

# CANDIDATE INFORMATION PACK – Attendance & Punctuality Officer



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Welcome to Ysgol  
Treffynnon

Dear Applicant

“Be the best you can.” This is what we ask of our pupils and staff.

Our vision is one that cares about every individual. We understand the impact that physical and emotional wellbeing has on our students’ ability to learn effectively and to achieve their full potential as ethically informed citizens of their local and wider communities.

We are a truly inclusive school, committed to working with the community to give our students the best possible start to their lives. We welcome all young people, whatever their religion, ethnicity or academic ability, and will provide the environment where students will be nurtured and supported to succeed in their learning, whatever that means for them.

Our students will experience the excitement of learning and achievement; they will have their academic, sporting and creative skills nurtured and developed to their individual potential.

Students will develop the ambition, confidence and resilience to achieve their dreams and aspirations as we encourage them to reach out and grasp all the opportunities life has to offer.

We are a community that works together, treating each other with patience and understanding. We seek to celebrate our individuality, our cultural diversity and to support and nurture those additional needs that make us all unique.

About you

- You can motivate and inspire pupils to build on their current achievements
- You have excellent interpersonal skills and a commitment to collaborative working.
- You have the drive and energy to work to utilise your skills in innovative ways to benefit our school.
- You are resilient and have a great sense of humour, as you never give up.

About us

- We educate boys and girls from the age of 11 to 16, in a modern, state of the art building that opened in 2016.
- We provide a welcoming, caring and stimulating environment with excellent teaching facilities
- We have a high-quality teaching staff fully committed to supporting pupils academic and personal development.
- We believe qualifications open doors, but are only one part of the story. All children deserve a fully rounded education.

Thank you for your interest in Ysgol Treffynnon. I look forward to receiving your application.

John Weir

Headteacher.





## *Our Vision*

### *Excellence in Everything*

- *Excellent Leadership and Management*
- *Excellent Teaching and Learning*
- *Excellent Care, Support and Guidance*
- *Excellent use of Resources*



A photograph of a row of students in a computer lab, all wearing school uniforms (black blazers, white shirts, and red ties). They are seated at desks with computers, looking intently at their screens. The background shows a blue bulletin board with various papers pinned to it.

# *Our Values*

Self-Belief

to have the confidence to be the best we can be

Perseverance

to develop our skills and resilience to achieve our dreams

Inspiration

to be a role model for others to follow

Respectful

to treat everyone with kindness and understanding

Inclusive

to be fair and always do what's right

Trustworthy

to be honest, reliable, consistent and dependable

## Ysgol Treffynnon Job Description

<b>Job Title:</b>	Attendance & Punctuality Officer
<b>Responsible To:</b>	Lead Teacher for Care, Support and Guidance
<b>Grade/Salary:</b>	4.2 Administration 2 - G01 Points 2-4 £24,413 - £25,185 (FTE)
<b>Actual Salary:</b>	<b>G01 Points 2-4 £20,999 - £21,663 (PT/TT) *</b>
<b>Hours:</b>	37 Hours per week
<b>Basis:</b>	Term time only + 5 training days

*\*Annual pay for a term time contract is impacted by annual leave and length of service so this amount may not be accurate depending on a candidate's circumstances.*

### The Role

Under guidance, the APO will take a central role within the school by contributing to raising achievement by improving whole school attendance and punctuality.

### The Purpose

The purpose of the APO is to work as a member of the school's pastoral support team, working alongside teaching staff, parents, and students to effectively monitor and improve attendance. The underpinning value of the work is to ensure that every student achieves their learning potential through the provision of targeted support and intervention, in collaboration with other pastoral support personnel (both internal and external).

### Principle Accountabilities

- Update SIMS and CPOMS for attendance and keep clear and concise records as required for the school.
- Ensure that class registers have been completed for every lesson and follow up where necessary.
- To support the school on strategies to promote the regular and punctual attendance of all students and assist with the implementation of the strategies.
- Meet with school staff, students, and parents to identify individual problems and possible solutions.
- Feedback and liaison with parents and support the EWO with home visits and /or meetings in school to establish the reason for non-attendance.
- Maintain a register of students late to school at the start of the day and throughout the day.
- Assisting the Lead Teacher for Care, Support & Guidance in implementing interventions to address poor attendance, including designing, and maintaining displays within the school, and organising and implementing attendance linked reward schemes.
- Feedback and liaison with form tutors and other teachers.
- To manage and prioritise your own workload in line with service requirements.
- To acquire and maintain a working knowledge of the statutory framework relating to school attendance.

- k) To support Pastoral Support Officers and the Lead Teacher for Care, Support & Guidance with all matters relating to attendance and where necessary support the development of systems and processes to improve school attendance.
- l) To work on initiatives which raise the awareness of school staff, parents, and the community on the importance of school attendance.
- m) Collection and management of the delivery of work for absent students

### Additional Duties and Responsibilities

The APO may be directed to perform other duties on or off site in line with their Pay and Conditions and within the expectations of staff within the school.

This is not an exhaustive job description and does not intend to specify the proportion of time spent on any of the duties outlined herein. This job description will form the basis for the assessment of the performance of the APO within the context of Flintshire's Appraisal Process.

The job description is not prescriptive, nor necessarily a comprehensive definition of the post. As such it may be subject to amendment after consultation to meet the changing needs of the provision.

### Person Specification

<b>Experience</b>	Experience working with children and families within an 11-16 learning environment or secondary school.
<b>Qualifications / Training</b>	NVQ 2 (5x GCSEs including English and Maths at grade C or above) or successful experience in relevant discipline Very good numeracy / literacy skills Training in relevant learning strategies e.g., Literacy Specialist skills / training in curriculum or learning area e.g., bi-lingual, sign language, ICT
<b>Knowledge / Skills</b>	Can use ICT effectively to support learning Full working knowledge of relevant policies / codes of practice / legislation Working knowledge and experience of implementing national / foundation stage curriculum and other relevant learning programmes / strategies Good understanding of child development and learning processes Understanding of statutory frameworks relating to teaching Constantly improve own practice / knowledge through self-evaluation and learning from others Ability to relate well to children and adults Work constructively as part of a team, understanding classroom roles and responsibilities