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Castle Newnham Application Pack

Attendance Officer





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www.bestacademies.org.uk



INTRODUCTION

Welcome to Castle Newnham and the Bedfordshire Schools Trust. Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our academy, please contact:

Lauren Crowley

School Business & Operations Manager

cnrecruitment@bestacademies.org.uk

Tel: 01234 303403

Castle Newnham

South site – Reception-Year 4: Goldington Road, Bedford MK40 3EP

North site – Year 5-Year 11: Polhill Avenue, Bedford MK41 9DT

www.castlennwham.school



ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 11 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest trusts in the county. We now educate 8,000 children across the area, from nursery age to advanced level study, and have over 1,000 members of staff.

It is our aim to grow the BEST in everyone, and everything we do is driven by our values. We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate

Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at

www.bestacademies.org.uk/jobs

The formative years of BEST have been a real success story – and we are looking forward to an exciting future, too.



ABOUT CASTLE NEWNHAM

Castle Newnham is an all-through school with approximately 1,400 pupils located in the county town of Bedford.

Its most recent Ofsted inspection saw the school's secondary provision judged as Good (April 2024). Its primary provision is awaiting its first inspection for EYFS-Year 6 (the previous Outstanding grade was given to Castle Lower School in 2013).

At Castle Newnham, ambition and care for all pupils are at the heart of everything we do. Our aim is to serve the needs of our local community for high standards and a coherent and smooth transition throughout each child's 'one journey'.

Knowing pupils throughout their time in education and close working with families is a central component of our vision.

Castle Newnham is well thought of in the community and both school sites are set relatively close to the centre of Bedford in a pleasant suburb. The South site is situated in a listed Victorian building on Goldington Road, while the North site is a short walk away on Polhill Avenue near the University of Bedfordshire, with whom we are a lead school in a very well-reputed teacher training partnership.

We hope this application pack, alongside our school website, will give you a flavour of the wide and growing range of opportunities our pupils enjoy and participate in.

Our senior leaders, teachers and support staff are a committed and dedicated team and our pupils are a source of great pride in their enthusiasm, courtesy and care for others. They demonstrate our traditional values of hard work, good behaviour and kindness on a daily basis.



HOW TO APPLY

We use an application form, rather than asking for CVs, for most vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online via the MyNewTerm website at www.mynewterm.com before the closing date.

Closing date: Wednesday 29th April at 9.00am

Interview date: TBC

Start date: ASAP

We encourage you to apply at your earliest convenience. The Trust reserves the right to interview and appoint a suitable candidate before the closing date.

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

We look forward to receiving your application.



JOB DESCRIPTION

Post	Attendance Officer
Responsible to	Senior Vice Principal
Grade	NJC Level 4E 17-22
Key relationships	Principal; Senior Vice Principal; Senior Leadership Team; relevant teaching and associate staff; partner professionals; parents; local community.
Location	Castle Newnham – Based across both South Site and North Site
Working pattern	37.5 hours p/w, term time only <u>plus 2 week</u> and 5 INSET days (Monday - Friday 8.00am – 4.00pm)
Disclosure level	Enhanced.
Job purpose	To work alongside the Senior Vice Principal to drive and improve attendance, and reduce persistent absence across the school. To undertake duties associated with student wellbeing and attendance across both the north and south site. Working with students, staff and outside agencies to promote and enhance attendance. Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the Keeping Children Safe in Education agenda and Area Child Protection Procedures.



Responsibilities

Maintain and organise pupil attendance records. This will include:

- Receive and log absence calls alongside side administration staff.
- Preparation of data for Heads of Year and Education Welfare Service, and other key professionals.
- Track and monitor pupil attendance identifying absence patterns and work with the Senior Vice Principal to put strategies in place.
- Monitor attendance of any pupils educated offsite.
- Hold relevant meetings with key professionals to improve attendance.
- Conduct home visits.
- Be a member of the safeguarding team.
- To produce letters to parents re attendance and punctuality.
- Hold regular meetings with Heads of Year and Education Welfare Officer to monitor and improve pupil attendance.
- Hold parent meetings to discuss attendance concerns.
- To contact parents and pupils at the request of the middle and senior managers of the school.
- Managing the procedures for taking pupils off role ensuring that all official LA paperwork has been completed correctly.

Professional standards

- Support the ethos, vision, principles and values of the school;
- Treat colleagues, pupils and all members of the community, with respect and consideration;
- Treat all stakeholders fairly, consistently and without prejudice;
- Treat all pupils fairly, consistently and without prejudice;
- Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance;
- Maintain a high level of confidentiality at all times;



- Support the aims of the school through attendance at and participation in events such as open evenings, option evenings, information evenings, consultation evenings and the like (as appropriate to responsibilities);
- Support the ethos of the school by upholding the behaviour policy, uniform rules, etc;
- Take responsibility for own professional development and participate in arrangements as adopted by the school for the assessment of own performance and that of colleagues;
- Reflect on own practice as well as the practices of the school with the aim of achieving excellence in every area of our work;
- Read and adhere to the various policies of the school and implement school improvement plans;
- Participate in the development and management of the school by attending various team and staff meetings;
- Ensure that all deadlines are met as published in the school calendar;
- Be proactive and take responsibility for matters relating to health and safety;
- Promote lifelong learning and promote enrichment and extension activities within the federation;
- Participate actively in the review and setting of appraisal objectives agreed annually;

Safeguarding children

Castle Newnham is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

General

The above responsibilities are subject to the general duties and responsibilities contained in the Teachers' Terms and Conditions.



The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. This job description and person specification may be renegotiated if changing circumstances arise.

Please note, while every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the line manager/Principal to undertake work of a similar level that is not specified in this job description.



PERSON SPECIFICATION

Job Title: Attendance Officer

Attributes	Essential	Desirable
Education and Qualifications	<p>Educated to GCSE level at minimum grade 4 (or equivalent).</p> <p>Numeracy – able to add, subtract, multiply and divide, and reconcile figures.</p> <p>Literacy – able to write straight forward reports and read and comprehend written information.</p> <p>Willingness to learn and undertake professional development.</p>	<p>Word processing, database and spreadsheet skills</p>
Experience	<p>Demonstrable use of IT including word-processing.</p>	<p>Previous experience in a similar post in a school</p>
Skills/Knowledge/Aptitude	<p>Able to communicate with colleagues, parents, pupils and senior managers.</p> <p>Able to follow procedures and guidelines.</p> <p>Able to maintain accuracy and attention to detail in written work and in record keeping, both hardcopy and electronic.</p> <p>Ability to work on own initiative and make decisions.</p> <p>Ability to work under pressure.</p> <p>Ability to develop good working relationships with staff, pupils and visitors.</p> <p>A firm but fair attitude to pupils.</p> <p>Able to organise own time to meet individual work schedules.</p> <p>Able to work positively as a member of a team.</p>	<p>To hold a current driving licence and have access to a vehicle and be prepared to use the vehicle when required.</p>



Motivation	<p>Willingness to be flexible.</p> <p>Willingness to undertake appropriate further training.</p> <p>Commitment to equality principles</p>	
Physical	<p>Ability to meet the physical duties and responsibilities of the post.</p>	
Other	<p>Willingness to adjust working arrangements to suit service as needed.</p> <p>Willingness to be flexible in tasks undertaken.</p> <p>Willingness to undertake training.</p>	

We are committed to the safeguarding and promotion of children's welfare and offers of employment are subject to DBS clearance.

