



# **Kendrick School**

# **Support Staff Application**

# **Pack**

**Student Welfare and Attendance Officer**

**CLOSING DATE: Wednesday 30<sup>th</sup> September 2020 (midnight)**

**INTERVIEW DATE: to be confirmed**

*We reserve the right to close the application process early if a suitable applicant applies and is appointed*

# Letter from Mr Simmonds, Acting Headteacher

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Dear Applicant

It is my great pleasure to welcome you to **Kendrick School**. Thank you for your interest in our Student Welfare and Attendance Officer vacancy.

Kendrick School is an 11-18 selective girls' school with academy status. Since 2003 Kendrick has enjoyed the benefits of being a specialist school in Science, Mathematics and Languages; this ethos of specialism is reflected across all subjects including English, the Arts and Humanities, Music and Drama, Computing and Technology. In **February 2011 Kendrick became an Academy**.

Kendrick has an impressive record of the highest academic standards and achievements and is acknowledged as being one of the very best state schools in the country; **it is a centre of excellence for girls' education** and an outstanding school. In the last three years, Kendrick has been acknowledged by the Department for Education as being in the **top 1% of schools in the country** in terms of progress of students between KS2 and KS4, **using the Progress 8 measure**.

Kendrick is a **forward looking school and grasps the opportunities** that present themselves. A **love of learning** is at the heart of Kendrick with a strong emphasis on high quality teaching. The curriculum is organised to meet the needs of all students and is regularly reviewed. All **staff are hardworking and dedicated** to the school; teaching staff are specialists and experts in their field and are committed to achieving the best for their students. **Students are bright, enthusiastic and curious and have a love of learning**.

As an outstanding school, **Kendrick seeks to work with other schools and organisations** and to this end we have excellent relationships with secondary and primary schools within the local area and beyond. **Kendrick actively pursues partnerships with educational establishments as well as with local businesses**. These associations benefit the students of Kendrick and also enable us to share the good practice and opportunities we have with other schools and students in Reading. Currently Kendrick is a hub school in the **Science Leadership Partnership** in the West of England and provides support and expertise to schools in the teaching of Science. Kendrick is also part of the **Reading Teaching School Alliance** with Churchend Primary Academy.

As well as the formal curriculum, students at **Kendrick enjoy a rich and varied extracurricular education**. The **House System** provides opportunities for healthy competition with numerous annual house events which are key activities in the school year. Many of the House events are coordinated by the **Kendrick Student Leadership Team and House Captains** who work energetically with staff to support this vital community aspect of the school. **School Council** is an active student leadership group which discusses and drives change for the students.

Underpinning all that goes on at Kendrick is the superb **Kendrick Community Spirit**. There are **excellent relationships between staff and students**. Staff give generously of their time and are rewarded by the commitment and dedication of the students. This unique school community is supported by an **expert governing body** and an active parents' association, the **Kendrick Parents' Society**. Any day at Kendrick is busy, fun and enjoyable!

Currently Kendrick is going through an expansion process. Having been successful in the government's Selective School Expansion Fund (SSEF), Kendrick School will be taking an additional 32 students into Year 7 in September 2020 and a further 32 students in Year 7 for the next four years until 2024. The additional 32 places are prioritised for Pupil Premium students (PPG) and students in the Reading area, called Priority Area 1 in our admissions process. *Link to Admissions policies*

As the Headteacher of Kendrick, my vision is to **lead, inspire and make a difference to the lives of girls and young women**. I believe passionately in girls' education and know that Kendrick School affords its students the very best education there is. My commitment to the school is to safeguard the core values on which the school is based, extend the excellence of the school and always grasp the opportunities to secure its future.

**Mr Nick Simmonds**  
**Acting Headteacher**

# Student Welfare and Attendance Officer – Job Description

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<b>Reports to:</b>	Administration Manager
<b>Grade/Pay Scale:</b>	Band 7, Point 11-17. Actual salary - £17,991 pa (FTE-£21,748pa)
<b>Employment Status:</b>	Term Time only plus one week in the summer holidays and INSET days
<b>Hours of Work</b>	35 hours per week, Monday to Friday 8am to 3.30pm

## JOB PURPOSE

- To maintain accurate manual and electronic attendance records on behalf of the school and to ensure that school targets for attendance, lateness and persistent absence are met.
- To identify and implement intervention strategies to address and continually improve individual attendance and punctuality
- To be the Lead First Aider assessing the medical and welfare needs of students and staff
- To be part of a team providing support and advice to students across all year groups with issues such as social, emotional, behaviour and attendance.
- To provide administrative support and advice to the Safeguarding Team and the SEND Coordinator

## MAIN ACCOUNTABILITIES

### Attendance

- Responsible for the organisation and management of a high quality electronic attendance system.
- Ensure all registers are completed and no missing marks remain.
- To inform the Headteacher immediately if attendance falls below 95%
- To produce an immediate up to date report on notice of an OFSTED inspection to hand to the inspectors on arrival.
- Ensure all unexplained absences are accounted for contacting parents/carers as required and escalating to the Admin Manager when necessary.
- To input timely information (e.g. exams, trips, sporting events etc) to keep staff updated.
- Undertake a range of administrative activities on a project basis to support excellent attendance.
- To monitor the attendance of vulnerable groups of students and liaise with pastoral staff.
- To provide training and support to staff in the use of the relevant systems.
- In collaboration with others, set and regularly review attendance targets
- Print off registers/absence lists in the event of emergencies
- Provide accurate and timely monitoring reports for staff, governors and the EWO.
- To ensure accurate attendance records are available to support the school census
- Access emails and voicemail to update the register with student absences logging reasons for absence.
- Sending first day response message for absent students and updating tutors on findings.
- Produce weekly and termly reports using SIMS on absence and lateness for the Headteacher.
- Ensure the school complies with DfE legislation regarding attendance.
- Be familiar with new regulations, initiatives and communicate these to staff.
- Encourage positive responses between parents and students with regard to the attendance policy.

### Student Wellbeing Team

- Be part of a team providing emotional support and advice to students, escalating to the TLC if required.
- To use a triage system to identify important or urgent issues and ensure they are escalated appropriately to the relevant support services.
- Prepare a pastoral plans for students who are returning to school after a prolonged absence.
- Manage the appointments and waiting lists of the school nurse and No 5 counsellor. Complete referral forms when referring a new student to the school nurse and send using encrypting software.
- To collate information with regard to the attendance of students who may be experiencing attendance difficulties in order to inform school, Education Welfare and parents/carers.

- To work with identified individual and groups of students, using regular attendance checks and contact with parents/carers and students to improve levels of attendance, liaising with other staff.
- To enhance the work of the Pastoral Team by contributing to whole school attendance strategies and systems.
- To coordinate, monitor and take action on transition forms for new students into the school.
- Provide administrative support and advice to the SEND Coordinator and the Safeguarding Team.

#### Medical (Lead First Aider with support from a small team)

- To assess first aid problems presented by students and staff, taking appropriate action in the event of an emergency and communicating with staff and parents as necessary.
- To be responsible for administering and storing prescribed medication for students ensuring medication is in date and parental consent is obtained and recorded.
- To liaise with parents and previous schools in order to assess medical needs of new students.
- To liaise with trips leaders regarding medical needs of students.
- To advise on general health matters and communicate to staff and parents as appropriate.
- To network with external health agencies on a regular basis.
- To coordinate, administer and maintain Individual Health Care Plans for students with specific medical needs.
- To prepare risk assessments for students who are in school after an injury which impacts mobility, hearing or sight and agree an personal emergency evacuation plan.
- To make arrangements for vaccination sessions as appropriate.
- To keep an up to date accident record book, including details of injuries and make any required RIDDOR reports for accidents at work
- To be responsible for maintaining stocks and ordering medical supplies and equipment
- To keep an accurate list of all staff accredited with First Aid at Work, together with dates of expiry, and arrange training to ensure that an appropriate number of staff for all areas of school are trained in these skills.

## Person Specification

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#### An enhanced DBS clearance is an essential requirement

	Selection Criteria	
	Essential	Desirable
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Educated to at least GCSE Grade C standard or equivalent in English and Mathematics</li> <li>• Experience of working in a student support position or working with children and young people</li> <li>• Excellent administrative skills</li> <li>• First Aid qualified or willing to undertake training</li> </ul>	<ul style="list-style-type: none"> <li>• Qualification in work linked with children and young people</li> <li>• Work within an education or social care setting.</li> <li>• Previous work with young people and families</li> <li>• First Aid qualification</li> </ul>
<b>Knowledge/Skills</b>	<ul style="list-style-type: none"> <li>• The desire to see every child reach their highest possible outcome</li> <li>• Excellent communication and interpersonal skills with both adults and children.</li> <li>• The ability to remain calm and composed under pressure</li> <li>• ICT competent and be able to produce and analyse data for reports</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of SIMS software package</li> <li>• Knowledge of attendance regulations</li> <li>• Awareness of Safeguarding issues</li> </ul>

	<ul style="list-style-type: none"> <li>• Be able to prioritise tasks and to be able to show initiative with dealing with day to day situations.</li> <li>• Problem solving skills and the ability to apply diplomacy and tact when appropriate.</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Confident and professional</li> <li>• Caring and supportive</li> <li>• Ability to show initiative and work under pressure</li> <li>• Able to work flexibly to support others and respond to unplanned situations</li> <li>• Able to work constructively as part of a team</li> <li>• Able to appropriately deal with confidential information</li> <li>• Efficient and meticulous in organisation</li> <li>• Desire to enhance and develop skills and knowledge through CPD</li> <li>• Commitment to the highest standards of child protection</li> <li>• Recognition of the importance of personal responsibility for Health &amp; Safety</li> <li>• Commitment to the school's ethos, aims and its whole community</li> </ul>	

## Safeguarding at Kendrick School

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At Kendrick we believe that every student has, at all times and in all situations, a right to feel safe and protected from any situation or practice that results in a student being physically or psychologically damaged.

As a consequence:

- We accept that all staff are an integral part of the student safeguarding process
- We accept totally that safeguarding students is an appropriate responsibility for all staff and the Governing body and wholly compatible with pedagogic responsibilities
- We recognise that safeguarding children in this school is a responsibility for all staff including volunteers and the governing body
- Will ensure that all staff in the school are aware of the possibility that a student is at risk of suffering harm, and know how to report concerns or suspicions
- Will designate a senior member of staff, the Headteacher, who is responsible for coordinating action within the school and liaising with other agencies
- Will safeguard the welfare of children whilst in the school and take positive measures to address bullying
- Will share our concerns with others who need to know and assist in any referral process
- All staff are given training every three years (training took place September 2014)
- New staff receive training within one month of joining Kendrick

### Safer Recruitment Policy

The Headteacher and Governors of Kendrick School are aware of their responsibility for appointing appropriate teaching and support staff, ensuring that all staff have the health and qualifications for the post and are proper and fit persons to be in charge of children and young people.

Kendrick School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To assist in this, the school follows a formal recruitment procedure for the employment of all staff and adheres to the guidelines outlined in the 'Safeguarding Children: Safe Recruitment and Selection' (2009) and the school's Child Protection Policy and the Keeping Children Safe in Education Guidance (2016).

We believe that all students, regardless of age, special needs or disability, racial/cultural heritage, religious belief and sexual orientation have the right to protection from all types of harm and abuse. This policy will operate in conjunction with other related policies and procedures, such as whole school policies on Bullying and Equal Opportunities.

Our approach to child protection is based on, and reflects the current principles recognised in UK legislation, including those around maintaining confidentiality and reporting concerns about students likely to suffer significant harm to the child protection agencies.

We encourage the students in our care to raise any concerns that they might have and ensure that these are taken seriously.

We are committed to working in partnership with parents; child protection agencies and diverse communities, to continuously develop and improve the Safeguarding Culture within our school.

Our robust approach to safeguarding and promoting the welfare of our students aims to help keep students safe and importantly equip them to tackle the challenges and opportunities of daily life with renewed confidence and vigour.

### **Individuals who have lived or worked outside the UK**

Section 114 of the Keeping Children Safe in Education states that individuals who have lived or worked outside the UK must undergo the same checks as all other staff in schools or colleges. In addition, schools and colleges must make any further checks they think appropriate so that any relevant events that occurred outside the UK can be considered. These further checks should include a check for information about any teacher sanction or restriction that an EEA professional regulating authority has imposed, using the NCTL Teacher Services' system. Although restrictions imposed by another EEA regulating authority do not prevent a person from taking up teaching positions in England, schools and colleges should consider the circumstances that led to the restriction or sanction being imposed when considering a candidate's suitability for employment.

At Kendrick School, we seek to ensure that Overseas Criminal Checks are completed on all new starters who have worked or lived overseas for more than 3 months since the age of 18. In addition, every new starter is checked on the NCTL Teacher Services system for the following:

- Teachers who have failed induction or probation
- General Teaching Council for England (GTCE) sanctions
- Teachers and others prohibited from the profession
- Teachers sanctioned in other EEA member states
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## **How to apply**

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- Please complete the [application form](#) using the guidance notes below. CVs will not be accepted as a method of application.
- Please also complete the [Declaration of Convictions form](#). Applications cannot be considered without a completed form.
- Send both completed forms to [aemberson@kendrick.reading.sch.uk](mailto:aemberson@kendrick.reading.sch.uk) by the closing date.
- Receipt of application will be acknowledged by email.
- We will only contact you again if you are shortlisted for interview.

## **Guidance notes on completing the application form**

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(Only the sections marked with an asterisk (\*) will have guidance notes below)

### **Personal Details**

Please enter your personal details fully so we may contact you about your application

Right to work in the UK: In accordance with the Asylum and Immigration Act 1996, the successful applicant will be required to provide documentary evidence of legal entitlement to live and work in the United Kingdom.

Teacher reference number: This should be completed as it will be used to verify Qualified Teacher Status and ensure you are not barred from teaching or subject to an interim prohibition order. If you are a NQT we recognise that you may not have received your teacher reference number at the time of application.

## References

Please give the names and addresses, both postal (and e-mail if available) of two referees. If you have been or are employed, the first referee should be your current or most recent employer. If this employment has been within a school, this will be your head teacher. If you do not name your current/most recent head teacher as a referee please expect to be questioned about the reason for this prior to interview.

**Newly Qualified Teachers:** NQTs should name a college principal as their first referee and an appropriate representative at the school where they undertook their final or most recent teaching practice as their second referee. Please be aware that if you are currently or have previously worked with children, on either a paid or voluntary basis, the employer will be asked if there are any disciplinary offences relating to children, including any in which the penalty is 'time expired'. They will also be asked if they have any child protection concerns and the outcome of any enquiries or disciplinary procedures.

**Internal Applicants:** Internal applicants should provide the name of one or two referees as stated in the advertisement. One of the referees should be your line manager. However, the Headteacher or Deputy Headteacher cannot be named as a referee.

If you have been unemployed for some time, you should instead, name somebody who knows you well and wherever possible someone able to comment on you in relation to the job for which you have applied. References will not be accepted from relatives or from people writing solely in the capacity of friends.

In line with 'Safeguarding Children and Safer Recruitment in Education', written references will be required for all shortlisted candidates in order that any relevant issues can be taken up at interview. Previous employers may also be approached to verify particular relevant experience or qualifications prior to interview

## Education/Qualifications/Training

Please complete this section as fully as possible and continue on a separate sheet if more space is required. We will require evidence of your higher and/or relevant qualification and may check your qualifications with the relevant awarding body.

## Previous Employment/Activity

Please list all previous employment and activity, excluding education and training. Start with your most recent employment, if different from that stated in the previous section, and list chronologically backwards. Please include all employment, unpaid work, voluntary work and periods away from work such as raising a family. **It is vital that you ensure all dates are provided and no gaps in activity are left unaccounted for.**

## Skills, Abilities, Knowledge and Experience

Pick out those aspects of your experience or skills that are relevant to this post. Explain how your experience, abilities, skills and knowledge match those required for the vacancy as set out in the person specification. Remember to consider experience in previous employment and relevant experience from voluntary/leisure/college activities. Other information should include relevant information particularly related to the school e.g. the curriculum on offer, ethos of the school, etc. Give clear examples where you can in support of your application.

## Disclosure of a Criminal Record

### IMPORTANT

A check as to the existence and content of any relevant criminal record will be requested from the Disclosure and Barring Service (DBS) after a person has been selected for appointment. Refusal to agree to a check being made could disqualify you from being considered for the appointment.

Under the Rehabilitation of Offenders Act 1974, you have the right not to disclose details of “spent” convictions. However, for certain jobs, employers are allowed to ask about these offences. The Rehabilitation of Offenders Act 1974 (Exception Amendment) Order 1986 sets out details of all jobs to which this applies and the job you have applied for is included in the list.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are “protected” and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found in the accompanying Guidance Notes. Please give details of any relevant criminal convictions that you may have. The disclosure of a criminal record may not necessarily prevent you from being appointed. The nature of the offence, how long ago it took place, your age at the time and any other relevant factors may be considered when a decision is made. Please note that some convictions are never considered “spent” under the terms of the Act.

### **Obtaining police checks for period lived outside the UK**

If you have **lived outside the United Kingdom (UK) for a period of more than 6 months within the last 5 years** you will be required to provide a police check from that country to cover that period.

If you are ineligible for a police check in the country you lived in outside the United Kingdom (for example because you were under the age required for police checks in that country, or because you are not a national of that country), or if you are unable to obtain a police check from an overseas country for other reasons, we may accept references from previous places of study or employment in that country. If this applies to you please contact us for further guidance.

Further information regarding obtaining a police check from other countries is available via the [Gov.uk website](#) for guidance on criminal record checks for overseas applicants.

Please bear in mind that some overseas countries will charge for a police check. Information for the different countries and fees involved can be found at the above link.

### **Filtering of Cautions and Convictions**

This section provides guidance on the convictions which do not need to be declared on your application form. Please read carefully before answering this question. Further information is available from:  
[www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service)

The filtering rules (which remove certain old and minor convictions and cautions, reprimands and warnings from a Data and Barring Service (DBS) Certificate) were developed by the Home Office and the Ministry of Justice and introduced with new legislation:

The legislation is:

- Police Act 1997 (Criminal Record Certificates: Relevant Matters) (Amendment) (England and Wales) Order 2013;
- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

### **The Filtering Rules**

For those 18 or over at the time of the offence:

- An adult conviction will be removed from a DBS Certificate if:
  - 11 years have elapsed since the date of conviction; and
  - it is the person’s only offence; and
  - It did not result in a custodial sentence.



Even then, it will only be removed if it does not appear on the range of offences which will never be removed from a certificate, which include serious sexual and violent offences (see Exceptions to the Rules). If a person has more than one offence, then details of all their convictions will always be included.

An adult caution will be removed after six years have elapsed since the date of the caution – and if it does not appear on the list of offences relevant to safeguarding.

For those under 18 at the time of the offence:

- For convictions, the same rules apply as for adult convictions, except that the elapsed time period is five and a half years.
- For cautions, the same rules apply as for adult cautions, except that the elapsed time period is two years.
- Exceptions to the Rules

Some offences will never be removed from a DBS Certificate. These include the most serious sexual and violent offences. You can view this specified list of offences:

[www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check](http://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check)