



Attendance Assistant

Campsmount Academy





Recruitment Information Pack

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July 2024

Dear Applicant,

Thank you for your interest in this exciting position of Attendance Assistant, at Campsmount Academy. The successful candidate will have the opportunity to have a positive impact on many young people's lives. Within this application pack you will find a job description and person specification, as well as information on the Academy and how to apply. I would strongly encourage you to visit our Academy website on www.campsmount.com and our twitter account @CampsmountAcad, to see up to date information on life at Campsmount.

The successful applicant will be assured of a well-considered induction to the academy and support for your own professional development. We are looking for a person who is fully committed to making a difference, who has energy and determination, and wants to be part of a school where all staff work relentlessly to ensure that all students achieve their full potential.

'[At Campsmount] A new culture of respect, tolerance and ambition has been established. Pupils consistently behave well and show pride in their appearance and in their work. Pupils have good relationships with staff, and they are keen to learn.' (OFSTED, 2023).

Campsmount is a happy, ambitious, inspirational and inclusive place where students and staff enjoy learning together. We learn through clear coaching models and inquiry, and many staff take advantage of our aspiring leaders programme, various NPQs and even Associate Assistant Principal secondments. These are just some examples of professional development features that enable use to reach of vision form staff and students; 'Creating the best version of you today, for success tomorrow.' This vision is built on our four core values of Ambition, Responsibility, Integrity and Pride.

We hope that you feel Campsmount will be the right school for you, and you intend to apply for the role. We believe that it is a great place to work and that you will find this role rewarding and enjoyable.

Yours faithfully,



Ian Midgley
Principal

Ian Midgley Principal
Email: cwalsh@campsmount.com
www.campsmount.com

Our Vision:
'Truly great students in truly great schools'



Introduction to Campsmount

Campsmount is situated in the village of Norton, approximately 10 miles North of Doncaster on the border of West and North Yorkshire and with easy access to both the A1 and the M62. Our catchment area includes Norton and the ex-mining communities of Askern and Campsall, with students also travelling from more rural communities in North, West and South Yorkshire.

Our Academy benefits from a very attractive site which comprises excellent sports facilities, including floodlit all weather courts. In 2012, we moved into our superb new building that provides outstanding facilities for staff and students.

Campsmount is an Academy within Leger Education Trust. We are committed to providing a high quality education for students, regardless of ability, and we offer a wide range of learning experiences that will inspire, engage and motivate all learners, leading to success and achievement.

As an Academy, we are committed to becoming a 'truly great school' in every aspect and we believe that quality teaching first will ensure students make excellent progress. We pride ourselves on the atmosphere and ethos around the Academy. Our expectations of our students and also ourselves are high, and as a result we are looking for a particular individual who can meet these expectations.



Trust Visions and Values

Our Vision

Truly great students in truly great schools

Our Mission

A high-quality learning experience that fulfils all students' potential, shapes their individual character and allows them to thrive.

Our Vision

Truly great students in truly great schools

Our vision is simple... we want to nurture all our students to be amazing young people who are ready to thrive and shape our world. Through excellent teaching, leadership, governance and parental support we will achieve this together and, as a result, have schools of which we can all be proud.

A truly great student in our Trust embodies each of our four values; they take pride in their actions, have high ambitions for themselves and others, take responsibility and demonstrate integrity in everything they do.

Our Mission

A high-quality learning experience that fulfils all students' potential, shapes their individual character and allows them all to thrive

To achieve our vision, we will provide all students in all our academies with a high-quality learning experience, every lesson, every day, which focuses on developing their unique character. The Trust culture will ensure that students are happy, safe, positive and the needs of every individual are met.

All students will have a voice in their education and their future. This experience will foster independence, a sense of community and an appreciation of sustainability and the environment in which they live.



Pride

We are the champions of our students, our Trust and our people

We do our best at all times and present ourselves positively and respectfully. We promote everything that is great, celebrate our schools and we believe in the contribution of every individual



Ambition

We challenge ourselves to innovate and do better every day

We set the highest of standards for ourselves and others and we are outward facing and life long learners. We genuinely show that we want the best for all and are always eager to embrace self development and improvement



Integrity

We operate with honesty, transparency, and serve our community

We have a clear moral awareness and appreciation of how our actions impact on those around us. We care for each other and promote altruistic behaviours



Responsibility

We act responsibly, take ownership for our actions and care for each other

We know how to achieve our goals and demonstrate the initiative and independence to reach them. We embrace challenges and persevere when things get difficult. We become role models for others whilst valuing and celebrating diversity

The Application Process

Further details about Campsmount Academy can be found on the school website: www.campsmount.com and also the twitter feed @CampsmountAcad

To complete an application please click on the link below (this will open up an online form via the 'My New Term' website):

<https://mynewterm.com/jobs/138116/EDV-2024-CA-56651>

A telephone call will be made to shortlisted candidates, followed by an email detailing the interview process.

If you have not heard from us within 2 weeks of the closing date, please assume your application has been unsuccessful.

Written references will be sought on all short-listed candidates before interview.

Closing Date: Friday 12th July at 09.00

Interviews will be week commencing 15th July 2024

*We reserve the right to close advertisements early. Advertisements will therefore close at noon, either on the advertised closing date, or the day the decision has been taken to close the advertisement early.



Attendance Assistant

Salary Scale: Grade 5

Role Type: Full Time Permanent – 37 hours per week, Term Time plus 2 days

Required from: September 2024

Campsmount is a successful 11-18 Academy situated in a semi-rural area on the outskirts of Doncaster and benefits from an attractive site and fantastic modern facilities. The Academy has moved from a Single Academy in 2018 to a Sponsor Multi Academy Trust with currently five individual Academies and a clear growth plan.

Required from September 2024, the Academy Local Governing Body are seeking to appoint an enthusiastic Attendance Assistant. The ideal candidate will work with key school staff, along with parents and carers to support attendance, reduce levels of unauthorised absence and promote academy wide attendance and punctuality strategies to meet our target of 97% attendance.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

For further details and application form please visit the vacancies page of our Academy Website;
www.campsmount.com

Application forms must be received by the closing date of:

Friday 12th July 2024 at 12 noon



Job Description

Job Title:	Attendance Assistant
Grade of Post:	Grade 5
Hours of Work:	37 hours per week term time plus 2 days. Hours to be agreed to discharge duties of this role as required
Responsible to:	Assistant Headteacher – Behaviour and Attendance
Job Purpose:	<p>To raise attendance, improve punctuality and reduce unauthorised and persistent absence.</p> <p>To work with key school staff, the Inclusion Team and parents/carers to support attendance, reduce levels of unauthorised absence and promote academy wide attendance and punctuality strategies to meet our target of 97% attendance.</p> <p>All employees contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to appropriate Child Protection Procedures.</p>
Location:	Campsmount Academy

To help manage the SIMS attendance data systems and maintain accurate, up to date information with appropriate confidentiality.

Attendance, registration and absence

- Ensure that all registers are maintained with complete accuracy on a daily basis and available for scrutiny by all appropriate persons.
- Ensure up to date registers within the Star Centre, Isolation Room, Special Needs Department and for visits and other off site activities.
- Communicate with, and ensure accurate recording of attendance for students attending Alternative Provision, Placements and other external Educational Establishments.
- Maintain a link with families through first day calls and ensure all records are kept up to date.
- Answer the school direct dial line for attendance and keep records of calls and reasons for absence.
- Oversee any latecomers to the academy.
- Communicate with staff regarding missing/incomplete/inaccurate registers.
- Process all student leave of absence applications and letters.
- Ensure that any unobtainable contact numbers as highlighted by the first day absence calling system are investigated and corrected as necessary.

Improving attendance

- Develop positive relationships between parents and students to encourage strong rates of attendance.



- Contribute to the ongoing tracking and recording of attendance interventions.
- Promote Whole school Attendance strategy including aspirational targets and rewards.

Monitoring attendance

- Respond to requests for data (weekly, each term, on request) from the Senior Team, AC's, SENCO, form tutors and the LA Learner Engagement Service and support with the interpretation of data.
- Provide data for all groups and categories of students and attend review meetings when required.
- Prepare attendance data for display and keep up to date displays around the school.
- Regularly check the data on the system for omissions and errors and update as necessary.

Miscellaneous

- To participate in the process of annual review.
- To be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- To co-operate with the employer on all issues to do with Health, Safety and Welfare.
- To undertake appropriate training as required in order to be able to undertake the duties and responsibilities that are required.

Hours of work to be 37 hours per week term time only – working hours to cover the school day

The duties and responsibilities given above should be regarded as neither exhaustive nor exclusive, as the Post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

All posts at the school are subject to a six month probationary period. Confirmation of the position is subject to satisfactory completion of this period.

This job role sits alongside the requirement for staff to abide by all school policies and relevant national and local requirements including terms and conditions and national standards. This job profile is not exhaustive and the post holder may be required to undertake other duties as necessary and appropriate.

Note: This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed.



Person Specification Attendance and Welfare Officer	Essential	Desirable	How Assessed
Qualifications			
Good standard of education including literacy and numeracy qualifications	✓		Application form and at interview
3 GCSEs (grade C or above) or equivalent including English and Maths	✓		Application form and at interview
Qualification in the use of Microsoft Office Software packages		✓	Application form and at interview
Relevant academic or professional qualification e.g. a degree in social and human sciences, social work or education		✓	Application form and at interview
Willingness to obtain and / or enhance qualifications and training for development in the post	✓		Application form and at interview
Experience			
Knowledge of education sector (Secondary)		✓	Application form and at interview
Experience of working with learners and parents/carers to improve outcomes e.g. for attendance, welfare	✓		Application form and at interview
Experience of engaging with learners and their families who have faced challenges		✓	Application form and at interview
Experience of working collaboratively with multi-agency professionals (e.g. health, social care) and community support groups to improve outcomes for young people		✓	Application form and at interview
Good working knowledge and experience of Microsoft Office applications	✓		Application form and at interview
Knowledge/experience of child protection policies and procedures and KCSIE	✓		Application form and at interview
Personal and Professional Skills and Attributes			
Patient and persistent	✓		Application form and at interview
Tactful, respectful, and sensitive to the needs of others	✓		Application form and at interview
Enthusiastic with a positive and optimistic outlook and a sense of humour	✓		Application form and at interview
Committed to excellence	✓		Application form and at interview
Ability to establish relationships with internal and external stakeholders	✓		Application form and at interview
Ability to work effectively as a member of a team and display excellent interpersonal skills	✓		Application form and at interview



First class communication skills on all levels	✓		Application form and at interview
Highly organised, motivated and enthusiastic	✓		Application form and at interview
High professional and personal standards	✓		Application form and at interview
A commitment to working to strict deadlines	✓		Application form and at interview
Willingness to play a part in the wider life of the Academy	✓		Application form and at interview
Other			
Full UK driving licence	✓		Relevant documentation

Leger Education Trust will require the appointed candidate to gain satisfactory relevant background checks in accordance with safer recruitment guidelines; this will include an Enhanced (with Barred) Disclosure check.

