



**SIR THOMAS  
BOTELER**  
CHURCH OF ENGLAND HIGH SCHOOL  
THROUGH GOD, WE CARE

**ATTENDANCE OFFICER**

# CANDIDATE PACK



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# WELCOME FROM THE HEADTEACHER

Dear Applicant,

Thank you for taking the time to apply for the Attendance Officer vacancy.

High Expectations, High Aspirations and High Standards are what we firmly believe in and it is 'Through God, We Care' about each and every individual young person, to ensure that they will succeed. As a school, we are on an exciting journey where we provide colleagues with many opportunities to develop and grow. We are 'The Boteler Family' and in joining our school you will be working with a team of committed, dedicated professionals who live our vision and values in everything they do.

We are looking for an individual who is passionate about improving the life chances of the young people in our community and who will go above and beyond to ensure that our students get the best possible education. Hope, Compassion and Endurance are the three Christian Values which are at the centre of everything we do. We are looking for someone who will contribute to our high standards and outcomes with these core values as the foundations of policy and practice.

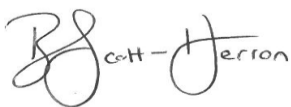
The students will always come first and they are the 'heartbeat' of our school. We pride ourselves on excellent relationships and we foster these to always ensure our students achieve.

Our ideal candidate will be an inspirational individual who has real impact and is committed to changing lives on a daily basis. They will be fully committed to our ethos, vision and values and be a proactive member of 'The Boteler Family' having a love of learning and that determination to see students flourish.

We were graded 'Good' by Ofsted in 2021. [Click here](#) to read the report.

If you share our commitment to educational excellence and improving the outcomes and life chances for our young people and you want to be an integral part of our success, then I look forward to hearing from you.

Yours faithfully



Beverley Scott-Herron  
Headteacher



# SIR THOMAS BOTELER CHURCH OF ENGLAND HIGH SCHOOL

Sir Thomas Boteler Church of England High School was founded in 1526 and became a Voluntary Aided Church of England High School in 2002. We are part of the Diocese of Liverpool and Chester and have a Christian Ethos founded upon Anglican beliefs and practices.

We are a founder member of The Challenge Academy Trust (TCAT) and converted in June 2017. TCAT is made up of 6 Primary Academies, 7 Secondary Academies and one 6th Form Academy/College.

- Appleton Thorn Primary School
- Beamont Collegiate Academy
- Bridgewater High School
- Broomfields Junior School
- Dallam Community Primary School
- Great Sankey Primary School
- Meadowside Community Primary School
- Padgate Academy
- Penketh High School
- Penketh South Primary School
- Priestley College
- Sir Thomas Boteler Church of England High School
- South Wirral High School
- The Sutton Academy

TCAT continues to go from strength to strength and there are a vast range of opportunities for staff from the separate academies to get involved in CPD and or leadership opportunities and development.

We have many strengths as a school and the most important one for us is the relationship with have within the school community and those with our families. We also are extremely strong in Performance Arts and especially Music. We are recognised nationally for our World Music programme and we are skilled in spotting and nurturing talent. We are a "Good Church School with Outstanding Leadership and Management" (OFSTED 2021 and SIAMS 2017) and our ethos, vision and values are extremely powerful. We lead with a strong moral purpose and the students are at the very centre of all our decision making. Our positive relationships are always visible and we have Highest Expectations, High Aspirations and High Standards in everything we do.

We place our young people at the heart of everything we do, investing in them so they feel confident, encouraged and motivated to excel. Success looks different for every individual, we harness, and we celebrate this at every opportunity

Our ethos underpins every aspect of school life; we seek to provide each student with the opportunity to attain their full potential and provide them with an essential toolkit of skills and qualifications to achieve their goals, fulfill their aspirations and succeed on their chosen pathway.

We are a vibrant school community who want all our young people to succeed at the highest level.

# “THROUGH GOD, WE CARE”

## WE CARE ABOUT THE 4CS

- **CHRIST** we live by our Christian values of Hope Compassion and Endurance
- **CREATION** we encourage everyone to respect and become stewards of God’s creation
- **COMMUNITY** we respect all members of the school and wider community and celebrate our differences. We strive to serve the needs of others
- **CHILD** we show that every child is loved by God and valued by all. We strive to meet their social, spiritual, educational and physical needs

As Headteacher I live by these words of scripture “I am the good shepherd, the good shepherd lays down his life for his sheep” John 10:11. There is nothing I will not do for ‘The Boteler Family’ to secure its happiness and success. We have a very strong moral purpose and pride ourselves on our three Christian values of Hope, Compassion and Endurance. We will always stand firm in our beliefs and remain resilient, always being positive and focusing on solutions.





**SIR THOMAS  
BOTELER**  
CHURCH OF ENGLAND HIGH SCHOOL  
THROUGH GOD, WE CARE

PART  
OF  
THE



THE  
CHALLENGE  
ACADEMY  
TRUST

# OUR VISION



TCAT will provide exciting and inclusive opportunities for every single learner entrusted into our care, from early years through to adulthood.

Learners will receive an outstanding modern education, from motivated and talented staff, supported by innovative and collaborative partnerships.

TCAT will provide an environment where every learner is nurtured, challenged and inspired to achieve the very best for themselves and their communities.

[WWW.TCAT.UK.COM](http://WWW.TCAT.UK.COM)

SERVE | CHALLENGE | EMPOWER

# JOB DESCRIPTION

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<b>POST:</b>	<b>Attendance Officer</b>
<b>SALARY RANGE:</b>	<b>Grade 6 points 15-22 (£30,024-£33,699)</b>
<b>RESPONSIBLE TO:</b>	<b>Deputy Headteacher (Pastoral)</b>

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## **PURPOSE:**

To monitor and report on whole-school attendance data, analysing data to identify key areas of concern. To work closely with students, staff, parents and carers to reduce levels of absence, and act appropriately when persistent absence becomes a safeguarding issue. The Attendance Officer must ensure that statutory functions are fulfilled in relation to attendance, in accordance with legislation and agreed Local Authority and school policies.

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## **GENERAL RESPONSIBILITIES:**

1. Set a good example in terms of:
  - a. relationships with students, parents, colleagues and members of the community and engaging with all.
  - b. personal standards of appearance, punctuality, conduct and attendance.
2. Actively promote the school's mission statement.
3. Work in partnership with other staff to raise standards and aspirations in the school.
4. Lead and manage specific areas of responsibility. Ensure high quality through:
  - a. clear communication
  - b. thorough planning
  - c. rigorous monitoring
  - d. regular evaluation
5. To promote high expectations of all students.
6. To communicate effectively and professionally with parents/carers and external agencies and develop positive working relationships.
7. To represent the school at meetings where appropriate.
8. Compliance with all school policies.
9. To undertake any reasonable duty as requested by the Headteacher.

## **SPECIFIC RESPONSIBILITIES**

## ADMINISTRATION

- Ensure daily attendance registers are accurate and complete, and follow up with staff members about any incomplete data.
- Follow up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school procedures. Initiate and oversee the administration of absence procedures, for example letters home, attendance clinics and engagement with local authorities/other external agencies and partners.
- Manage attendance returns for the school census.
- Manage the process of any formal absence procedures. This includes supporting preparation of final case reports, carry out statutory supervision and attend court as a witness, to ensure that the legal proceedings against parents for non-school attendance of their children.
- Maintain accurate records of communications with parents/carers and relevant interventions.
- Build and refresh knowledge of the school systems.

## MONITORING, REPORTING AND INTERVENTION

- Produce and interpret attendance reports for school leaders, the Pastoral team, identifying key statistics, reasons for absence and any patterns of concern.
- Track attendance of vulnerable groups of students and share information with school leaders.
- Identify students that need additional support to improve their attendance, with clear targets for improvement in place.
- Work with school leaders to identify appropriate interventions to improve attendance for particular groups or individual students.
- Lead daily or weekly check-ins to review progress and the impact of support/interventions.
- Work with school leaders to develop and revise the school's attendance policy.
- Implement children missing education (CME) procedures when appropriate.
- Provide regular reports to attendance organisations to raise awareness of emerging at-risk students.
- To effectively work with pastoral teams, SEND TEAMS and identified colleagues in order to reduce the number of students late for school.
- To work with groups of students using motivational or other specific curriculum materials, in order to raise students' self-esteem and encourage a positive attitude to learning and attendance.
- Establish a strong working relationship with our Local Authority Attendance Manager, leading to timely and accurate intervention to support improvements in attendance.

## WORKING WITH PARENTS/CARERS

- Coordinate meetings with students and parents/carers to implement interventions and track progress.
- Build positive relations with parents/carers to encourage family involvement in their child's attendance.
- Identify, and where possible, mitigate potential barriers to attendance in partnership with families.
- Carry out home visits, where necessary, to address attendance concerns for individual students, conduct meeting off-site and when needed, collecting children from home to get them into school.

## PERSONAL DEVELOPMENT AND WELFARE

- To ensure the safety of students in the school by following the school's Safeguarding and Child Protection Procedures where necessary.
  - Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
  - Take part in the school's appraisal procedures.
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## SAFEGUARDING

- To promote the schools' rewards system ensuring that students' achievements of excellent attendance are regularly celebrated, creating a positive attitude.
  - Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
  - Be alert to when persistent absence becomes a safeguarding concern and early help may be required.
  - Work with the Designated Safeguarding Lead (DSL) to promote the best interests of students, including sharing concerns where necessary.
  - Promote the safeguarding of all students in the school.
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## OTHER RESPONSIBILITIES

The Attendance Officer will also carry out daily duties, ensuring appropriate standards and behaviour of all year groups and supporting the whole school consequence system.

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## ATTENDANCE IS REQUIRED AT:

- Pastoral meetings
  - Staff meetings
  - Open evening/week
  - Celebration evenings
  - Key events associated with the job role
  - Other school events, as directed
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## TO WORK IN PARTNERSHIP WITH:

- Senior Leadership Team
  - Associate Deputy Headteacher responsible for Behaviour and Welfare
  - Pastoral Team
  - Tutors
  - All Support Staff
  - Outside agencies
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**The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher to include responsibilities commensurate with the salary and job title.**

# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>TRAINING AND QUALIFICATIONS</b>		
Willingness to participate in relevant training and development opportunities	✓	
GCSE or equivalent level, including at least a Grade C in English and Maths	✓	
<b>FAITH STATUS</b>		
Committed to the Christian ethos of the school and its aims, as expressed in the Mission Statement	✓	
<b>EXPERTISE</b>		
Experience working in a school environment or other educational setting		✓
Experience identifying interventions to raise attendance of students		✓
Ability to build and maintain effective working relationships with all students and colleagues	✓	
Ability to promote a positive ethos and role model positive attributes	✓	
Ability to work with children at all levels regardless of specific individual needs	✓	
Ability to adapt own approach in accordance with student needs	✓	
Experienced in safeguarding procedures and child protection matters		✓
Experience analysing data and producing reports and identifying key insights	✓	
Experience of engaging hard to reach families		✓
<b>KNOWLEDGE AND UNDERSTANDING</b>		
Good listening skills	✓	
Effective written and verbal communication skills	✓	
Good knowledge of Excel	✓	
Ability to use IT systems and to conduct analysis and produce reports	✓	
Knowledge of the potential barriers to high attendance that pupils may face	✓	
Understanding of the barriers to students attending school and can develop strategies to support families	✓	
Ability to tailor interventions to individual pupils	✓	

## PERSONAL SKILLS AND ATTRIBUTES

Attendance	✓	
Punctuality	✓	
Proactive	✓	
Enthusiasm for working with young people	✓	
Empathy for and understanding young people	✓	
Committed to inclusive education	✓	
Willingness to contribute to the wider life of the school		✓
Good decision making skills	✓	
Good written and communication skills	✓	
Able to work independently	✓	
Excellent interpersonal skills	✓	
Able to work as part of a team	✓	
Show clear understanding of the need for integrity/confidentiality	✓	
Reliability	✓	
Able to reflect and learn from experience	✓	
Enthusiasm	✓	
Resilience in the face of difficulties	✓	
Sense of humour		✓
Be willing to train as a First Aider	✓	

## PROFESSIONAL VALUE AND PRACTICE – MUST BE ABLE TO DEMONSTRATE ALL OF THE FOLLOWING

High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements.

Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners.

Demonstrate and promote the positive value, attitudes and behaviour they expect from the students with whom they work.

Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice

Able to liaise sensitively and effectively with parents and carers, recognising role in students' attendance.

Able to improve their own practice through observations, evaluation and discussion with colleagues.

# APPLICATION PROCESS

Please visit our school website vacancy page to apply online [www.boteler.org.uk/vacancies](http://www.boteler.org.uk/vacancies)

If you have any questions regarding the vacancy, please contact:

**Miss Jenny Muckley**  
**HR Manager/Headteacher's PA**  
**Sir Thomas Boteler Church of England High School**  
**Grammar School Road**  
**Warrington**  
**Cheshire**  
**WA4 1JL**

**Telephone: 01925 636414**

**Email: [jmuckley@boteler.org.uk](mailto:jmuckley@boteler.org.uk)**

**[WWW.BOTELER.ORG.UK/VACANCIES](http://WWW.BOTELER.ORG.UK/VACANCIES)**





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