**Attendance Support Worker**

**1-year temporary contract in the first instance**

**Grade E SCP 7-11 Salary £22,369-£24,054 (£10201 - £10970 Pro rata)**

**Working arrangements – 19.5 hour’s Wednesday, Thursday, Friday 9am – 4pm Plus 1 hour every 4th Monday (term time only)**

Stanley High School are seeking to appoint an enthusiastic Attendance Support Worker.  We are seeking colleagues who can build robust and effective relationships with staff, parents, students, and the wider community in order to further the ethos of the Trust.

Would you like to join a well-established and successful team in a consistently high performing, oversubscribed, 11-16 school that focuses on each student as an individual whilst fostering a sense of belonging to a rich and diverse community?  Stanley High School is commit­ted to supporting every student to develop to their full academic potential whilst experiencing a wide and exciting range of op­portunities to equip them with the skillset for a successful future as rounded, mature and confident members of modern British society. As a school, we are determined to *challenge* our students inside and outside the classroom to *aspire* for individual excellence and *excel* to achievethe highest academic standards.

Students at Stanley High School have consistently made very good progress reflected in our outcomes. Performance has been high, and we are always striving for excellence. You would be joining an innovative team at a variety of stages in their career who are motivated by highly effective leadership.

Stanley High School is part of the Southport Learning Trust, which currently includes Greenbank High School, Maghull High School, Birkdale High School and Kew Woods Primary School.

We are seeking colleagues who can build robust and effective relationships with staff, parents, students, and the wider community in order to further the ethos of the Trust.

The successful candidate will be required to work with stakeholders to improve attendance and life chances of all students.

In line with the new attendance policy and practice the successful candidate will be required to assist the Pastoral Team in tracking attendance.

The post holder will be responsible for providing administrative support and ensuring Arbor is updated in a timely manner.

Candidates are strongly encouraged to visit our website at [www.stanleyhigh.co.uk](http://www.stanleyhigh.co.uk) to learn more about Stanley High School and download an application form. Potential candidates are asked to email completed application forms to [recruitment@stanleyhigh.co.uk](mailto:recruitment@stanley.sefton.sch.uk)

For a full overview of the role please refer to the job description.

**Closing Date for Applications: Noon on Monday 13th February 2023**

**Interviews to be held:  Week commencing 20th February 2023**

**NO AGENCIES PLEASE**

Southport Learning Trust is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure, including a Barred List check, from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website, which can be accessed here:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

In accordance with our statutory obligations under Keeping Children Safe in Education Southport Learning Trust is required to conduct an online search as part of our due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which Southport Learning Trust might want to explore with you at interview.

A copy of our child protection and safeguarding policy can be found on our website.

**JOB DESCRIPTION**

**POST:** Attendance Support Worker

**GRADE:** Grade E SCP 7-11

**RESPONSIBLE TO:** Assistant Head Teacher for safeguarding attendance and behaviour

**jOB pURPOSE**

In line with the new attendance policy and practice, the Attendance Support Worker (ASW) will assist the Pastoral Team in tracking attendance.

**Main Duties**

Overseeing the administration for attendance letters and Stanley High Support plans, for those students whose attendance falls to 90% or below.

Working in conjunction with the attendance administrator to identify any students whose attendance is falling below the expected 95% and liaise with pastoral staff regarding the correct tier of warning letter to be issued to the parent/carer.

In conjunction with the AHT Attendance Lead ensure letters acknowledging a student’s improving attendance are issued in a timely manner.

Responsible for collating any documents required for meetings to ensure the process is run efficiently and effectively.

Ensure all communication with families and support plans are stored and recorded accurately on Arbor in a timely manner.

Monitor support plans and ensure any which are unsuccessful are highlighted and families are advised in a timely manner of the matter being referred to the Sefton Local Authority Panel.

Support Pastoral Workers in making referrals to the Sefton LA and support staff attendance at any panels.

Keeping detailed and diligent records regarding families who have been issued with warning and improvement letters, support plans and Local Authority referrals. Ensuring the collated information is available for weekly Leadership Meetings.

Dealing with any immediate problems or emergencies according to the schools’ policies and procedures.

Respecting confidential issues and keeping confidences as appropriate.

**Support for the School**

Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.

Work as part of a team, appreciating and supporting the role of other people in the team.

Attend and participate in meetings as required.

Undertake personal development through training and other learning activities, including performance management as required.

**Special Conditions**

The post is registered as exempt from the Rehabilitation of Offenders Act 1974 and in accordance with the Police Act; the successful candidate must be able to obtain satisfactory enhanced criminal record disclosure in order to be appointed to the post. In this respect, a criminal record check will be undertaken prior to confirmation of appointment.

Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).

All staff are to deal with all student data in the strictest confidence. Any member of staff in breach of this confidentiality will be subject to disciplinary procedures being invoked.

All staff are responsible for the implementation of the Health & Safety Policy as far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health & safety arrangements and systems to ensure that appropriate improvements are made where necessary.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

**PERSON SPECIFICATION**

**Attendance Support Worker**

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| --- | --- | --- |
| Personal Attributes required  (based on the job description) | Essential (E)  or  Desirable (D) | To be identified by:  (e.g. application form, interview, reference etc) |
| Qualifications |  |  |
| Numeracy/literacy skills equivalent to GCSE Grade C/4 and above. | E | Application Form |
|  |  |  |
| Experience |  |  |
| Administration experience  Experience of working in a school/education setting | E  D | Application Form/Interview  Application Form/Interview |
| Knowledge/skills/abilities |  |  |
| Excellent interpersonal skills  Able to work effectively as part of a team  Able to prioritise workload and meet deadlines  Strong IT skills  Ability to remain calm and cheerful under pressure  Excellent personal organisational skills  Knowledge of Arbor  Knowledge of school policies and procedures | E  E  E  E  D  D  D  D | Application Form/Interview  Application Form/Interview  Application Form/Interview  Application Form/Interview  Application Form/Interview  Application Form/Interview  Application Form/Interview  Application Form/Interview |
| Other |  |  |
| Enthusiasm  Willing to show initiative and take responsibility  Commitment to continuous Professional Development  Sensitivity, tact and discretion  Smart, professional appearance  Commitment to providing the best possible service to every child | E  E  E  E  E  E | Interview/Task  Interview/Task  Interview/Task  Application Form/Interview  Application Form/Interview  Interview  Interview |

**PREPARED BY: Jenna Shawe**

**DESIGNATION: Headteacher**

**DATE: 24th January 2023**