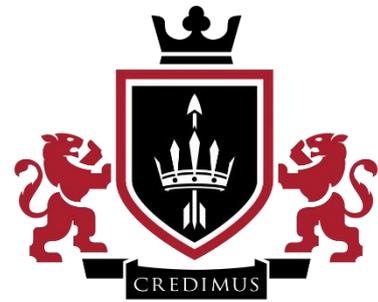


Recruitment Pack



KING'S LEADERSHIP
ACADEMY BOLTON



Attendance Officer

Full Time - Term Time + 1 Week

Deadline: 16th August 2021

Shortlisting: Week of 16th August 2021

Interviews: Week of 16th August 2021

Contents

1. Welcome Letter from our CEO	2
2. Principal Welcome	2
3. Our Mission	3
4. Starting a Career at King's	3
5. Application and Interview Process	4
6. References and Pre-Employment Checks	4
7. Job Advert	5
8. Job Description	5
9. Person Specification	7
10. Great Schools Trust Safeguarding Policy	8
11. Contact Details	9

1. Welcome Letter from our CEO

Thank you for your interest in a position within the Great Schools Trust family of Schools. The Great Schools Trust is an education charity that has a proven track record of successful school start up and improvement whilst transforming the lives of children and young people through our unique values driven approach to education.

You will be joining a values driven, highly innovative, inspirational and ambitious organisation, so we are seeking an outstanding candidate who can realise the highest possible quality of services to support our educational vision, strong leadership and effective support to colleagues, to enable the trust to achieve the best possible outcomes for students. This is an exciting and very rewarding role and we look forward to receiving your application.

Yours faithfully

Sir Iain Hall
CEO

2. Principal's Welcome

Welcome to King's, a non-selective free independent school in the state sector that is providing a world class education for the young people of Great Lever. King's Leadership Academy Bolton is founded on international research and traditional values with a huge focus on leadership and academic development.

Our vision is "To develop in each of our student the academic skills, intellectual habits, qualities of character and leadership traits necessary to succeed at all levels and become successful citizens in tomorrow's world".

At King's we believe every child can succeed and that great teaching is the key to that success. This sentiment is reflected in our motto, 'Credimus', which translated from Latin literally means we believe.

We believe in appointing only the very best teachers and staff who are committed to serving the students and parents of this community. We believe in having the highest expectations of ourselves and our students as well

as accepting no excuses for underperformance. We believe that our school exists to shape the life chances of all our students in order that they can attend the best Universities or places of employment in the years to come. We believe in fully supporting our students throughout their education.

King's is unique, in that we have developed a highly personalised approach to our provision and teaching. Our smaller class sizes and year groups afford us tremendous opportunities to truly nurture and develop the academic and creative talents in all our students.

As Principal, I am privileged to be part of such a fabulous team of staff who are 'mission driven' in their goal to ensure that the education provided here is second to none. I welcome you to the Academy and hope that you find the information in this pack informative.

Mr D Crosby
Principal

3. Our Mission

Providing a strong academic education is at the heart of what we do. King's Leadership Academy has immense strengths in all areas of the curriculum, and we are fortunate enough to be fully staffed by highly qualified teachers who are excited and passionate about their subjects. Our teachers possess the skills to inspire, motivate and lead our students to life-long success.

Our 'mission board' proudly states that King's Leadership Academy is a place where students' aspirations become reality. We believe that each and every one of our students has distinct potential and ensuring that they fulfil their potential is not only our challenge but our commitment.

Aristotle once told his students that the pursuit of excellence had to become their way of life if they were to succeed. Occasionally achieving excellence was, for him, not enough. He wanted his students to strive for excellence each and every day of their lives.

At King's we believe that this advice, given over two thousand years ago, still holds true today and is a good guide to the achievement of both academic and personal success. As an Academy we do not settle for anything but the best for each of our students.

4. Starting a Career at King's

About 2350 years ago a teacher coined the phrase 'excellence is a habit'. By this he meant that for anyone to succeed then the pursuit of excellence must become a way of life for them. Not occasionally, not sometimes but every day of their lives. That teacher was Aristotle and it is his philosophy that underpins everything we do at King's Leadership Academy Bolton.

King's Leadership Academy Bolton was formed in September 2019 with its inaugural cohort of 180 Year 7 students and 24 staff. We are now recruiting for our next group of exceptional teachers to help deliver the world class education our students deserve. Within 5 years the school will hold 900 students and we are looking for forward-thinking educators who share our core beliefs and values to build on the impressive start we have already made.

We are looking for ambitious and motivated individuals at all stages in their careers to form part of the King's family. You will need to have strong understanding of the science of how children learn, a drive to improve your own practice, have the highest expectations in all you do and a wish to create, and take ownership of, new systems at all levels of school life. Most importantly, we are looking for people with a passion for their subject and who care deeply about children.

5. Application and Interview Process

After the closing date, short listing will be conducted by a Panel. You will be selected for interview entirely on your letter of application so please read the Job Description and Person Specification carefully before you write your letter of application.

Candidates who are not currently employed by the trust

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement etc. dated within the last 3 months)
- Where appropriate any documentation evidencing change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

6. References and Pre-Employment Checks

We will seek references for candidates once the position has been offered and we may approach previous employers for information to verify particular experience or qualifications before interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- List 99 check
- Section 128 Check
- Satisfactory DBS Disclosure
- Verification of professional status such as QTS Status, NPQH (where required)
- Completion of Employee Health Declaration
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

7. Job Advert

Job Title:	Attendance Officer
Date posted:	16 th August 2021
Contract type:	Fixed – One Year - Required from September 2021
Salary:	£19,196 p.a – Term Time + 1 Week (negotiable)
Working Pattern:	Full Time
Base:	King's Leadership Academy Bolton
Reports to:	Pastoral Lead

King's Leadership Academy Bolton is a highly successful, over-subscribed Academy, based in the Great Lever area of Bolton. In order to support the growth of the King's Leadership academy Bolton, the trust is seeking a talented Attendance Officer.

Whatever your previous experience, the trust will ensure that, if appointed, this post is the right one for you, with real prospects of professional development and personal satisfaction. For further enquiries and to send completed application forms, please email s.baglow@kingsbolton.com.

8. Job Description

JOB PURPOSE:

To support the Principal in the effective operation of all aspects of the school office.

SPECIFIC RESPONSIBILITIES:

- To co-ordinate and manage the work of the Attendance Team.
- To monitor Academy attendance data on a daily basis.
- To organise and arrange interventions with regards to attendance.
- To support the Head of Pastoral / Senior Mill Tutors
- To carry out first day contact with parents/carers to inform them of their child's absence. Advise relevant teams, Mill tutors etc of reasons for absence and concerns
- To issue and track correspondence with parents regarding attendance concerns in line with the Academy policy
- To liaise with Team around the Child, Head of Pastoral and Family Support Worker to promote high attendance
- To organise, attend and monitor home visits in order to promote high attendance and develop positive relations with parents
- To monitor late students and issue exit passes to students leaving school for appointments in order that internal truancy is minimised and punctuality is promoted
- Provide a pastoral support service for students on a one-to-one and group basis to support students experiencing barriers in their learning
- To meet with parents to discuss attendance and put a support plan in place in order that students achieve at least 97% attendance
- To meet with external agencies to obtain support with difficult attendance issues and Social Services for advice on sensitive issues
- To work alongside the Early Intervention Team in processing complex or Child Missing in Education cases
- To meet with parents and families regarding holiday absence
- To process penalty notices to the local authority for persistent absentees

- To follow and amend the Academy attendance policy where appropriate
- Keep accurate, clear and concise records of all interventions and consultations and update information on the school's attendance system
- Maintain a good working knowledge of the statutory framework and any policies and procedures relating to school attendance, child employment, child protection and special needs etc. in order to be able to offer informed advice to parents, school staff and others
- To complete termly official returns on attendance
- To report attendance for individual students in the cases of dual coding / LAC / managed moves
- To coordinate Attendance Holiday School programmes alongside the TAC team
- Work on initiatives which raise the awareness of the whole school community on the importance of good school attendance.
- To be aware of Operation Encompass and be the person to discuss Encompass matters
- To provide regular attendance information to the relevant departments, the Senior Leadership Team and to the Local Advisory Council if and when required. Disseminate information, both internally and externally, in a timely fashion.
- To contribute to the behaviour management of the school appropriately
- To aid in the safeguarding of students by assisting with regular duty points
- To organise visits from the school
- To comply with GDPR at all times
- To carry out any other duties as directed by the Principal commensurate with the general level of responsibility of the post. Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing school which requires flexibility in all of its employees.
- The post holder will be subject to performance management objectives agreed annually.

The afternoon post holders' position will also include the following responsibilities:

- To assist the kitchen team with daily set up of the refectory for both lunch time sittings
- To assist the kitchen team with any front of house queries over lunch time

SAFEGUARDING CHILDREN AND YOUNG PEOPLE:

King's Leadership Academy Bolton is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Other responsibilities

Contribute to the wider life of the Trust, it's schools and its community through out of hours and partnership work. To carry out any such duties as may be reasonably required by the Principal or Chief Executive.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. This job description is current at the date shown but, in consultation with the post holder, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

This appointment is with the Local Advisory Council of the School, with the Trust as employers. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Contract'

9. Person Specification			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview /Task
QUALIFICATIONS				
1.	Degree level qualification	D	✓	
2.	Level 3 qualification (NVQ level 3 or A level)	D	✓	
3.	GCSE in English and Maths at Grade C or above	E	✓	
EXPERIENCE				
4.	Working in a school office environment	E	✓	✓
5.	Working with children in a secondary school or other setting	D	✓	✓
6.	Experience of using a range of school's computer software packages and systems	D	✓	✓
7.	To have experience of using initiative to enhance performance.	D	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
8.	Ability to maintain positive relationships with students, parents and staff	E	✓	✓
9.	Ability to work effectively within a team	E	✓	✓
10.	Demonstrate the ability to develop, implement and maintain quality administrative services to customers.	D	✓	✓
11.	Demonstrate the ability to research, locate, select and analyse information to support decision-making and audit compliance.	E	✓	✓
12.	Demonstrate the ability to plan, develop, organise and prioritise your work to meet deadlines and changes in priority			
13.	Ability to communicate effectively in relevant community languages	D	✓	✓
14.	Good ICT skills for word-processing, use of learning software and accessing on-line resources	E	✓	✓
15.	To demonstrate the ability to handle cash and be able to accurately record and monitor payments in line with financial procedures.	D	✓	✓
16.	An awareness of relevant legislation/good practice relating to schools, particularly safeguarding	D	✓	✓

17.	To have the ability to assist in the co-ordination of activities and resources and have the ability to help to organise events, school trips etc.	D	✓	✓
PERSONAL QUALITIES				
18.	A passionate belief in the school's mission statement	E	✓	✓
19.	A strong belief in the value of education in developing exemplary British citizens	E	✓	✓
20.	Highest levels of professional and personal integrity	E	✓	✓
21.	A strong commitment to inclusion and overcoming barriers to learning and achievement	E	✓	✓
22.	Personal resilience, persistence and perseverance; and a strong work ethic	E	✓	✓
23.	Commitment to undertaking additional training where required	E	✓	✓

10. Great Schools Trust Safeguarding policy

The Trust is committed to Safeguarding and Promoting the Welfare of all of its students. Each student's welfare is of paramount importance. We recognise that some children *may* be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. Whilst at the Academies, their behaviour may be challenging. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all of our students.

The Trust's Child Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.

'Everyone in the education service shares an objective to help keep children and young people safe by contributing to:

- provide a safe environment in which children can learn.
- identify children who may benefit from early help. Early help means providing support as soon as a problem emerges at any point in a child's life, from the foundation years through to the teenage years.

DFE: Keeping children safe in education 2019

The Trust pays full regard to 'Keeping children safe in education'. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and, where appropriate, undertaking List 99 and DBS checks.

Safeguarding Children & Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

- Candidates should be aware that all posts in The Great Schools Trust involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
- Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as “spent” must be declared.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about any disciplinary offence, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
- Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

11. Contact Details

King’s Leadership Academy Bolton
Lever Edge Lane
Great Lever
Bolton
BL3 3LA

Phone: 01204 937130

Email: info@kingsbolton.com

Web: kingsbolton.com