



Washington  
Academy

# BUILD YOUR DREAM CAREER

Join our Team!



## RECRUITMENT PACK

**Attendance & Behaviour Support Worker**

Washington Academy, Sunderland

EXCELLENCE AND EQUITY WITH INTEGRITY

# WELCOME FROM THE CEO

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Dear Candidate,

Thank you for your interest in the position of Attendance and Behaviour Support Worker at Consilium Academies.

At Consilium, we are on a mission to being an excellent trust with excellent schools – we would love you to join us in that mission.

We are a values driven trust and bring this to life every day though our commitment to excellence, equity and integrity.

We recognise the unique value of everyone, whether they are staff or students and are dedicated to ensuring that every member of our Trust reaches their full potential. To achieve this, we collaborate with stakeholders and external organisations to build relationships that enhance opportunities for all members across the Trust.

We have a commitment to ensure each and every staff member is supported to achieve their goals within their career and have the skills and development to flourish. This commitment is reflected in our Centre for Professional Learning, where colleagues have access to tailored training opportunities and resources to meet their specific needs.

We firmly believe that every student, regardless of their background deserves an excellent education and an equal opportunity to fulfil their potential. This vision guides us in creating an environment where every pupil can thrive.

As part of our Trust, our academies align with collective aims, including prioritising holistic development of pupils academically, socially and emotionally. We aim to instil a passion for lifelong learning and continual improvement among our academies, staff and students, empowering them to pursue their aspirations and ambitions. Our goal is to create a family of academies that is inclusive and embraces diversity, fostering a supportive community where all members feel inspired and empowered to succeed.

We look forward to your application, thank you for your interest in joining the Consilium family.

Mr Michael McCarthy  
Chief Executive Officer of Consilium Academies.

# WELCOME FROM THE PRINCIPAL

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Dear Candidate,

Thank you for expressing your interest in working at Washington Academy. Washington is proud to be part of the Consilium Academies, read on to find out more about trust. Once you have read this application pack, if you would like to visit us, please get in touch.

As our school continues to grow, we have a clear aim. That aim is to ensure our students have access to a dynamic and progressive learning environment. Our exemplary standards of behaviour and respect makes this possible.

Washington is an inclusive school and we are all committed to the following aims:

- Providing students with an exciting, engaging, and rich education;
- Recognising and celebrating the unique nature of every child in our community;
- Celebrating the successes of our Academy and our community to the full

We are seeking to appoint a candidate who shares our commitment to inclusivity and can ensure that all of our students can excel. We want someone who will ensure our students leave Washington Academy with an education that allows them to progress onto the next stage of their journey when they leave us and that they also have the skills needed for daily life.

We are looking for candidates who share our commitment to inclusive education and who would contribute to the genuine warmth of our school. We can offer robust career development opportunities. This includes unrivalled CPD delivered by lead educationalists live from our trust's centre for professional development.

The right candidate will be qualified, creative and vibrant. They will be fully committed to our aims. Moreover, they will be personable and therefore will contribute positively to the welcoming environment we are so proud that Washington has.

I cannot think of a better time to join our team.

I look forward to receiving your application.

Vicky Carter  
Principal

# ABOUT THE SCHOOL

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Washington Academy offers excellent learning experiences to all its students through a very diverse curriculum which caters for the needs of all. The academy opened new state of the art buildings in 2009 and endeavours to ensure all our young people enjoy their lessons in an inspiring learning environment.

Students, parents, staff and governors are proud of recent achievements here and, as well as helping students achieve the results they need to follow chosen career paths, has a huge and varied programme of activities and extra-curricular opportunities on offer.

Washington Academy is fully committed to each individual in our academy, recognising their uniqueness and individual potential. We have high expectations of all students in terms of behaviour and commitment to learning and of our parents in working with us as partners to support individual progress.

Our very strong links with partner primary schools ensures smooth transition from primary to secondary school, allowing a strategic approach to raising aspirations and generating further success.

Washington Academy is a place where all members of its community feel welcome, safe and experience a sense of belonging. We believe that only where this exists can learning and personal development progress successfully. Washington Academy is seeking to develop the whole person.

# ABOUT THE TRUST

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Consilium Academies is a Multi-Academy Trust dedicated to Excellence and Equality with Integrity. Consisting of eight schools across three hubs in Salford, South Yorkshire, and the North East of England, our culture is built on support, guidance, capacity building, and fostering a collaborative approach to school improvement.

Our Trust is committed to the highest standards of curriculum, teaching, and learning, leading to excellent outcomes for our pupils. This commitment extends to our staff, with a focus on high-quality learning, professional development, and an uncompromising approach to support and growth.

Schools within the Trust are encouraged to engage in rigorous self-evaluation and take swift action to address any areas of underperformance, guided by our School Improvement Framework.

## Our Key Areas of Focus:

- **Expert Knowledge:** We prioritise school-to-school support, fostering expert knowledge, and providing effective assistance to our schools.
- **Ambitious Curriculum:** Our schools share a common language for curriculum development, with a focus on Enriching Lives, Inspiring Ambitions, and embedding Equality, Diversity, and Inclusion throughout.
- **Effective Pedagogy:** Our research-focused approach seeks impactful teaching methods, a shared language for pedagogy, and developing partnerships with external experts.
- **Purposeful Practice:** We respect each school's identity while promoting a shared understanding of high-quality practice and staff development.
- **Rigorous Assessment & Intervention:** We implement evidence-based benchmarking and targeted support through Rapid Action Plans, maintaining a relentless focus on achieving strong outcomes for all students.
- **Rich Culture:** Guided by Excellence, Equality, and Integrity, we aim to identify, attract, develop, and retain expertise at all levels, ensuring our schools contribute to the Trust's success over time.

Led by our Chief Executive Officer, Michael McCarthy, our Central Team provides direct services, accountability, leadership, and management to our schools. We operate a strong partnership model, where our partner schools play a crucial role in the Trust's continual growth and development.

Our collaborative approach respects each school's individual identity, empowering them to focus on student achievement and success while being part of a supportive network committed to excellence.



# BENEFITS



As a Trust, we want our staff to feel supported and valued. Whether you are a teacher or member of the support team, we want your work to have a positive impact on your health and wellbeing.



A CONTRIBUTORY PENSION SCHEME, MEANING WE'LL SAVE TOGETHER

34 DAYS ANNUAL LEAVE + BANK HOLIDAYS FOR SUPPORT STAFF (PRO-RATED FOR PART-TIME) & 36 HOUR WORKING WEEK FOR FULL-TIME SUPPORT STAFF



EMPLOYEE ASSISTANCE PROGRAM WITH ACCESS TO COUNSELLING AND CBT 24 HOURS A DAY, 7 DAYS A WEEK

A CPD OFFER FOR EVERY MEMBER OF STAFF; TO HELP YOU PERFORM AS WELL AS YOU CAN IN YOUR ROLE, TO HELP YOU REACH YOUR CAREER ASPIRATION



FREE MEMBERSHIP TO VIVUP. WITH HUNDREDS OF EXCLUSIVE OFFERS AND DISCOUNTS AVAILABLE ONLINE AND IN STORE.

ACCESS TO THE LEADING HOME ELECTRONICS LEASE SCHEME, EXCLUSIVE TO PUBLIC SECTOR EMPLOYEES



ENHANCED CONTRACTUAL SICK PAY IN LINE WITH THE BURGUNDY BOOK AND GREEN BOOK, PROTECTING YOU AND YOUR FAMILY

AUTOMATIC PAY PROGRESSION FOR ALL STAFF IN LINE WITH THEIR CURRENT GRADING STRUCTURE



# JOB DESCRIPTION



<b>JOB TITLE:</b>	Attendance & Behaviour Support Officer
<b>CONTRACT:</b>	Permanent
<b>WORKING PATTERN:</b>	36 hours per week, term time plus 5 days
<b>GRADE:</b>	Grade 5 (NJC scale points 8 – 12)
<b>ACTUAL SALARY:</b>	£24,038.43 - 25,628.20
<b>MAIN PURPOSE OF THE ROLE</b>	
Provide support in monitoring and tracking all students in order to contribute to raising achievement, attendance and behaviour. Contribute to the safeguarding of students.	
<b>CORE RESPONSIBILITIES &amp; TASKS</b>	
<p><b>Support for Students</b></p> <ol style="list-style-type: none"> <li>1. To support the HOY and be first port of call for parents/carers;</li> <li>2. Assist HOY in providing pastoral care for students who require it;</li> <li>3. Work with Attendance Leads to improve attendance and punctuality to school and other academic interventions for students.</li> <li>4. Work with Behaviour and Inclusion Leads to improve behaviour for students including: assisting with behaviour modification, intervention strategies, and liaising between staff and parents/carers to engage students.</li> <li>5. Inform Safeguarding lead of any concerns with students and ensure that all student needs are met.</li> <li>6. Play a lead role supporting the HOY in dealing with inappropriate classroom behaviour, be on call to assist, remove and intervene with students where necessary, including students attending detention and attending the removal room. Contribute (on a rota) as a member of the inclusion team to the staffing on internal isolation and removal provisions.</li> <li>7. Support the HOY to monitor equipment, if not contact parents/carers;</li> <li>8. Support HOY to monitor uniform, all students to wear correct uniform and adhere to uniform policy;</li> <li>9. Support HOY in holding parental meetings re concerns and monitor via report;</li> <li>10. Support HOY to monitor pastoral interventions</li> <li>11. Contribute to improving lesson punctuality by being on duty at changeover of lessons.</li> <li>12. Carry out pre, post and lunch duties daily, ensuring that you welcome and bid farewell to students at the start and end of each day;</li> <li>13. Co-ordinate with HOY to determine the correct pathway for attendance interventions and run over a specific period, recording impact.</li> <li>14. Liaise with parents and families during attendance blitz meetings to establish plans in moving attendance forward, sharing information with the relevant agencies.</li> <li>15. Strategically identify patterns and lates to formalise plans with students and parents to improve attendance.</li> <li>16. Drive the school minibus every morning to collect students who may struggle with attendance due to vulnerability and punctuality, by working with parents to organise and form a timetable of events.</li> <li>17. Oversee the 4 step Trust approach for attendance and support the HOY and Education Welfare Officer with students moving to Step 3.</li> <li>18. Implement and execute, with the support of the Education Welfare Officer and the SLT Attendance, a Persistent Absentee strategy to reduce the levels of students below the 10% absence band.</li> <li>19. Liaise with the Inclusion Team for the correct support for students who may be severe or chronic attenders.</li> <li>20. Liaise with the Safeguarding Team to ensure all students and families are safeguarded even when they are not attending and support with any referrals to social care.</li> <li>21. Liaise with alternative providers to ensure students off site are accounted for every day.</li> <li>22. Conduct home visits, either as individuals or with other attendance or pastoral staff, to liaise with families to identify and address attendance concerns.</li> <li>23. Attend weekly PASS meetings to provide attendance information from home and welfare visits.</li> </ol> <p><b>Support for Students</b></p>	

1. To support the HOY and be first port of call for parents/carers;
2. Assist HOY in providing pastoral care for students who require it;
3. Work with Attendance Leads to improve attendance and punctuality to school and other academic interventions for students.
4. Work with Behaviour and Inclusion Leads to improve behaviour for students including: assisting with behaviour modification, intervention strategies, and liaising between staff and parents/carers to engage students.
5. Inform Safeguarding lead of any concerns with students and ensure that all student needs are met.
6. Play a lead role supporting the HOY in dealing with inappropriate classroom behaviour, be on call to assist, remove and intervene with students where necessary, including students attending detention and attending the removal room. Contribute (on a rota) as a member of the inclusion team to the staffing on internal isolation and removal provisions.
7. Support the HOY to monitor equipment, if not contact parents/carers;
8. Support HOY to monitor uniform, all students to wear correct uniform and adhere to uniform policy;
9. Support HOY in holding parental meetings re concerns and monitor via report;
10. Support HOY to monitor pastoral interventions
11. Contribute to improving lesson punctuality by being on duty at changeover of lessons.
12. Carry out pre, post and lunch duties daily, ensuring that you welcome and bid farewell to students at the start and end of each day;
13. Co-ordinate with HOY to determine the correct pathway for attendance interventions and run over a specific period, recording impact.
14. Liaise with parents and families during attendance blitz meetings to establish plans in moving attendance forward, sharing information with the relevant agencies.
15. Strategically identify patterns and lates to formalise plans with students and parents to improve attendance.
16. Drive the school minibus every morning to collect students who may struggle with attendance due to vulnerability and punctuality, by working with parents to organise and form a timetable of events.
17. Oversee the 4 step Trust approach for attendance and support the HOY and Education Welfare Officer with students moving to Step 3.
18. Implement and execute, with the support of the Education Welfare Officer and the SLT Attendance, a Persistent Absentee strategy to reduce the levels of students below the 10% absence band.
19. Liaise with the Inclusion Team for the correct support for students who may be severe or chronic attenders.
20. Liaise with the Safeguarding Team to ensure all students and families are safeguarded even when they are not attending and support with any referrals to social care.
21. Liaise with alternative providers to ensure students off site are accounted for every day.
22. Conduct home visits, either as individuals or with other attendance or pastoral staff, to liaise with families to identify and address attendance concerns.
23. Attend weekly PASS meetings to provide attendance information from home and welfare visits.

### **Support for Curriculum**

1. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the HOY and teachers, to support pupil achievement and progress.
2. Support HOY by meeting with parents/carers re: low level disruption across lessons and monitor via reporting processes.
3. Undertake Behaviour modification 1-2-1 meetings
4. To significantly contribute to the delivery of After School Provision.
5. Support HOY to ensure all students on Alternative Provision receive the appropriate work and support.
6. Assist personal development leads and HOY to raise aspirations and improve mental health and well being of students

### **Support for the school Community**

1. Carry out lunch duties and break duties daily
2. Be around the corridors constantly throughout the day to ensure school is calm and orderly and students are punctual to lessons.
3. Maintain good relationships with staff and work together as a team.



4. Attend Pastoral Meetings, ensuring that HOY and form tutors are kept updated on key students.
5. Encourage students to take roles of responsibility.
6. Use Arbor, CPOMS and Class Charts when needed to track, review and evaluate pupil intervention strategies.
7. Generate relevant reports from ARBOR to monitor & inform.
8. Undertake First Aid Training
9. Support HOY and Form Tutors to adopt the school's values
10. Work with SLT lead and HOY to run Year events.
11. Undertake any other tasks as the Principal may reasonably require.

#### **CORPORATE RESPONSIBILITIES**

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust.
- To plan, monitor and review health and safety within areas of personal control.
- To participate in the Trust's Professional Development Review process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues

#### **ADDITIONAL NOTES**

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust.

# PERSON SPECIFICATION



<b>Qualifications and CPD</b>	<b>Essential</b>	<b>Desirable</b>
5 GCSEs, or equivalent, at grade C/4 or above (including English and Maths)	X	
Clean Driving License		X
<b>Experience, Knowledge and Skills</b>	<b>Essential</b>	<b>Desirable</b>
Supportive of the ethos and values of the school	X	
Excellent interpersonal skills	X	
Self motivated and organised	X	
The ability to encourage and motivate students	X	
Competent use of ICT	X	
Excellent Literacy and Numeracy skills	X	
Excellent verbal and written communication skills	X	
Flexible approach to working	X	
Willingness to take a full role in the life of the school	X	
Qualities to be a positive role model to all students	X	
Experience of event organisation		X
Excellent health and attendance records	X	
Experience of working with young people and families	X	
Experience of working with outside agencies	X	
Experience of supporting students in lessons, particularly those vulnerable to underachievement	X	
Knowledge of Safeguarding Policies and Procedures	X	
<b>English Fluency</b>	<b>Essential</b>	<b>Desirable</b>
Possessing a relevant qualification for the role attained as part of education in the UK or full taught in English by a recognized institution abroad	X	
Passing an English spoken language competency test or possessing a relevant spoken English qualification at CEFR Level B1 or above, taught in English by a recognized institution abroad.		X