



Broughton Hall Catholic  
High School

# Application Pack

## ATTENDANCE OFFICER

**Start Date:** 1<sup>st</sup> September 2024

**Closing Date:** Friday, 12<sup>th</sup> July 2024 at 9.00am

**Shortlisting Date:** After the closing date

**Interview Date:** To be confirmed

**Salary Scale:** NJC Grade 6: points 19 – 22  
£29,777 to £31,364

**Contract Term:** Permanent

**Hours:** Full-Time / Annualised Hours

<http://www.broughtonhall.com/information/vacancies.php>

## Broughton Hall Catholic High School

Founded in 1928 under the trusteeship of the Sisters of Mercy, Broughton Hall Catholic High School, an all-girls Catholic secondary school in Liverpool, provides the very best in modern education based on the Gospel values of mutual respect and care.

The central aim of our school is to provide excellent educational opportunities enabling each pupil to develop their God given talents, to grow in confidence and self-esteem and to fulfil their potential.

As a Catholic school Broughton Hall centres its mission on the person of Jesus Christ, and promotes the Gospel values throughout the school community and in all aspects of school life: spiritual, academic, pastoral, and personal. By proclaiming and living out the faith of the Catholic Church, we support each other in shared experiences of teaching and learning, prayer, worship and charity. Our mercy values permeate throughout our community.

Our facilities are bright, spacious, high tech and designed to meet the needs of all our pupils. We have a separate 6<sup>th</sup> Form facility, which is shared with our neighbouring boys school Cardinal Heenan Catholic High School. A full range of extra-curricular activities are provided to further the creative, sporting and academic talents of each pupil and offer Outward Bound and Duke of Edinburgh Award schemes as well as the opportunity to attend educational visits and residential trips.

We pride ourselves on our high expectations of all pupils and have an **'Ambition for All'** policy. Whatever your role within the school, you will share these values and be able to encourage and motivate pupils with your passion, presence and personality.

Our school motto **'Cor Unum et Anima Una'** - One Heart and One Mind, reflects the strong sense of community amongst pupils, staff, parents and Governors.

## We Offer

- Pensions Scheme – Teacher Pension Scheme for teaching staff or Merseyside Pension Fund for support staff
- Regular training and development programme
- Access to occupational health and well-being services App
- Cycle2Work Scheme
- Tax Free Childcare Vouchers
- Supportive work environment where all staff are valued

And that's not all, we place the outcomes of the children in our school at the heart of everything we do, so you'll wake every day in the knowledge that your role will have a significant positive impact on the lives of others.

## Equal Opportunities

Broughton Hall Catholic High school is an equal opportunities employer.

We welcome applicants from all backgrounds and value everyone as an individual. We are committed to organisational practices, which promote diversity and inclusion for all employees and volunteers regardless of age, gender reassignment, marriage or civil partnership status, pregnancy and maternity status, disability, race (including colour, nationality, ethnic or national origin), religion or belief, sex, or sexual orientation. Connecting these differences creates a productive environment in which everyone feels valued.

Monitoring information in relation to job applicants will be to assist us in equality monitoring. The recruitment panel will not have access to job applicant's monitoring information.

To assist us in monitoring the operation of equal opportunities policy, and for no other reason, please ensure you complete and submit the Equal Opportunities Monitoring Form with your application form.

## Safeguarding & Enhanced DBS Checks

Broughton Hall Catholic High School is committed to safeguarding and promoting the welfare of young people and expect all pupils, staff, volunteers and visitors to share this commitment

All posts are subject to an enhanced DBS check and full pre-employment checks to comply with the current Keeping Children Safe in Education statutory guidance for schools.

All staff will be expected to follow Broughton Hall Catholic High School's child protection policies, code of conducts and managing allegations against staff procedures.

All roles in school, including this post, are exempt from the Rehabilitation of Offenders Act (ROA) 1974. The Ministry of Justice's guidance on Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 provides information about which convictions must be declared during job applications and can be accessed [here](#).

All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered 'spent' except those received for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules. Information about filtering offences can be found in the DBC Filtering Guide, which can be accessed [here](#).

By engaging in this recruitment process, shortlisted candidates consent to an online search in line with the Keeping Children Safe in Education Statutory Guidance 2022.

## Welcome

Thank you for your interest in the position of Attendance Officer. This pack has been designed to help you should you choose to submit an application form, which we sincerely hope you do. We hope it answers your initial questions, but if not, please do not hesitate to contact us and we will endeavour to help you through your application process.

Broughton Hall Catholic High School is the largest all-girls school in Liverpool and serves many different areas making us a vibrant and diverse school. In November 2022 Ofsted inspectors acknowledged the work taking place at Broughton Hall. Pupils are proud to be part of Broughton Hall Catholic High School and enjoy strong relationships with their teachers and pastoral staff.



We work hard to ensure Broughton Hall Catholic High School remains a friendly and welcoming environment for all those who work, study or visit here and staff do all that they can to help pupils do well in school. We hope that you are the person we are looking for to bring creativity and innovation to the role.

We believe that to enable our pupils to learn effectively, they need to feel safe in their environment and be both socially and emotionally ready to learn. We understand the importance of holistic development and look to offer nurturing and enriching experiences to enable the development of the whole child and look forward to welcoming the right person to our team.

We look forward to hearing from you.

Gerard Preston  
Head Teacher

**ATTENDANCE OFFICER**

**Full-Time**

**Annualised Hours including INSET Days**

<b>SALARY:</b>	NJC Scale 6 point 19 to 22 = £29,777 - £31,364
<b>CONTRACT TYPE:</b>	Permanent
<b>CLOSING DATE:</b>	Friday, 12 <sup>th</sup> July 2024 at 9.00am
<b>START DATE:</b>	1 <sup>st</sup> September 2024
<b>INTERVIEWS TO BE HELD:</b>	As soon as possible after closing date

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Governors wish to appoint a committed and well organized person with the ability to devise strategies and action plans for pupils whose attendance is falling. The successful candidate should be committed to supporting students and developing links with parents/carers together with key staff. A flexible approach is required and the role will involve working closely with external agencies and partners. The ability to analyse attendance information and data together with preparing reports is desirable.

Effective communication and interpersonal skills are required together with sound literacy, numeracy and ICT skills.

Induction, support and training will be offered to the successful candidate.

Our Trustees are the Sisters of Mercy.

Application is by way of the school's Application Form which is available from the school's website together with the Job Description and Person Specification. Please email your application to [smithg@broughtonhall.com](mailto:smithg@broughtonhall.com)

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*Broughton Hall Catholic High School is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references and Enhanced DBS and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview.*

## Job Description

### ATTENDANCE OFFICER

**Full-Time/Annualised Hours plus Inset Days**

**Permanent Position**

<b>Reporting to:</b>	Deputy Head, Senior Leadership Team
<b>Purpose:</b>	Promote a whole school approach to attendance and devise strategies and action plans for pupils whose attendance is falling.
<b>Areas of Responsibility:</b>	<ol style="list-style-type: none"><li>1. Analyse attendance information and data alongside punctuality through partnership with the Data Manager and SIMS lead. Identify and work with pupils who have poor attendance or are at risk of developing poor attendance.</li><li>2. Check first day response calls are taking place and acting promptly and fully. Report to SLT when admin processes are not fulfilling this requirement.</li><li>3. Follow up lack of response to first day contact and other contacts by home visiting or meeting parent/carers in school.</li><li>4. Support the attendance team, working with parents and carers to improve attendance and punctuality and where necessary, conduct home visits and welfare checks.</li><li>5. Identify with Deputy Head targeted cohorts (in and round PA boundary). Work with parents, including school and home meetings.</li><li>6. Work closely with Student Support Managers to have greatest impact.</li><li>7. To work in conjunction with the attendance and Welfare Officer.</li><li>8. Work with SENDCO and PP Coordinator on linking attendance to achievement and attainment, including links with specific SEND needs.</li><li>9. Work in partnership with external agencies to support attendance initiatives, campaigns, parental responsibility measures and school attendance and exclusion sweeps.</li><li>10. Support the Attendance and Welfare Office in the identification of alternative provision for pupils with persistent absence.</li><li>11. Prepare reports on attendance for the senior leadership team and governing body; ensure maintenance of accurate and factual records which could be used in evidence in legal interventions.</li><li>12. Raise profile of Attendance and Punctuality across the school with pupils, parents and all stakeholders through positive rewards, clear messages home and profile within school.</li><li>13. Process and manage holiday requests alongside Student Support Managers.</li></ol>

<b>Whole School:</b>	<ol style="list-style-type: none"> <li>1. Cover for Student Support Managers and Education Welfare Officer.</li> <li>2. Assist with maintaining and collating pupil reports.</li> <li>3. Maintain manual and computerised records and management information systems.</li> <li>4. Support school trips.</li> <li>5. Manage caseloads and maintain casework documentation.</li> <li>6. Prepare bids for multi-agency support.</li> <li>7. To contribute to the distinctive Catholic ethos of the school, as laid down in its Mission Statement in all areas of contact and responsibility, in relationships with staff and pupils.</li> <li>8. To support and follow the policies and procedures set out on the Staff Pages of the school website and as directed by the Governing Body.</li> <li>9. To participate fully in the school's performance management system for support staff.</li> </ol>
<b>Working Time:</b>	<p>Full-Time</p> <p>Annualised hours contract to include working all inset days.</p>
<b>Salary/Grade:</b>	<p>NJC Scale 6, Point 19 – 12</p> <p>£29,777 TO £31,364 full time equivalent</p> <p>Annualised hours contract to include working all inset days.</p>
<b>Disclosure level:</b>	Enhanced

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

This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

## Person Specification

### ATTENDANCE OFFICER

Qualifications	Essential	Desirable
5 GCSE's or equivalent, Grade C/ 4 or above, including English & Maths	✓	
Experience	Essential	Desirable
Working with or caring for young people	✓	
Working in a school environment or pastoral role	✓	
Knowledge & Skills	Essential	Desirable
Awareness of legislation relating to school attendance	✓	
Conflict resolution skills		✓
Excellent organisational skills and ability to work under pressure with high degree of accuracy	✓	
Ability to self-manage, meet deadlines and prioritise workload	✓	
Awareness of relevant legislation relating to safeguarding and child protection	✓	
Comprehensive understanding of safeguarding rules and regulations that apply within a school environment	✓	
Use of SIMS and Edulink		✓
Able to relate well to young people and adults	✓	
Excellent written language, communication & interpersonal skills	✓	
Strong numeracy skills	✓	
Effective use of ICT systems such as Word, Excel etc	✓	
Basic understanding of child development and learning	✓	
Personal Qualities	Essential	Desirable
Works well as a member of a team	✓	
Good communication skills	✓	
Flexible	✓	
Patient, positive, approachable and friendly	✓	
Maintains confidentiality	✓	
Ability to relate well to children and adults	✓	



Display commitment to protection and safeguarding of children and young people	✓	
<b>Other Requirements</b>		
Ability to attend meetings at family homes or offsite	✓	
Flexible approach to support young people and families	✓	
Commitment to raising the education achievements of young people	✓	
Ability to build and maintain successful relationships with people of all ages, treating them sensitively and with respect	✓	
A willingness to develop professionally and take part in all training relevant to the post.	✓	

This post is subject to an enhanced DBS disclosure and the post holder must be committed to safeguarding the welfare of children. No job description can be fully comprehensive, and from time to time the successful candidate may have to undertake other professional duties as directed by the Head Teacher. In addition, candidates should understand their role may well broaden and that all roles will be reviewed regularly to ensure the team is working as efficiently as possible.

