



**Burnside
College**



Attendance and Safeguarding Officer Application Pack

Burnside College
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Wellbeing Award
for Schools

2019-2022





Dear Colleague,

Thank you for your interest in joining our team.

Burnside College is characterised by its strong community spirit and friendly working environment. Respect is one of our core values and is tangible throughout the school. We believe that strong relationships are the fabric of any successful school. Interactions at Burnside between staff, and with pupils, are based on mutual respect and are positive.

The school has been through a considerable period of change in recent years in order to raise standards and provide the best possible quality of education for our pupils. We were delighted that this was recognised in our 2020 Ofsted inspection. Burnside College was acknowledged to be a good school in all areas with outstanding sixth form provision. Staff are proud to work at our school and proud of the young people in our community.

These improvements have been secured through a real team effort between school leaders and staff. We have a relentless focus on teaching and learning and ensure we routinely consider the latest educational thinking in order to reflect on and refine what happens in classrooms. This goes hand in hand with a strong, caring, system of pastoral support and a focus on the personal development of our pupils.

There is an expectation at Burnside that staff will be determined to do the very best for the young people of Wallsend and always work positively, with the best interest of young people at heart. In return the school offers excellent support and professional development. We offer high quality staff training which is personalised to the experience and needs of the individual. A particular strength is the effective programme of support in place for NQTs and early years teachers. School leaders are considerate of the workload and wellbeing of staff. And the school provides good career progression opportunities.

We are looking to recruit staff to our team that are committed to high standards and to improving the life chances of young people. Further details about our school are available on the school website.

Yours faithfully

Mr D Jamieson
Headteacher

The Role: Attendance and Safeguarding Officer

| | |
|---------------------------------------|---|
| Type of Contract: | Full Time Permanent - 193 day contract |
| Salary/Scale: | Grade 7 - £23,473 - £25,252 |
| Start Date: | As soon as possible |
| Closing Date for Applications: | 9am Friday 9th December 2022 |
| Interview Date: | w/c Monday 12th December 2022 |

We are looking to appoint an enthusiastic and dynamic individual who will play a key role in continuing to improve overall student attendance and further reduce persistent absenteeism across all year groups. Working alongside the Deputy Headteacher, the Attendance and Safeguarding Officer is responsible for ensuring the processes that reduce persistent absenteeism are actioned on a timely basis and that families who wish to work with the school to improve their child's attendance receive the support they need. In supporting our safeguarding strategies this role is key to ensuring vulnerable students and those at risk are monitored closely so the necessary action can be taken rapidly to ensure the school has done everything possible to ensure the child's safety.

Applicants will be highly motivated and will support the core standards of **pride, respect** and **achievement**. The successful candidate will ensure attendance and safeguarding are the primary focus and will support students and their families to understand and value the importance of good attendance. Specifically, the successful candidate will:

Promote good attendance:

- Take a lead role in the planning, development, design, organisation and monitoring of attendance systems, procedures and policies
- Take responsibility for attendance systems and be proactively involved in attendance strategies
- Work alongside Progress Leaders to ensure daily attendance is monitored and appropriate action taken to improve attendance on a day to day basis
- Work closely with colleagues, students, parents and carers, as well as other statutory and voluntary agencies to promote, encourage and enforce regular attendance to school
- Meet with parents and carers of those students whose attendance or welfare is a concern with the aim of ensuring they understand the importance of regular attendance and their own legal responsibilities
- Be committed to supporting learners with a range of issues to develop systematic approaches to identify and address barriers
- Work with all members of the pastoral team including the AENCo to assess school need for intervention with particular groups of students

- Help with strategies that increase self esteem for vulnerable learners and their families and where appropriate leading on Early Help Assessments for more complex cases
- Support learners to develop routines for excellent punctuality and attendance by assisting with arrival to school (**a full driving licence is required**)
- Liaise with education welfare services such as the attendance and placement service and secondary support, taking advice when statutory intervention may be necessary
- Attend parent meetings, including review/care meetings
- Attend court hearings when required
- Contribute to, and provide advice on, the most appropriate strategies to improve an individual's attendance

If you would like more information about this post please contact Ms C Jenkins,
Deputy Headteacher c.jenkins@burnsidecollege.org.uk

Please submit the application form accompanied by a covering letter, of no more than two sides of A4, in which you outline your experience and suitability for the post.

Purpose of the role (job statement)

Improve students' attendance and reduce unnecessary absence and truancy. The post holder will work closely with pastoral, behaviour and education support staff to improve behaviour and attendance of students in the school. They will liaise with the North Tyneside Education Welfare Service to obtain professional support.

Main Duties

Organisation

- Take a lead role in planning, development, design, organisation and monitoring of attendance systems/procedures/policies
- Proactive involvement in attendance strategies
- Overall responsibility for attendance systems and procedures
- Responsibility for training staff on use of school systems and procedures
- Manage attendance support staff and cover duties in their absence (where applicable)
- Work closely with the school's Progress Leader/s, with children and their parents, and with other statutory and voluntary agencies to promote, encourage and enforce regular school attendance of children of compulsory school age who are on roll at the School
- The post holder will be based in school and will regularly meet with the nominated Progress Leader/s and other staff members to discuss any students who may have attendance problems or other welfare issues
- Go through the school's attendance registers and check these and also identify students with attendance patterns of concern
- Where a student has been identified whose attendance or welfare is a cause for concern, the post holder will arrange to meet the parents and the child to make sure they are fully aware of the problem and to explain the importance of regular school attendance and their legal responsibilities
- The post holder will need to be informed about any problems or difficulties that may be affecting students' attendance at school and discuss how these may be resolved
- Work with students who have attendance problems
- Work with students to promote good attendance
- Liaise with Education Welfare service for Fast Track
- Attendance at Court when required
- Attend parental meetings when appropriate
- Attend review/care meetings when appropriated
- Meet regularly with designated member of the SLT with responsibility for inclusion to discuss attendance issues
- Liaise with member of staff with responsibility for rewards to ensure improved and good attendance is rewarded
- Participate in recruitment, induction, appraisal, training and mentoring for other staff

Administration

- Production of court reports
- Ensure accurate and up to date records are kept
- Keep record of known truants and check their attendance on a daily basis, informing parents if truanting
- Contact parents via a variety of mediums, including letter
- Take a lead role in the development and maintenance of records and information systems relating to attendance
- Provide detailed analysis and evaluation of data and produce detailed reports on attendance
- Produce and respond to complex correspondence regarding attendance issues
- Provide organisational and complex advisory personal support to other staff regarding attendance issues
- Manage complex administrative procedures regarding attendance
- Be responsible for completion and submission of complex forms, returns including those to outside agencies (DfE)

Support for the School

- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- To supervise students on visits, trips and out of school activities as required
- Contribute to the overall ethos/work/aims of the School
- Appreciate and support the role of other professionals
- Attend relevant meetings, as required
- Participate in training and other learning activities and performance development, as required
- To safeguard and promote the welfare of young people
- To contribute to the delivery of the key outcomes of Every Child Matters; be healthy, stay safe, enjoy and achieve, make a positive contribution, achieve economic well-being
- To undertake any other duties appropriate to the grade of the post as requested by line manager or Headteacher

Responsibilities

- be aware of, and comply with, 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 and ensure equal opportunities for all
- contribute to the overall ethos/work/aims of the school
- appreciate and support the role of other professionals
- attend and participate in relevant meetings, as required
- participate in training and other learning activities and performance development, as required

Person Specification

| Criteria E = Essential D = Desirable | |
|--|---|
| Skills, Knowledge and Aptitudes <ul style="list-style-type: none"> • An understanding of the education system • Knowledge of relevant education legislation and of the Children Act • Knowledge of child protection issues • To recognise and understand the reasons for non-school attendance • To have an understanding of partner agencies referral procedures and constraints • Excellent written and verbal communication skills • Ability to work in a demanding environment and meet deadlines • Ability to write complex reports and Court papers • Ability to work in multi-agency environments | E E E E E E E E E |
| Qualifications & Training <ul style="list-style-type: none"> • Current NVQ level 2 in English and Maths or equivalent and willingness to work towards NVQ level 4 or degree equivalent in relevant discipline/job role | E |
| Experience <ul style="list-style-type: none"> • Previous experience or related profession • Previous experience of dealing with members of the public • Experience of working with young people • Experience of understanding of local government and other public services as they relate to children and families | E E E E |
| Disposition <ul style="list-style-type: none"> • Good interpersonal and oral communication • High level of patience and sensitivity | E E |

Burnside College is committed to safeguarding and all offers of employment are subject to satisfactory enhanced DBS clearance and other pre-employment checks.
 This post is exempt from the Rehabilitation of Offenders Act.

How to Apply

Please submit the application form **accompanied by a covering letter**, of no more than two sides of A4, in which you outline your experience and suitability for the post.

Completed applications should be returned to:

Miss K Drury
FAO: Mr D Jamieson
Burnside College
St. Peter's Road
Wallsend
NE28 7LQ
or electronically to k.drury@burnsidecollege.org.uk

Please contact the school if you require any further information relating to this post.
Telephone: 0191 2598500

Closing Date: 9am Friday 9th December 2022

Interview Date: Week commencing Monday 12th December 2022

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