



St Bernadette Catholic Secondary School Bristol



Attendance Officer application pack



Excellence in Faith & Learning

St Bernadette Catholic Secondary School



Mission Statement

Our Mission is to develop the whole person in a Catholic learning community, to provide a loving Christian environment and to strive for excellence, equality, justice and fairness.

At St Bernadette Catholic Secondary School we aim for our young people to be:

- strong and committed in the faith of Christ
- confident of their personal worth
- active in response to Christ's call to care for others
- responsible members of society

Hence we strive to:

- achieve excellence in all aspects of our life and work
- foster the spiritual growth of each member of our community
- create a happy and successful learning environment
- develop the full potential of each individual
- prepare pupils for the opportunities, responsibilities and experiences of adult life

Excellence in Faith & Learning



Welcome

June 2024

Dear Applicant,

We are delighted that you have expressed an interest in the post of Attendance Officer at St Bernadette Catholic Secondary School. Community is extremely important to us at St Bernadette's. We pride ourselves on being an ambitious and vibrant community of faith and of learning where everyone is valued and has a part to play. Our pupils, who come from across the south and east of Bristol, are our best ambassadors and greatest asset.

Our identity as a faith school is key to all we undertake and the teachings of Jesus Christ are at the heart of all we do. We are committed to ensuring our students receive the highest quality provision to enable them to achieve their potential, while growing as confident and responsible young people.

This is an exciting time to be joining St Bernadette's. Our focus on excellence for and from all members of the school community, underpinned by robust, embedded systems and structures enable all members of the school community to thrive and we are confident of further growth and improvement. I was appointed as head teacher this September and having served as deputy at the school for seven years am excited to be leading the school into its next chapter. Furthermore St Bernadette's is blessed with a strong, supportive and ambitious staff who have the highest expectations of themselves and our pupils.

We hope this application pack will give you a strong picture of our school and you enjoy learning more about us.

Best wishes

Patrick McDermott
Chair of Governors

Edward Walker
Headteacher



St Bernadette Catholic Secondary School

Attendance Officer

Required:	1 September 2024
Salary:	BG8 s/p 12-16 (£26,873—£28,770 pro-rata)
Location:	Whitchurch, Bristol
Contract Type:	31.25 hours per week (term time only)
Contract Term:	Permanent

We are looking to appoint a new Attendance Officer to monitor and report on whole-school attendance data, analysing data to identify key areas of concern. To work closely with pupils, staff, parents and carers to reduce levels of absence, and act appropriately when persistent absence becomes a safeguarding issue.

We can offer:

- Happy, friendly and talented students
- Enthusiastic, committed and friendly staff
- A school with strong care, support and guidance

You are:-

- Able to demonstrate the ability to work effectively in a learning/childcare setting.
- Empathetic – able to build a rapport with both adults and with students of all ages, ability and background.
- Well-organised and proactive – a supportive team player.
- An excellent communicator, with good people-skills.
- Flexible, responsive and self-motivated.
- Confident in handling confidential/sensitive data and information.

You will:-

- Work closely with staff, pupils and parents to ensure good attendance and punctuality of all pupils.
- Collect and analyse attendance and punctuality data, reporting to both parents and staff.
- Monitor and ensure registers are correctly maintained
- Arrange meetings with pupils, parents and staff
- Produce reports and contribute to action plans

We are committed to safeguarding the welfare of children and expect all staff to share this commitment. An enhanced DBS check is required for the successful applicant and must be maintained. Applicants who are supportive of the Catholic ethos of the school are particularly welcome. Hours of work to be agreed on appointment.



About our school

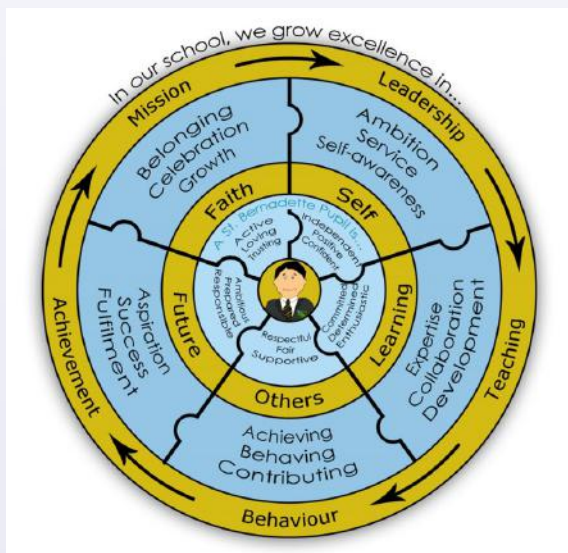
St Bernadette's is a vibrant, successful and ambitious secondary school located in Whitchurch, South Bristol. The school prides itself on being a community of faith and of learning, where everyone is valued and has a part to play.

As a Catholic school it is our mission to work together to serve the needs of the pupils in our care. The work entrusted to us is to help each pupil to recognise their dignity as a child of God and to help each one to fulfil the potential that God has given them. We do this by providing an education grounded in the gospel values of faith, hope and love; in which pupils can grow in faith; are stretched academically and are given a moral and social awareness that will help them to contribute fully to our school community and to play an active part in society both now and in the future. In this way we work for the common good and to build up God's kingdom.



Excellence at St Bernadette's

A commitment to excellence from all and for all is a key feature of our school. Our fundamental belief is that children will succeed when learning in a happy, challenging and safe environment where there is mutual respect for all in the community. Our St Bernadette's Excellence Wheel has been the vehicle to move our Excellence agenda forward.



At St Bernadette's we are committed to providing an education which enables every young person to have a positive relationship with:

- **Themselves** - A St Bernadette pupil is confident, independent and positive.
- **Others** - A St Bernadette pupil is respectful, supportive and fair.
- **Faith** - A St Bernadette pupil is active, loving and trusting.
- **Learning** - A St Bernadette pupil is committed, determined and enthusiastic.
- **Their future** - A St Bernadette pupil is ambitious, prepared and responsible.



Job Specification

To monitor and report on whole-school attendance data, analysing data to identify key areas of concern. To work closely with pupils, staff, parents and carers to reduce levels of absence, and act appropriately when persistent absence becomes a safeguarding issue.

Administration

- Ensure daily attendance registers are accurate and complete, and follow up with staff members about any incomplete data
- Ensure lesson registers are completed and 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 issuing penalty notices to parents
- Maintain accurate records of communications with parents/carers and relevant interventions
- Build and refresh knowledge of the school's MIS and other relevant systems

Monitoring and reporting

- Produce and interpret attendance reports for school leaders, identifying key statistics, reasons for absence and any patterns of concern
- Track attendance of vulnerable groups of pupils and share information with school leaders
- Identify pupils that need additional support to improve their attendance
- Work with school leaders to identify appropriate interventions to improve attendance for particular groups or individual pupils
- 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 pupils
- Provide weekly reports to the Pastoral Team, SLT and Tutors for them to analyse and action
- Analyse individual pupil data to set the agendas for the KS3 and KS4 attendance meetings

Working with parents/carers

- ◆ Coordinate meetings with pupils 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 on the attendance bus, where necessary, to address attendance concerns



Job Specification cont.

Working with parents/carers

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Professional development

- 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

Safeguarding

- 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 or severe absence becomes a safeguarding concern and early help may be required
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school



St Bernadette's is a community of faith



Our identity as a faith community is at the heart of all that we do. We are proud of our Catholic tradition and our partnerships with the Diocese of Clifton, our partner schools in the Aquinas Group and with St Brendan's Catholic College, which provides our Sixth Form. We celebrate each person's unique set of God-given talents and work hard to ensure pupils use them to the full. We were therefore delighted to be recognized as an outstanding Catholic school in our last Section 48 inspection.



Our faith is at the core of our daily life, our interactions with each other and our learning. As a school we come together as a faith community through assemblies, services and masses. We offer pupils opportunities for spiritual growth and development not only through Religious Education lessons but also through trips retreats and school-based activities in our Chapel.

All curriculum areas within the school support and contribute to the faith life of the school. Each faculty has identified how it contributes to the mission of the school, as well as its contribution to Catholic Social Teaching.



Our pupils put their faith into action by helping others and each year raise thousands of pounds for a number of charities. Pupils are also involved in local community initiatives and we are always impressed by their generosity and energy in helping others.





St Bernadette's is a community of learning

St Bernadette's is an ambitious learning community. We want our pupils to make the most of every learning opportunity, have fun in their learning and be scholars. We work hard to provide the best we can for all pupils and we expect them to give of their best, work hard, behave well and take responsibility for their learning. Our pupils achieve well in examinations and make strong progress.

Our curriculum is broad and is designed to ensure that all pupils have the opportunity to achieve their maximum potential. We promote and value traditional subjects while also embracing new technologies.

Pupil groupings vary across subjects and year groups, giving maximum flexibility to accommodate each individual's needs. All pupils are set challenging targets and their progress towards them is closely monitored.

One of our key priorities is to develop pupils' learning through the promotion of scholarship. By promoting 12 aspects of scholarship through our lessons, the reward system and across school life in general, we are seeking to help pupils to become 'St Bernadette Scholars' who are increasingly successful at learning.

We are strongly committed to the growth and development of our staff. A well-established staff development programme is in place, focused on developing individual and collective excellence through expertise, collaboration and action research.



A St Bernadette scholar is					
QUALITIES		SKILLS		APTITUDES	
AMBITIOUS		PRESENTATION		PERSONAL RESPONSIBILITY	
COMMITTED		COMMUNICATION		PROBLEM SOLVING	
DETERMINED		REVISION		ENQUIRING	
ENTHUSIASTIC		ACADEMIC		INDEPENDENT LEARNER	
successful at learning					



What do others say about St Bernadette's?

"A wonderfully stimulating Catholic environment"

Section 48



Listen to Ned, Year 7

<https://youtu.be/HVmxZjVgIek>

"A harmonious atmosphere pervades the school"

Ofsted

"Relationships between teachers and pupils are very positive"

Ofsted

"All pupils benefit enormously from the vibrant Catholic life of the school"

Section 48

"St. Bernadette's remains an outstanding Catholic school and as indicated continues to grow, develop and flourish"

S48 monitoring

"I value the school's ability to meet the needs of children who as individuals possess different skills, attribute and ability, as well as interests. All were motivated to succeed and give their talent"

Parent

"There is a sustained culture of excellence"

External review



Listen to Kelly, Year 11

<https://youtu.be/KVWRAE3g8Ng>



Listen to Bella, Year 7

<https://youtu.be/pFss4WKfSWA>

"Pupils are confident and comfortable in their lessons." They "respond well to instructions and are very obedient."

Ofsted

"School leaders work together enthusiastically to ensure that pupils thrive and develop as confident and responsible future citizens."

Ofsted



How to apply

If, having read about our school, you would like to apply to be the Attendance Officer role at St Bernadette's, please complete the application form and the recruitment monitoring and Rehabilitation of Offenders Act 1974 Disclosure Form.

Application forms can be downloaded from:

- the school [website](#)
- the CES [website](#)

Completed application forms can be emailed to:

recruitment@stberns.bristol.sch.uk

or posted to:

Mrs Nicky Fear
Business Manager
St Bernadette Catholic Secondary School
Fossedale Avenue,
Whitchurch,
Bristol
BS14 9LS

Closing Date: midday 1st July 2024

Interviews: w/c 1st July 2024

St Bernadette's is committed to safer recruitment practices and will conduct social media checks prior to interview and pre-employment checks will be undertaken before any appointment is confirmed.

St Bernadette's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post is subject to Disclosure and Barring Service disclosure.



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