



# SIDMOUTH COLLEGE

## Attendance Officer



# Welcome to Sidmouth College

Dear Applicant

Thank you for your interest in the post of Attendance Officer at Sidmouth College. The College is part of the Ted Wragg Trust (TWT) which is an ambitious and inclusive Trust of schools strengthening our communities through excellent education.

The College currently has 900 students on roll of whom 150 are in the Sixth Form. The majority of our students are drawn from four local feeder schools, in Sidmouth, Sidbury, Newton Poppleford and Branscombe. The College is in a beautiful setting within the Sid Valley and the East Devon area of outstanding natural beauty.

Our vision is for vibrant and inspirational teaching that raises aspirations; challenges and engages, and prepares every student for lifelong learning. At Sidmouth College learners *believe* they can *succeed*, teachers *inspire* and everyone strives to be the best that they can be.

The College buildings sit within an attractive 13 acre campus and staff take every opportunity to make use of the natural environment on our doorstep to support students' learning and creativity. The vast majority of our 1960s buildings have now been replaced with modern, state of the art facilities, including classrooms, technology workshops and seven Science laboratories and preparation facilities which create a fantastic modern learning environment.

We were delighted to be again judged as Good in the most recent Ofsted report in May 2022, which recognised our continuous improvement in achieving positive outcomes for all students.

The enclosed job description outlines the responsibilities of the role.

If you have any questions please contact the Leadership Team Assistant, Mrs Jo Liddle, on 01395 514823 or [jliddle@sidmouthcollege.devon.sch.uk](mailto:jliddle@sidmouthcollege.devon.sch.uk)

Yours faithfully



Mrs S Parsons  
Principal



# Introduction

## Sidmouth College is a thriving 11-18 community college located in the Devon countryside.

At Sidmouth College the individual is right at the heart of what we do. Students achieve academic success, develop their creativity, excel on the sports field and encounter a multitude of new experiences in a safe and enjoyable environment, encouraged by a team of dedicated and highly experienced professionals. At Sidmouth College we believe that the vibrant learning community, coupled with a culture of high standards and expectations, brings out the very best in every student and establishes abundant possibilities for their future.

### Our Ethos—Believe, Inspire, Succeed

- Every learner believes and succeeds in fulfilling their potential and is inspired to lead a happy, healthy and successful life within a challenging and rapidly changing world.
- All learners have access to inspirational teaching that leads to outstanding learning and achievements which continues beyond the classroom.
- All learners have access to a high quality, relevant and appropriate curriculum that fully meets their needs and supports an engaging and inspiring learning experience.
- We inspire learners to believe in the contribution they can make to their learning, the College and the wider community. Learners take responsibility and develop resilience throughout their learning journey with clear support and guidance.
- All levels of leadership are focused on providing a vision, direction and culture in which all are inspired to believe and succeed.

### A caring and supportive community

Care, guidance and support are strengths of the College. Students in years 7 to 10 are organised in vertical tutor groups led by a tutor who monitors academic progress, student well-being and student development. Each tutor group is in one of four Houses - Drake, Grenville, Raleigh and Scott. The tutor group meets at the beginning of each day for registration, support and guidance. Year 11 are in their own tutor groups.

The team of tutors is led by a Head of House who maintains a close overview of the work and wellbeing of the students. In addition, the School Counsellor and the Student Development Centre/pastoral team make a valuable contribution.

### A stimulating and exciting learning journey

Learning is an adventure to be enjoyed; a journey that stretches, challenges and opens minds. Our stimulating and engaging curriculum delivers exciting opportunities in the classroom and beyond. Our overarching aim is to provide our young people with the skills and qualifications they need to become happy, successful adults with a passion for lifelong learning. Our Key Stage 3 programme aims to raise the ambitions of all students; developing knowledge, skills and understanding and promoting confidence in their abilities. At Key Stage 3 we ensure students experience learning in a wide range of subjects, including the Arts, Technology, Computer Science and Modern Foreign Languages.

In Key Stage 4 students have the opportunity to study a range of personalised pathways, designed to support their individual talents and interests and maximise their achievement and success. At Key Stage 4 all students study a core curriculum of English Language and English Literature, Maths, Chemistry, Physics, Biology, PE and RE in addition to three option subjects.

At Key Stage 5 we offer a wide range of A Level qualifications and the vast majority of students choose three linear subjects, with some choosing to study four.



*believe • inspire • succeed*



# Appointment Information

## Appointment Information

This is an exciting opportunity to work as part of the main office team and alongside our excellent pastoral team in a rewarding and critical role for the College. This is a full-time post, starting in February 2024.

The main purpose of the job is to have responsibility for the monitoring and improvement of attendance levels and punctuality of students and to reduce absence in accordance with targets set by the Sidmouth College Senior Leadership Team and the Trust so that students are able to access learning and make appropriate progress.

The successful candidate will be able to run efficient administrative services to promote good attendance and record information and data accurately, in accordance with statutory requirements. They will be required to provide attendance analysis reports, be proactive in attendance interventions and liaise with outside agencies and the Educational Welfare Officer.

Experience of working in a similar role is desirable but not essential.

Excellent organisation and interpersonal skills, strategic thinking, a methodical approach and the ability to work on your own initiative are essential for this post.

Please note that the post holder will be required to use their own vehicle to visit student homes and bring students back to the College

**Please see the job description included in this pack for more information.**

Hours of work are 37 hours per week, Monday to Thursday 8am-4pm and Friday 8am-3.30pm including a 30 minute lunch break, 39 weeks per year including non-pupil days.

## Application Process

The closing date for applications is **Friday 26th January 2024 at 12.00noon**

Interviews will be held in week commencing **29th January 2024.**

The Ted Wragg Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a number of safeguarding checks including an enhanced DBS check. A copy of our safeguarding policy can be found here: [Safeguarding](#). This role falls under KCSIE regulated activities and, as such, it is an offence to apply for the role if you are barred from engaging in regulated activity relating to children. Please ensure you read and understand our Privacy Notice, which can be found on our website, before applying. We make appointments in accordance with our Recruitment and Selection Policy. Sidmouth College is an equal opportunities employer.



# Job Description — Attendance Officer

**Post:** Attendance Officer starting January 2024 or as soon as possible

**Scale:** Grade D. £24,702 FTE (actual salary £21,246)

**House of work** 37 hours per week 8am to 4.00pm Monday-Thursday and 8am-3.30pm Friday with 1/2 hour for lunch, 39 weeks per year including non-pupil days

**Responsible to:** Vice Principal

## **Job Purpose including main duties and responsibilities:**

The main purpose of the job is to have responsibility for the monitoring and improvement of attendance levels and punctuality of students and to reduce absence in accordance with targets set by the Sidmouth College Senior Leadership Team, and the Trust so that students are able to access learning and make appropriate progress.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

## **Main Duties**

- To ensure all students attend regularly and on time.
- To run efficient administrative services to promote good attendance and record information and data accurately, in accordance with statutory requirements.
- To ensure that all registers are completely punctually and accurately each session with no missing marks or unexplained absences.
- To check and remind any necessary staff to complete registers within 10 minutes of a session starting and inform the Vice Principal if these are still not completed.
- To check accuracy of coding on registers daily.
- To ensure all unexplained absences are accounted for or send a letter requesting an explanation.
- To ensure all lists of students on trips or involved in exams are entered accurately on Bromcom with the correct codes on a daily basis.
- Ensure all students at off-site provision are accounted for on a daily basis.
- To print off official registers daily and explained absences to ensure at hand in event of a fire/evacuation
- To maintain an accurate system for students signing in and out of the premises to ensure safeguarding.
- To assist and check records prior to a census to ensure College attendance data is accurate and up to date.
- Ensure that 'first day absence messages/calls' for all students are sent through the messaging system in a timely and accurate manner.
- Update Bromcom with information received from Tutors and Heads of House.
- Identify poor attenders in liaison with Heads of House, the Parent Support Advisor and Tutors and monitor their attendance to College and lessons.
- To monitor the attendance of vulnerable groups and liaise with appropriate staff, and to check identified vulnerable students on a daily basis, informing HOHs, the PSA and key workers if a child is absent.



# Job Description—Attendance Officer Contd...

## **Main Duties continued:**

- To complete appropriate paperwork following unauthorised holidays to initiate legal action.
- Generate attendance reports for Tutors and Heads of House twice a week
- Meet with Heads of House at least fortnightly to decide on appropriate interventions and letters that need to be sent to parents.
- Generate detailed attendance reports with actions for the Vice Principal fortnightly and half termly.

## **Attendance Analysis**

- Produce and analyse reports for Heads of House/Vice Principal showing percentage attendance, latest linked to: year/ gender/ EAL/ SEND and Pupil Premium on a monthly basis.
- Provide analysis for Heads of House and Vice Principal regarding attendance trends and patterns.
- Ensure Sidmouth College keeps abreast of the latest strategies to improve/maintain attendance.
- Produce analysis of attendance for Principal's report to full governing body half termly.

## **Attendance Intervention**

- To be proactive and support SLT with managing morning routines at site entrances.
- Promote the importance of good attendance across the College through a range of strategies: assemblies/ rewards/letters home etc.
- Work with targeted students to improve attendance; meeting students, parents and other outside agencies like the Education Welfare Officer
- Administer the fixed term penalty notices in order to improve attendance.
- To call parents and make arrangements to conduct home visits as and when necessary.
- Attend parents' evening to discuss attendance and improvements required with targeted parents.
- Chase students' information from previous schools to ensure that any existing attendance issues are challenged in a timely manner.
- Liaise with the exams officer ensuring that any missing students are chased.

## **Punctuality**

- Work with Heads of House and the PSA to improve punctuality to the College through a range of strategies.
- Ensure lateness is input within Bromcom and the necessary disciplinary measures are in place and that parents/carers are informed.
- Promote the importance of good punctuality across the College through a range of strategies: assemblies/ rewards/letters home etc.



# Job Description—Attendance Officer Contd...

## Truancy

- Ensure Heads of House, the PSA and Vice Principal are aware of those students who are both externally and internally truanting.
- Inform parents of external truancy through phone calls home and the Police when necessary.

## Liaison with outside agencies

- Co-ordinate and attend meetings with parents as appropriate to improve attendance.
- Meet with EWO to refer students with poor attendance and discuss attendance of previously referred students.
- Inform Heads of House of those students who it is intended to refer to the EWO.
- Where appropriate attend meetings between the EWO and parents.
- Liaise with social services with regard to the attendance of looked after children

## Generic to the role:

- To maintain confidentiality of information acquired in the course of undertaking duties for this role.
- To ensure all safeguarding information acquired in this role, is communicated to the appropriate member of the pastoral team in a timely manner.
- To ensure compliance with GDPR at all times.

## Other duties and responsibilities

- To maintain acceptable personal standards of professional dress and professional behaviour.
- To be able to work efficiently under pressure, to be flexible and pro-active towards changes in day-to-day working arrangements and priorities which are liable to change at short notice.
- To attend relevant training and development courses.
- To undertake any other duties as may be required from time to time by the Principal
- Fire Marshal - In the event of a fire or a fire drill, carry out duties assigned to you as part of the fire marshal team.
- First Aid - Be in the possession of the Appointed Person First Aid qualification and provide first aid cover in the event that the First Aider is absent.
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## General:

Provide cover for administrative colleagues in the event of staff absence. Organising refreshments for visitors as appropriate.

Supporting the College by being aware of and complying with policies and procedures relating to child protection, health & safety, confidentiality and data protection, and reporting all concerns to an appropriate person. Be aware of GDPR and what this means for requests to share data.

Also, by being aware of and supporting difference and ensuring all students have equal access to opportunities to learn and develop. The post holder should contribute to the overall ethos/work/aims of the College and promote the College at all times. The post holder must recognise the authority of management and support them in delivering their responsibilities by complying with all reasonable instructions, requests and decisions.



# Job Description—Attendance Officer Contd...

## **General continued:**

SC is committed to safeguarding and promoting the welfare of children. All staff employed at our College must be dedicated to securing the health, safety and wellbeing of children, as well as colleagues. The post holder will work in a tidy and efficient manner maintaining all work spaces in a presentable and tidy state to the satisfaction of the Vice Principal.

Any requirement to work additional hours, overtime or to take TOIL, must be authorised in advance by the line manager.

It is expected that the post holder will engage with and participate in any training, Continued Professional Development (CPD) and the College appraisal process as required in order to maintain the skills and confidence to meet the requirements of the role.

Some of this training/CPD will require travel to other locations. Training and supporting administration colleagues and any other staff as appropriate, in administration department duties/tasks.

In this varied and demanding post, the incumbent would be expected to manage multiple and changing priorities, often at short notice. Reference should be made to the Vice Principal in the event of high incidences of workload and/or conflicting priorities.

This job description refers to the principal duties and responsibilities of the post. It does not necessarily list in detail all the tasks required to carry out these duties and responsibilities. Consequently, the list of duties/tasks is not exhaustive. The incumbent will be required to undertake any other appropriate tasks as directed by the Vice Principal and Principal, consistent with and in the broad spirit of this job description.

## **Supervision / Management of People:**

The post holder will not be responsible for the supervision and/or management of other members of staff but is expected to work collaboratively and support colleagues.





# Person Specification

| Attribute              | Essential   | Desirable  | Method of Assessment  |
|------------------------|---|--|-----------------------|
| Experience             | Experience of maintaining and devising efficient and effective admin processes and procedures   | Administering First Aid                                | Application Interview |
| Practical Skills       | Organised, good timekeeper, time management skills<br>Planning, filing, data collection, collation, analysis and presentation   | Advanced skills of when using Microsoft Word and Excel | Application Interview |
| Communication          | Excellent communication skills with an ability to communicate with staff, clearly, sensitively and effectively<br>Ability to relate well to other professionals, parents and young people<br>Letter writing and telephone skills<br>Ability to fulfil all spoken aspects of the role with confidence and fluency in English |  | Application Interview |
| Personal Qualities     | Ability to plan and organise efficiently<br>Ability to constantly improve own practice/ knowledge through self evaluation and learning from others<br>Good interpersonal skills<br>Confidentiality of sensitive information   |  | Application Interview |
| Strategic Thinking     | To work constructively as part of a team<br>To use own initiative and work autonomously   |  | Application Interview |
| Technology / IT Skills | Excellent working knowledge of MS Office applications-Word, Excel, Outlook, Powerpoint  |  | Application Letter    |
| Education and Training | Minimum Grade C in GCE/GCSEs (or equivalent) English Language and Mathematics<br>A willingness to develop themselves and others through training and cross-functional working   |  | Application Interview |



# Person Specification

|                     |  |  |                                    |
|---------------------|--|--|------------------------------------|
| Equal Opportunities | Sidmouth College and its staff have a Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties |  | Demonstrate knowledge at Interview |
| Physical            | Able to carry out the duties of the post with reasonable adjustments where necessary   |  | OH1                                |



