



GRACE COLLEGE

Emmanuel Schools Foundation

ATTENDANCE OFFICER

VALUED, CHALLENGED, INSPIRED

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READING FOR INFORMATION



Reading is the gateway skill that makes all other learning possible. If you know how to read then the whole world opens up to you.

READING FOR INFORMATION



Without books is like a body without a soul.

Tullius Cicero

READING FOR COURAGE

One child, one teacher, one book, one pen can change the world.

Malala Yousafzai



READING FOR ADVENTURE



READING FOR KNOWLEDGE

Books are a friend, books are an escape, books are a means to empowerment and books are a means to understanding yourself. They are everything.

Emma Watson



READING FOR UNDERSTANDING



READING FOR UNDERSTANDING

The more you read, the more you will know. The more you will know, the more you will learn. The more you will learn, the more places you will go.

Dr Seuss



WELCOME

Dear Applicant,

I am delighted that you are interested in applying for the role of Attendance Support Officer at Grace College. Grace College is on a rapid journey of improvement and we are seeking to recruit two Attendance Support Officers who, as part of the Attendance Team, will be responsible for working directly with students and their families to improve attendance. We truly believe that Grace College is a fantastic and exciting place to study as a student and to work as a staff member. This is a wonderful opportunity to be part of a school where every student is valued and given the chance to flourish. Grace College is a place of boundless potential and we are seeking enthusiastic and proactive individuals to help support our students in achieving excellent attendance and becoming successful learners.

Since the COVID-19 pandemic attendance to school has decreased nationally and in the North East this is disproportionately higher than in other areas. We know that having good attendance to school is essential for young people to be able to thrive and flourish academically but also develop personally and so we are committed to improving attendance at Grace College. We know that school attendance is improved when excellent relationships are built with families and students and therefore we want to increase the resource we have in school to provide this support.

Grace College is a Christian-ethos school of character for the whole community, where everyone is welcome, regardless of their educational background, faith, social or ethnic background. We serve students in the Low Fell area of Gateshead and beyond and we are passionate about transforming the lives of young people by supporting them to achieve their personal best and grow in character. Our goal is to ensure that Grace College is a place of

welcome, safety and opportunity for all students.

As an Attendance Support Officer, you will play a critical role in supporting our students' achievement by improving attendance and punctuality. You will be part of a team dedicated to helping students overcome barriers to attendance, ensuring that every student is given the opportunity to thrive. You will report directly to the Senior Attendance Lead and collaborate closely with staff, students and families to foster a culture where excellent attendance and punctuality are consistently expected and celebrated.

At Grace College we hold high expectations for student attendance expectations that are central to our success and the development of our students. As an Attendance Support Officer you will be committed to upholding and reinforcing these expectations in a relentlessly positive and supportive manner, helping students understand their responsibilities and motivating them to meet these standards every day.

If you are passionate about supporting students to achieve their best and play a key role in ensuring every student has the opportunity to succeed, we would be thrilled to receive your application. We believe that Grace College offers a unique and rewarding working environment, where you will be supported in making a positive difference in the lives of our students. If what you've read excites you and aligns with your personal values, experience and ambitions, you are probably the right person for this role and we are confident you will love working

Rachael Hooker
Principal

MISSION

CHARACTER EDUCATION

We build good character. We learn about good character, why it matters and how to develop it.

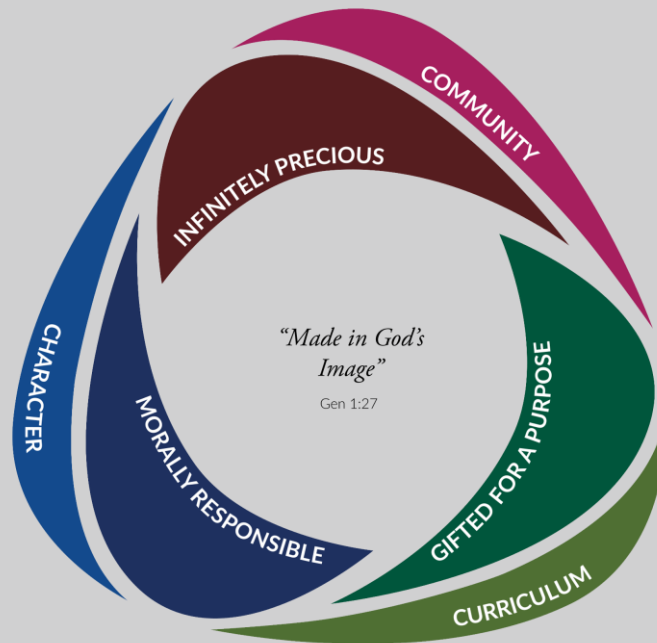
CURRICULUM EXCELLENCE

We are determined to achieve a personal best. We provide a broad ambitious curriculum that ensures excellent student learning, progress and future destinations.

COMMUNITY ENGAGEMENT

We serve with gratitude. We use our gifts to benefit the community and the environment.

OUR CORE VIRTUES





GRACE COLLEGE
All our work is done with
purpose and intention

COURAGE
We are determined to achieve
even in the face of difficulty.

HUMILITY
We avoid arrogance, being real
strengths and weaknesses.

INTEGRITY
We are honest with ourselves
our words and actions agree.

VALUES CHALLENGED. INSPIRED

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**ALL PEOPLE ARE INFINITELY
PRECIOUS, MORALLY
RESPONSIBLE AND GIFTED
FOR A PURPOSE”**

THE ROLE

Responsible to the Senior Attendance Lead for:

Supporting the college to raise achievement by improving punctuality and attendance to school, with an emphasis on:

- carrying out morning duty in the community to ensure students arrive promptly to school.
- from 9.30am carrying out home visits to students who are absent as directed by the attendance manager focusing on students who are absent without contact and carrying out welfare checks on those who are absent regularly.
- supporting students to come into school even when they have not arrived on time by providing transport into school, utilising the company vehicles to do so.

Promote positive attitudes towards schools with families and students with an emphasis on:

- working with families and students to identify barriers to attendance primarily through home visits and some meetings arranged in school.
- recognising improved attendance by remaining in regular communication with students and their families regarding their attendance.
- work with external agencies where appropriate to provide additional support to families where this may improve attendance to school.

Promote the welfare and safeguarding of all students with an emphasis on:

- keeping accurate, clear and concise records of all interventions and meetings and update information on the school systems.
- maintaining a good working knowledge of the statutory framework and any policies and procedures relating to school attendance, child employment, child protection and special needs etc. in order to be able to offer informed advice to families.
- being fully aware of and carrying out all work in line with Child Protection and Safeguarding Policy.

The job description is not intended to be a complete list of duties and responsibilities but indicates the major requirements of the post.

It may be amended at a future time to take account of the developing needs of the school and role.



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**SUPPORTING STUDENTS
AND STAFF TO BECOME
THE PERSON THEY HAVE
THE POTENTIAL TO BE”**

THE PERSON

Category Essential

Qualifications

- 5 GCSEs (or equivalent) including English and Maths at grade 4/C or above.

Experience

- Experience of working in a school environment.
- Experience of leading others.
- Experience of working strategically with data.
- Experience of liaising with external agencies and professionals.
- Awareness and understanding of the statutory guidance and legislation governing attendance.
- The ability to articulate how a Christian ethos could be developed and the capacity to contribute to this.

Knowledge and Skills

- Strong communication skills and high levels of literacy.
- Excellent organisational skills.
- High energy levels and a willingness to work hard.
- Confidence in using technology.
- Willingness to participate in co-curricular activities.
- Commitment to being part of our wider school community.
- Ability to undertake administrative tasks.
- Be strongly motivated and personally resilient.
- Possess exceptional levels of personal integrity.

Personal Attributes

- Be committed to supporting and developing students with a wide range of educational needs.
- Have the ability to keep calm and focussed in pressurised situations.
- Demonstrate the ability to maintain effective working relationships and work collaboratively with colleagues at all levels.
- Be a creative thinker and able to anticipate and solve problems.

Other

- Full UK driving licence and access to own car

Desirable

- Further training in the area of attendance.
- Further training at degree level relevant to the post.

- Demonstrable impact of strategies to improve attendance.
- Experience of conducting home visits and welfare checks.

- Expert understanding of the statutory guidance and frameworks governing attendance.

- Have strong interpersonal skills both written and oral.



STUDENT SUPPORT

At Grace College we provide universal pastoral support for students. Each student has a tutor and belongs to one of our four houses. They see their tutor every day and along with the Head of House they provide pastoral care to ensure that all students feel that they belong to Team Grace, are known well and valued as an individual. When a student requires more than this universal support to ensure they can flourish we have the following targeted intervention teams:

- **Behaviour Support:** led by the Senior Behaviour lead who works with a team of behaviour support officers to ensure students have the right support to engage well in learning and be safe, professional and kind at all times.
- **SEND:** led by the AVP: Student Support (SENCO) who works with another SENCO, Deputy SENCO and Learning Support Assistants to ensure that where students require additional support access the curriculum this is high quality and supports students to achieve their personal best in the classroom.
- **Attendance:** led by the Senior Attendance Lead who works with a team of attendance support officers and an administrator to ensure that we promote good attendance and respond effectively when students are absent, so that absence does not prevent students engaging and achieving.
- **Welfare:** led by the AVP: Student Support (SENCO) who works with a team of welfare support officers who provide responsive and proactive intervention and support for students who may need help to maintain positive wellbeing.
- **Safeguarding:** the successful candidate to this post would lead a team of child protection officers to ensure that there continues to be a strong culture of safeguarding at Grace College and that we take appropriate and swift action to safeguard students.



STUDENT DEVELOPMENT

We consider the development of each young person's character to be a vital part of what we do at Grace College. We do not want to simply develop compliance to a set of rules but teach young people how to have self-control and do what is right when no one is watching. Therefore, character development is one of the five themes of our personal development programme:

1. Relationships
2. Health and Wellbeing
3. Character
4. Rights and responsibilities
5. Futures

Students have dedicated time each week in their timetable in which the taught curriculum is delivered by their tutor. They also have an assembly each week led by the Heads of House where personal development and student support topics are covered.

However, personal development is so much more than the taught curriculum and we believe in providing a wealth of opportunities for young people to develop their talents, interests and passions. We offer an extensive after school co-curricular programme that we are seeking to grow further. Outdoor education experiences are offered to students in year 7 and 8 preparing them to consider signing up for the Duke of Edinburgh's award in year 9. We have committed to running an affordable residential for all students in year 7 and are developing this for year 8 students. In year 7 students will have the opportunity to attend Camp Grace, a 4-day camping experience in Edinburgh, we have now run this experience for two years and it is a highlight of the year long transition for year 7 students. Last year we also introduced an annual tradition of whole college events including the Christmas Carol Service, Easter Service, Sports Day at Gateshead Stadium and Presentation Evening at The Glasshouse, Gateshead. Our music and performing arts department offers annual events performances as well as LAMDA and peripatetic tuition for students, which participation in is growing every year.

Our four houses: Butler, Stephenson, Cookson and Swan are all lead by a Head of House and they also organise a range of house events each term as well as organising and promoting wider opportunities for students to engage in so that there is something special happening in college every day.



BUTLER HOUSE



COOKSON HOUSE



STEPHENSON HOUSE



SWAN HOUSE

APPLICATION DETAILS

Vacancy Details

Salary: SCP 18 - 28 £29978.86 - £37217.83

Start date: As soon as possible

Location: Grace College, Gateshead

Working Terms: 41.5 hours per week, Monday – Thursday 07:30 – 16:30, Friday 07:30 – 15:30 term time plus 3 days

Deadline

Closing date: Monday 8th June 2026

Interviews to be confirmed.

If applicants would like to visit the school, please contact hrgateshead@esf-mail.org.uk

How to apply:

For further information, please visit www.esf-web.org.uk or call HR on **0191 442 2000** or . A CV may be submitted to supplement your application but will not be accepted instead of a completed on-line application

[APPLY ONLINE HERE](#)

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This post will involve daily contact with children and is subject to an enhanced DBS check. In addition, as part of the shortlisting process, and in accordance with statutory guidance, we may carry out an online search (for publicly available material) to help identify any incidents or issues that have happened which we may want to explore with shortlisted applicants at interview.

Please note that this detail is indicative and can be amended, updated or replaced as felt appropriate at any time and in order to remain in line with any future legal requirements or expectation.

