North Yorkshire Council's Conditions of Service
2.	To support the aims, policies, procedures and ethos of the school
3.	To participate in the school's agreed Performance Management procedures
4.	Help safeguard the welfare of children in the school and ensure services are delivered with regard to equalities
5.	Work safely and co-operate with health and safety procedures
6.	Attend school meetings as appropriate within designated working hours
7.	Undertake appropriate staff training and development activities
8.	Undertake whatever duties might be reasonably requested by the Head or Line Manager
9.	Take a thirty minute unpaid break outside of the School lunch break.

Children and Young People's Service

King James's School, Knaresborough

JOB DESCRIPTION

POST: Attendance Officer	
GRADE: Grade G	
RESPONSIBLE TO: Senior Safeguarding Leader (DSL)	
STAFF MANAGED: None	
POST REF:	
JOB FAMILY: 8	
JOB PURPOSE:	<p>Work within the school to positively manage and improve attendance across the school community, promoting the benefits of good attendance, setting high expectations for every student, and communicating those expectations clearly and consistently to pupils and parents.</p> <p>Systematically analyse data to identify patterns and target improvement efforts, working effectively with the local authority and other partners to overcome barriers to attendance.</p>
JOB CONTEXT:	<p>The core focus of this job is to develop and use the school's attendance systems to track and monitor attendance and to implement processes to improve the attendance of identified students whose attendance is a barrier to their performance. Responsible for recording, monitoring, evaluating and reporting on attendance.</p> <p>This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English.</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Management	<ul style="list-style-type: none"> • Develop and maintain a whole school culture that promotes the benefits of high attendance. • Use systems (e.g. BROMCOM) to monitor attendance and work with pastoral teams to ensure daily attendance checks are undertaken. • Communicate with parents/carers to establish reason for unexplained absences and report the outcome of such calls to relevant parties. • Report any child who is absent without reason to the head of year as a potential safeguarding issue. • Accurately input absences, including reasons for absences, onto BROMCOM using DfE codes, as per 2024 reforms. • Monitor attendance and punctuality data, interpret statistical data to identify issues/patterns of non-attendance with individual students and put effective strategies in place. • Produce standard letters for parents/carers who cannot be contacted by telephone. • Build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them. • Undertake home visits as necessary, in liaison with pastoral teams. • Monitor and evaluate the impact and effectiveness of strategies with individual students. • Actively promote, recognise and reward, good attendance with all students. • Administer student holiday request forms • Undertake general administration duties as required • Develop support materials and information to communicate clearly the school's attendance policies, raising the profile of attendance and punctuality within the school and with parents. • Visibly demonstrate the benefits of good attendance throughout school life This may include in displays, assemblies or in registration periods. This may include praising and rewarding

	<p>improvements in attendance at year group, class/form, and individual level, ensuring this is used sensitively and without discrimination.</p> <ul style="list-style-type: none"> • Recognise children missing education can act as a vital warning sign to a range of safeguarding issues including neglect, sexual abuse and criminal exploitation. • Implement procedures for Children Missing in Education including the LA weekly return. • Implement procedures for families wishing to Electively Home Educate their child. • Ensure that any part-time timetables agreed as part of a pastoral support programme follow formal procedures and are regularly reviewed, and that the agreed absence is treated as authorised. • Support with break and lunchtime supervision.
Communications	<ul style="list-style-type: none"> • Communicate with school staff to update them on student attendance and work with staff to identify students with issues that are affecting their performance at school. • Meet regularly with year teams to discuss current issues and developments relating to attendance. • Establish links and communicate with feeder schools to gain relevant information about attendance of new students to ensure the smooth transition of pupils between phases. • Respond to enquiries from parents/Carers by telephone, email or letter and direct them to relevant sources of advice and guidance as appropriate. • Develop the website to provide information and guidance to parents about including attendance expectations and strategies to improve it. • Provide advice for students returning after long periods of absence and assist in planning their re-integration. • Communicate work as set out by the classroom teacher to the pupils who are absent due to medical issues and/or other relevant circumstances. • Ensure accurate record keeping about attendance actions, through the use of BROMCOM and/or CPOMS.
Partnership or Corporate Working	<ul style="list-style-type: none"> • Attend meetings with external agencies and parents as appropriate and follow up on actions required. • Liaise with external agencies and share information appropriately. • Liaise with specialist support services to ensure appropriate support is in place for students as required.
Skills Development	<ul style="list-style-type: none"> • Demonstrate and advise new staff on the accurate recording of student's attendance on the register. • Participate in team meetings and attend any necessary training events. • Participate in the schools performance management system.
Safeguarding	<ul style="list-style-type: none"> • Be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate. • Undertake safeguarding training and contribute to relevant meetings to discuss issues of child protection, in relation to attendance.
Systems and Information	<ul style="list-style-type: none"> • Ensure that staff have completed the attendance registers. • Maintain an accurate system for students signing in and out of the school. • Provide accurate and up to date statistical data and reports. • Oversee the signing in late procedures and ensure that 'minutes late' are recorded on BROMCOM and that students receive appropriate sanctions if they are late to school. • Maintain records of all communication with parents/Carers • Ensure that the National Framework for Penalty Notices is followed in line with the updated <i>Working Together to improve school attendance</i> and North Yorkshire guidance, embedding the 'support first' approach to managing attendance and considering Penalty Notices on a case-by-case basis.
Planning and Organising	<ul style="list-style-type: none"> • Assist in developing systems and procedures to improve attendance and punctuality.
Data Protection	<ul style="list-style-type: none"> • To comply with the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • Work with colleagues and others to maintain health, safety and welfare within the working environment.

Equalities	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Within own area of responsibility work in accordance with the aims of the Equality Policy Statement
Flexibility	<ul style="list-style-type: none"> • <i>North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures.</i>
Customer Service	<ul style="list-style-type: none"> • <i>The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</i> • The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.
Date of Issue:	March 2024

PERSON SPECIFICATION

JOB TITLE: Attendance Officer

Essential upon appointment	Desirable on appointment
<p>Knowledge</p> <ul style="list-style-type: none"> • An understanding of issues that may affect a student’s ability to attend school. 	<ul style="list-style-type: none"> • Knowledge of laws relating to school attendance and admission registers. • Knowledge of child protection legislation and procedures • Knowledge of school procedures • Knowledge of support service available to signpost students and families to
<p>Experience</p> <ul style="list-style-type: none"> • Experience of working with BROMCOM or a similar data management system • Administrative experience • Experience of using Excel and Word to analyse data and for external communication • Experience of working with children and young people and their parents/carers 	<ul style="list-style-type: none"> • Experience of working in a school environment • Experience of working with children and young people who have barriers to achievement • Experience of implementing attendance and/or behavioural policies • Experience of working with external agencies such as Early Help, Social Services, Police.
<p>Occupational Skills</p> <ul style="list-style-type: none"> • Excellent communication skills, including advisory and persuasive skills • Ability to establish positive and effective relationships with children and young people • Advisory skills • Listening skills • Organisational skills • Excellent ICT skills • Analytical skills • Ability to keep accurate records • Ability to work successfully as part of a team • Ability to work on own initiative • Confidentiality • Report writing skills 	<ul style="list-style-type: none"> • Ability to lead discussions with students and parents, to listen and understand barriers to attendance and agree how all partners can work together to resolve them
<p>Qualifications</p> <ul style="list-style-type: none"> • Level 2 qualification or equivalent to demonstrate good literacy and numeracy skills 	<ul style="list-style-type: none"> • Level 3 qualification in business/finance/administration or equivalent • Counselling qualification
<p>Other Requirements</p> <ul style="list-style-type: none"> • Enhanced DBS clearance • Commitment to the schools policies and ethos • Commitment to Continuing Professional Development • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours and attitudes. • Flexibility • The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post. 	
<p>Behaviours</p> <ul style="list-style-type: none"> • link 	

NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific