



# **Biddick**

## Academy

### **Application Pack**

#### **Attendance Officer**

37 hours per week, 39 weeks term time only

Scale S4 £19,155 - £20,598 actual salary

Closing date – 3<sup>rd</sup> November 2023

Start Date – As soon as possible



Biddick Lane Washington Tyne & Wear NE38 8AL

11-16 Comprehensive  
1144 on roll  
Headteacher: Miss K Morris

Required for as soon as possible  
Closing date 3<sup>rd</sup> November 2023

Attendance Officer  
37 hours per week, 39 weeks term time only  
Scale S4 £19,155 - £20,598 (actual salary)

*Inspiring learning, unlocking potential, achieving success*

We have an exciting opportunity for an energetic and motivated Attendance Officer to join our pastoral team in supporting improvements in attendance at an individual, cohort and whole school level.

This is a really exciting role where each day will be different and you will become embedded into the school and local community as you work with individual pupils and families in order to improve attendance.

Biddick Academy is a good school (Ofsted, 2021) conveniently situated 10 minutes' drive from Newcastle and Durham. The Academy enjoys an excellent reputation within the local community and is consistently oversubscribed year-on-year. We are seeking to appoint a colleague who shares our passion for learning and our determination to change lives through the education we provide.

Our extensive range of extra-curricular opportunities motivate students to aim high. The Academy has a strong and distinctive ethos of being a safe place where we continually strive to inspire learning, unlock potential and achieve success for every student.

Teaching and learning at Biddick Academy is supported by a committed and dedicated Pastoral and Student Support Team who make a significant contribution to maintaining a positive environment for learning.

This is a tremendous opportunity for the right candidate to have a real and measurable impact. If attendance is outstanding, then students have improved life chances and will make more rapid progress academically and socially.

At Biddick Academy you will be joining a team where we work collaboratively to ensure our students are safe, happy, inspired and cared for. We provide an extremely supportive induction programme for new staff and high quality, bespoke leadership professional development opportunities.

Please contact Ashleigh Bulbeck – [bulbeck.a@biddickacademy.com](mailto:bulbeck.a@biddickacademy.com) or 0191 5111600, ext 5013 to arrange an informal discussion regarding the role or a visit.

To apply, please complete an application form and return to [recruitment@biddickacademy.com](mailto:recruitment@biddickacademy.com)

*Biddick Academy is committed to the safeguarding and promoting the welfare of children and expect that all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check before taking up the post, along with pre-employment safeguarding checks.*

Dear Applicant

Thank you for your interest in the post of Attendance Officer at Biddick Academy.

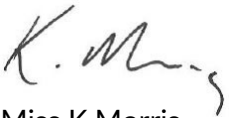
Our aim is to inspire children to learn, unlock their potential and achieve success. We are passionate and determined that every student feels a sense of achievement, enjoys their learning, is happy and cared for, and develops as a well-rounded individual.

At Biddick Academy, we are preparing students not just to excel in examinations but also to have the skills and attributes to be successful in life. Our curriculum is designed with the intention of developing curious, resilient, aspirational young people who leave us, truly ready for their next steps. We recognise the importance of the informal and formal curriculum and actively encourage a wealth of extra-curricular activities.

I am proud to lead a team of exceptional staff who develop positive relationships with students and are committed to providing opportunities so that students fulfil their potential. You will be joining a team that works together, supporting and motivating each other to ensure our students thrive and flourish in a safe environment.

Biddick Academy is at the heart of the local community and for this reason; the Academy is a warm, energetic, and supportive environment. We provide a comprehensive induction programme for new colleagues and offer a range of high-quality professional development opportunities.

I would like to wish you the best of luck with your application and should you require any further information please do not hesitate to contact the Academy.



Miss K Morris  
Headteacher

## Academy Information

As an oversubscribed school, Biddick Academy has an excellent reputation in the local community. With 1144 students on roll and a specialist ASD provision comprising of 35 places, Biddick Academy is a dynamic place to work. We have 6 feeder primary schools and our catchment area is comprehensive, encompassing a wide variety of backgrounds.

The Academy has benefited from significant investment over a number of years and has excellent facilities, including a purpose-built Engineering workshop and Hair and Beauty salon. After school hours, the Academy is busy with many community groups using the 3G pitches and leisure facilities.

As an organisation, we want everyone, students and staff alike, to:

- Be part of a safe and respectful community
- Feel happy, valued and empowered so that we all thrive
- Aspire to be the best we can be
- Act with integrity
- Nurture resilience and independence
- Have the attitude and character to excel in life
- Have a desire to learn and work with passion, purpose and pride

## Curriculum

### Key Stage Three

In Years 7 to 9 students study a broad range of subjects that, at the end of Key Stage Three, enable them to make informed choices for their GCSEs. For example, at present students study the following subjects: English, Mathematics, Science, Geography, History, Religious Education, Physical Education, Music, Art, Design Technology, ICT, IAG (Information, Advice and Guidance), Accelerated Reader, Spanish/French.

### Key Stage Four

At the end of Year 9, students make choices regarding the courses they would like to study in Years 10 and 11. All students study GCSEs in the following subjects: English Language, English Literature, Mathematics, Science, History and /or Geography. In addition, all students must also continue to study Physical Education, Ethics, and IAG (Information, Advice, Guidance) as part of the non-examined curriculum.

Students may then choose from a wide variety of further subjects to make up their option choices. At present GCSEs and vocational courses are available in: French, Spanish, Philosophy and Ethics, Engineering, Computer Science, Creative iMedia, Business and Enterprise, Food and Nutrition, Fine Art, Art and Design, Textiles, Digital Art, Hair and Beauty, Physical Education, Dance, Drama, Music, Chemistry, Biology and Physics.



## **Student Support and Attendance Team**

The Student Support team plays a central role in the life of the Academy, including exams and data analysis, SEND support, pastoral care and is the first point of contact for parents/carers.

The Attendance Manager role provides greater capacity to promote and enhance student attendance. The Attendance Manager will work with and line manage the Attendance Officer and work in conjunction with the Student Office Manager.

We pride ourselves on having a comprehensive knowledge of students and their circumstances, this enables us to provide excellent support for students. The Attendance Manager will liaise frequently with Heads of Year and Assistant Heads of Year as well as the Deputy Headteacher: Pastoral to provide direction regarding attendance improvement strategies.

## Job Description

Job title:	Attendance Officer
Contract type:	Permanent
Accountable to:	The post holder is directly accountable to the Deputy Headteacher (Pastoral)
Grade:	S4
Principle responsibilities:	<p>Reporting to the Attendance Manager, the Attendance Officer will be required to exercise their professional skills and judgement to carry out, in a collaborative manner, the agreed professional duties as follows:</p> <ul style="list-style-type: none"> <li>• Uphold and promote Academy aims and policies;</li> <li>• Be an active member of the Pastoral, Student Support Team and Academy learning community;</li> <li>• Make a significant contribution to raising and maintaining students' attendance levels.</li> </ul>
Main Duties:	<p>The post holder will be required to make an impact on students by:</p> <ul style="list-style-type: none"> <li>• Support students in attending school;</li> <li>• Provide support and guidance to families where there are school attendance problems;</li> <li>• Work within a legal framework and be concerned with assisting the school in discharging its statutory obligations;</li> <li>• Ensure all reports of student absences from parents are recorded and notified to all relevant staff;</li> <li>• Contact homes on first day of absence if there has been no notification;</li> <li>• Ensure statutory registration of students is completed by checking registers and filling in missing marks;</li> <li>• Check all absences are correctly coded;</li> <li>• Provide late duty service for students who have missed registration;</li> <li>• Produce reports from the school database system to identify possible problems in relation punctuality and absences;</li> <li>• Work closely with school policy in attendance and punctuality by taking appropriate action either, contacting home, issuing letters to parents and /or making home visits as required, producing typed reports upon return to school;</li> <li>• Carry out post registration checks to check for truancy;</li> <li>• Liaise with senior staff, other agencies, parents and students to investigate and overcome attendance problems;</li> <li>• Liaise with senior management and teaching staff to design and operate attendance initiatives;</li> <li>• Provide relevant information to and attend referral meetings;</li> <li>• Collate and update attendance figures;</li> <li>• Analyse data and produce accurate reports as required by SLT;</li> <li>• Provide first aid cover to students and staff as required completing accident reports as necessary;</li> <li>• Provide cover and assistance in the student office as required;</li> <li>• Any other duties, as directed by the line manager which are considered appropriate to the post and grade.</li> </ul>

<b>Responsibilities:</b>	<p>The post holder will:</p> <ul style="list-style-type: none"> <li>• Communicate appropriately across the Academy;</li> <li>• Support staff when required;</li> <li>• Provide a shared vision of excellence and inclusion within the Pastoral Team, Student Support Team and the Academy;</li> <li>• Participate in performance management, coaching and CPD.</li> <li>• To build partnerships with parents/carers and external agencies to support student academic progress through high levels of attendance;</li> <li>• Respond to parent/carer enquiries by telephone, letter or email as appropriate;</li> <li>• To keep accurate records of all communication with parents;</li> <li>• Ensure that all necessary risk assessments for activities and external provision are in place.</li> <li>• Ensure the effective use of data to inform practice and high expectations;</li> <li>• Provide accountability to parents/carers for any identified targeted student issues</li> <li>• Promote the ethos and values of the Academy;</li> <li>• Be an excellent role model for students and staff;</li> <li>• Carry out driving for home visits (own vehicle is a requirement);</li> </ul>
<b>Support for the school:</b>	<ul style="list-style-type: none"> <li>• Be aware of and comply with policies and procedures relating to safeguarding, confidentiality and data protection, reporting all concerns to an appropriate person;</li> <li>• Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times;</li> <li>• Be aware of and support difference and ensure that all pupils have access to opportunities to learn and develop;</li> <li>• Contribute to the overall ethos, work and aims of the school;</li> <li>• Maintain good relationships with colleagues and work together as a team;</li> <li>• Appreciate and support the role of other professionals;</li> <li>• To attend all relevant meetings including morning briefings, staff meetings and parents evenings;</li> <li>• Participate in training and other learning activities and performance development as required to meet individual pupil needs including a First Aid qualification.</li> <li>• Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.</li> </ul>
<b>Accountability:</b>	<ul style="list-style-type: none"> <li>• To regularly review own practice, set personal targets and take responsibility for own personal development.</li> </ul>
<b>Notes</b>	<p>This document is an overview of the role. The responsibilities will include but are not limited to those listed above and it is anticipated that the role will evolve over time and the duties may change.</p> <p>This document does not form part of your contract of employment.</p> <p>This post will have contact with children and as such a satisfactory disclosure form the Disclosure and Barring service (DBS) is a required condition of employment.</p>

### Person Specification

<b>Job title: Attendance Officer</b>	
<b>Qualifications and Training</b>	<b>E/D</b>
GCSE (or equivalent) in English and Maths at Grade C or above	E
Relevant qualification and/or training (eg. NVQ Level 3)	D
Recent evidence of commitment to own professional development	E
<b>Knowledge and Understanding</b>	
Knowledge of general office procedures and practice	E
Knowledge of school systems and procedures	D
Knowledge of statutory requirements in regards to attendance within schools	D
<b>Skills and Experience</b>	
Experience within a school attendance role	D
Experience of attendance reporting systems , for example SIMS or Integris	D
Experience of analysing data and preparing reports	E
Excellent interpersonal and communication skills	E
Ability to form strong and effective relationships with colleagues, external agencies and parents/carers	E
Ability to use ICT packages such as Microsoft Excel, Word, Outlook	E
Experience of dealing with difficult and challenging situations	E
Able to work under pressure and use own initiative where appropriate	E
Excellent organisational skills, able to prioritise tasks and manage time effectively	E
Full UK driving license - own vehicle is a requirement	E
<b>Personal Attributes</b>	
A passion and commitment for working with young people	E
A strong commitment to improving the outcomes for students	E
Act as a role model for students and staff by setting high professional standards	E
Ability to be highly productive, work under pressure and meet fixed and often conflicting deadlines	E
Ability to use initiative and to work independently to meet the challenge of rapid change	E
Team player	E
Personable, approachable and able to gain the respect of others	E
Commitment to the safeguarding and promoting the welfare of children	E

Assessment against the criteria outlined above will be through the application form, letter of application, work related assessments, interview process and references.