

Applicant Pack

To be read in conjunction with our 'Join our staff' brochure



Outstanding Achievement for All

Job Advert



Chorus Education Trust

Silverdale School is an extremely popular and high achieving 11-18 comprehensive in the south west of Sheffield and is the founding school of Chorus Education Trust. The school is rated as 'Outstanding' (Ofsted 2014) and has an excellent record of student achievement at both KS4 and KS5. At its heart is one of the country's largest Teaching Schools, the Sheffield Teaching School Alliance. The school sits within a new building with a full complement of facilities.



In 2020 it was named the Sunday Times Top State Secondary School in the North of the Decade, in recognition of its sustained success.

Silverdale School is part of Chorus Education Trust, and as such all appointees may be required to work at any Trust site in the future.

You can view the school website at: www.silverdale-chorustrust.org

Attendance & Pastoral Support Officer - Maternity Cover

Salary: Grade 4 SCP 7-12 £20,092 to £22,183 (pro rata £17,184 - £18,973)

Temporary maternity cover for up to 1 year

37 hours per week / 39 weeks per year

Required to start 4 January 2022

About this vacancy

Required for January 2022, an Attendance & Pastoral Support Officer to work within our friendly, fast-paced and experienced team. You will work closely with students and their families to improve attendance and punctuality to school. Working within the remit of the school attendance policy, you must be able to follow systems, procedures and processes to the standards required by the Trust and appropriate regulatory bodies.

The post holder will also play a key part in the administrative function of the School, inputting and analysing student data, communicating both verbally and in writing with a variety of stakeholders and undertaking a range of pastoral administrative duties.

To apply

The full application pack is available from www.chorustrust.org/vacancies and completed Chorus Trust application forms are to be sent to Jill Rishworth (HR Administrator) at: recruitment@silverdale.chorustrust.org

Please note that CVs and Sheffield City Council application forms will not be accepted.

Deadline for applications: **11.59pm on Sunday 7 November 2021**

Interviews to be held: **week commencing 22 November 2021**

The successful candidate will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

Job Description: summary

Post title:	Attendance & Pastoral Support Officer
Profile:	BS2.5
Grade:	4
Grade spinal point range:	7-12
Accountable SLT post:	SLT Lead responsible for Inclusion
Line Manager of post holder (if different):	Inclusion, Pastoral & Safeguarding Manager
Staff to be supervised or line managed by post holder:	n/a
Post holder will work with:	SLT Lead responsible for Inclusion SENCO Inclusion and Pastoral team Other teaching and support staff
Holiday and sickness relief by/for:	By and for other Education Support staff
Purpose of job:	To work within the remit of the school's attendance policy to improve levels of student attendance. To work with students, parents/carers and members of the Pastoral and Inclusion team to support student attendance. To support the administration of Student Admissions. This post may work across the Trust schools.
Version revised:	February 2021

Job Description: duties

The post holder must at all times carry out his/her responsibilities within the spirit of the School and Trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School.

These include but are not limited to:

Specific duties and responsibilities

- To be responsible for Attendance and Admissions Administration with additional duties associated with student welfare to the standards required by the school/Trust and appropriate external bodies. Duties will include, but not be limited to:

Main Duties and responsibilities

- Responsibility for the administration of student admissions, maintaining admissions paperwork to ensure consistency across the year groups, preparing paperwork for meetings.
- Responsibility for compiling reports on student admissions and be the named person for admissions support.
- Undertake admissions meetings with parents and ensure information is recorded onto the system and disseminated/filed appropriately.
- Responsibility for the administration of student attendance within the MIS system compiling reports as necessary.
- To work closely with tutors, pastoral managers, EWO's, senior leadership team and outside agencies to analyse data and compile and present reports on student attendance and punctuality to promote and celebrate good attendance and the raising of standards.
- Responsibility for obtaining explanations for unexplained student absences in conjunction with tutors, heads of year/house, Pastoral Managers, EWO's and parents/carers.
- To contact parents/carers of students absent from school.
- To complete the DfE annual attendance returns, providing accurate information for the school census and school audit.
- Communicate effectively with staff, other professionals and members of the public face to face, by email and on the telephone and in doing so promoting a positive image of the service.
- Persistently challenge low pupil attendance within school and individual classes.
- Manage the daily registration process.

- Support parents to encourage positive attitudes to school, sharing information and providing the link between home and school.
- To work closely with the pastoral and inclusion team regarding student attendance and punctuality.
- To co-ordinate and organise specific intervention and support around individual students and groups, with various levels of need, liaising with all who are or could be in contact with students.
- Ensure that student information is logged and/or filed efficiently.
- To assist with the administration of applications for mid-term transfers into and out of school during the academic year.
- To assist with the administration of managed moves into and out of school.
- Contact the parents/carers, relevant members of staff and the Family Resource Worker of students who are missing or have left the site.
- Ensure attendance data is accurate for the completion of the school census, DfE annual attendance returns and provide information on attendance for Quality Assurance purposes within school.
- Produce official student registers.
- Analyse persistent absence figures on a weekly basis.
- Urgent adhoc requests.
- Daily input of attendance and daily chasing of absentees.
- Paperwork and data management regarding confidential student information and correspondence, including legal information relating to term-time holiday requests.
- Day-to-day administrative and student support as part of the pastoral and inclusion team.

Support for the Trust / School (applies to all roles)

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the Trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the Trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- From time to time, to meet the needs of the Trust, you may be asked but not expected to work hours additional to your normal working hours. The Trust will give you as

much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.

- Team responsibilities - All Business support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the Governing Body or Board of Trustees and/or Senior leadership team as required. Trade Union representation will be welcomed in any such discussions.

Person Specification

Job title: Attendance & Pastoral Support Officer

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Knowledge, experience and skills			
Full working knowledge of relevant policies / codes of practice / legislation		✓	A / I
Working knowledge and experience of school attendance in a similar environment	✓		A / I
Knowledge and experience working with children of relevant age in a learning environment, experience dealing with a variety of issues relating to young people	✓		I
Experience of school based MIS systems (Progresso, SIMS, Bromcom)		✓	A / I
Experience working in a busy environment with many priorities and conflicting deadlines	✓		I
Customer services experience	✓		I
Excellent verbal and written communication skills and experience of communicating effectively and accurately	✓		I
Experience analysing and interpreting large volumes of data	✓		A / I
Full working knowledge and understanding of Data Protection Act		✓	A / I
Qualifications			
Excellent numeracy/literacy skills and standard of education – to include English and Maths at GCSE (or equivalent) at Grade C or better	✓		A
Evidence of regular, relevant and recent personal development.		✓	A / I

Other skills			
ICT skills, IT literacy in basic Microsoft packages e.g. Word, Excel, PowerPoint	✓		A / I
Ability to relate well to children and adults and deal tactfully with students, staff, parents/carers	✓		I
Ability to work effectively as part of a team recognising own role as a team member.	✓		A / I
Able to maintain a positive focus, accepting constructive criticism positively and learning from it.	✓		A / I
Demonstrate an enthusiastic and positive approach regarding change, having a definite 'can do' mentality.	✓		A / I
Ability to learn from experiences.	✓		A / I
Ability to carry out instructions accurately and effectively as directed by line manager.	✓		A / I
Attention to detail and high degree of accuracy when receiving and processing information (verbally and written)	✓		A / I
Ability to work alone unsupervised and manage own workload.		✓	A / I
Ability to work with various internal and external stakeholders	✓		A / I
Ability to maintain confidentiality and handle sensitive data in the appropriate manner	✓		A / I
Interpersonal skills			
Calm, patient, tactful and diplomatic	✓		A / I
Empathy with children and young people and a caring positive attitude towards pupils welfare	✓		A / I
Willingness to make a positive contribution to the team.	✓		A / I
Reflective of own performance and further develop own knowledge and skills to improve performance.	✓		A / I
Caring positive attitude towards pupils welfare	✓		A / I

Maintains high standards set by the organisation and sets them for self	✓		A / I
Ability to work alone unsupervised and manage own workload.	✓		A / I
Child protection			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I