



Kendrick School

Support Staff Application

Pack

Attendance and Student Welfare Assistant

2 ROLES - JOB SHARE

CLOSING DATE: 9am Friday 4th February 2022

INTERVIEW DATE: Wednesday 9th February 2022

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

Letter from Ms Christine Kattirtzi, Headteacher

Dear Applicant

It is my great pleasure to welcome you to Kendrick School. Thank you for your interest in our Attendance and Student Welfare Assistant vacancies. This is a job share opportunity, covering the role across the week between 8am and 3.30pm.

Kendrick School is an 11-18 selective girls' school with academy status. It has a local and national reputation for being an outstanding school and has an impressive record of achievement as a centre of excellence for girls' education. In the last three years, Kendrick has consistently been identified 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. As part of Kendrick's Widening Horizons strategic initiative, we actively pursue partnerships with educational schools and businesses in our local area. These associations benefit the students of Kendrick, as well as students in our neighbouring school. We share our good practice and offer opportunities to primary and secondary students in the Reading area. Currently Kendrick is a hub school in the Science Leadership Partnership and provides support and expertise to schools in the teaching of Science.

Kendrick is going through an expansion process and in September 2020 an additional 32 students joined us in Year 7. A further 32 students in Year 7 will be admitted over the next four years until 2024 making the school four form entry by that date. 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. In our Widening Horizons work we are committed to achieving greater participation of students from local Reading primary schools and to this end we have a homework club and provide support for pupil premium children and their families who wish to apply to Kendrick School.

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. House events are coordinated by the Kendrick House Captains and Student Leadership Team 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!

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.

Ms Christine Kattirtzi
Headteacher

Attendance and Student Welfare Assistant – Job Description

Reports to:	Student Welfare and Attendance Officer and Deputy DSL - Operations
Grade/Pay Scale:	Band 6, Points 6-11: Actual Salary: £8,798pa (FTE = £21,748pa)
Employment Status:	Part Time, term time only
Hours of Work	Job Share – role to be covered across Monday to Friday 8am to 3.30pm 17.5 hours per week – flexibility can be considered
Other Benefits	<ul style="list-style-type: none">• Local Government Pension Scheme• Free onsite car parking• Use of onsite swimming pool and sports facilities• Full training given• Flu vaccinations

JOB PURPOSE

- To maintain accurate manual and electronic attendance records on behalf of the school and in conjunction with the Attendance Officer, 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.

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%
- Ensure all unexplained absences are accounted for contacting parents/carers as required and escalating to the Attendance Officer 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.
- To ensure accurate attendance records are available to support the school census
- Access emails and other school systems to update the register with student absences, logging reasons for absence.
- Sending first day response message for absent students.
- Assist in producing weekly and termly reports using SIMS on absence and lateness for the Headteacher.
- Assist in ensuring the school complies with DfE legislation regarding attendance.
- Be familiar with new regulations and initiatives and communicate these to staff.
- Encourage positive responses between parents and students with regards to the attendance policy.
- In conjunction with the Attendance Officer, work with specific students on Attendance Support Plans

Student Welfare Team

- Be part of a team providing emotional support and advice to students, escalating to the Attendance Officer or 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 pastoral plans for students who are returning to school after a prolonged absence and safety/support plans for vulnerable students needing support.
- In conjunction with the Attendance Officer, collate information regarding 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.
- As part of the Student Welfare Team, provide break/lunch cover in The Base to support students.
- Follow up internet searches which are inappropriate or give cause for concern with individual students.

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 a 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

An enhanced DBS clearance is an essential requirement

	Selection Criteria	
	Essential	Desirable
Qualifications and Experience	<p>Educated to at least GCSE Grade C standard or equivalent in English and Mathematics</p> <p>Experience of working in a student support position, or working with or knowledge of, children and young people</p> <p>Excellent administrative skills</p> <p>First Aid qualified or willing to undertake training</p>	<ul style="list-style-type: none"> • Qualification in work linked with children and young people • Work within an education or social care setting. • Previous work with young people and families • First Aid qualification
Knowledge/Skills	<p>The desire to see every child reach their highest possible outcome</p> <p>Excellent communication and interpersonal skills with both adults and children.</p> <p>The ability to remain calm and composed under pressure</p> <p>ICT competent and be able to produce and analyse data for reports</p> <p>Be able to prioritise tasks and to be able to show initiative with dealing with day-to-day situations.</p> <p>Problem solving skills and the ability to apply diplomacy and tact when appropriate.</p>	<ul style="list-style-type: none"> • Working knowledge of SIMS software package • Knowledge of attendance regulations • Awareness of Safeguarding issues
Personal Qualities	<p>Confident and professional</p> <p>Caring and supportive</p> <p>Ability to show initiative and work under pressure</p> <p>Able to work flexibly to support others and respond to unplanned situations</p> <p>Able to work constructively as part of a team</p> <p>Able to appropriately deal with confidential information</p> <p>Efficient and meticulous in organisation</p> <p>Desire to enhance and develop skills and knowledge through CPD</p> <p>Commitment to the highest standards of child protection</p> <p>Recognition of the importance of personal responsibility for Health & Safety</p> <p>Commitment to the school's ethos, aims and its whole community</p>	

Safeguarding at Kendrick School

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
- 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 [9 Protection Policy](#) and the [Keeping Children Safe in Education Guidance \(2020\)](#).

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 3, Point 172, 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

How to apply

- Please complete the [application form](#) which you download from our website using the guidance notes below. **CVs will not be accepted as a method of application.**
- Send the completed form to 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.
- Shortlisted candidates will be sent a Disclosure of Convictions Form to complete which must be returned completed at least one day before the interview.

Guidance notes on completing the application form

(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 (if applicable): 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. If you have ever worked with children, in a paid or voluntary capacity, a reference will be obtained from the person or organisation that employed you.

Newly Qualified Teachers (if applicable): 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 government guidance for Safer Recruitment ([Keeping Children Safe in Education 2020](#) para 161) 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 (to be completed if you are shortlisted for interview)

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

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.

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

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

The rules regarding the automatic disclosure of cautions and convictions on a DBS certificate are set out in legislation.

Standard and Enhanced DBS certificates must always include the following records no matter when they were received:

- All convictions for specified offences
- Adult cautions for specified offences
- All convictions that resulted in a custodial sentence

Other records must be included depending on when the caution or conviction was received:

- Any adult caution for a non-specified offence received within the last 6 years
- Any adult conviction for a non-specified offence received within the last 11 years
- Any youth conviction for a non-specified offence received within the last 5 and a half years

An 'adult' is any individual aged 18 or above at the time of the caution or conviction. A 'youth' is any individual aged under 18 at the time of the caution or conviction.

A 'specified offence' is one which is on the [list of specified offences](#) agreed by Parliament which will always be disclosed on a Standard or Enhanced DBS certificate where it resulted in a conviction or an adult caution. Youth cautions for specified offences will not be automatically disclosed.

Any cautions (including reprimands and warnings) and convictions not covered by the rules above are 'protected' and will not appear on a DBS certificate automatically.

Cautions, reprimands and warnings received when an individual was under 18 will not appear on a Standard or Enhanced certificate automatically.

Please note that Enhanced certificates may include information relating to a protected caution or conviction if the police consider that it is relevant to the workforce that the individual intends to work in. Decisions to include information in this way are subject to [statutory guidance](#).