

Attendance Manager Application Pack

Start Date: ASAP



NCS CHAMPION SCHOOL

Welcome from the Headteacher

Thank you for your interest in the position of Attendance Manager at Team Millfield. This is an exciting opportunity to join a dynamic Pastoral team who are focused on providing the best outcomes for our students. The Governors and I are looking for an enthusiastic Attendance Manager who is driven, determined and passionate about improving students' lives through high-quality pastoral support as we take Millfield on the next step of our journey to 'outstanding'.



We are a small, family school with around 880 students on roll. The school is hugely popular; some of our families have even moved to ensure they are in our catchment area, and we have been vastly oversubscribed for the last fourteen years. We have high expectations and behaviour is excellent; there is a real belief in the Team Millfield ethos.

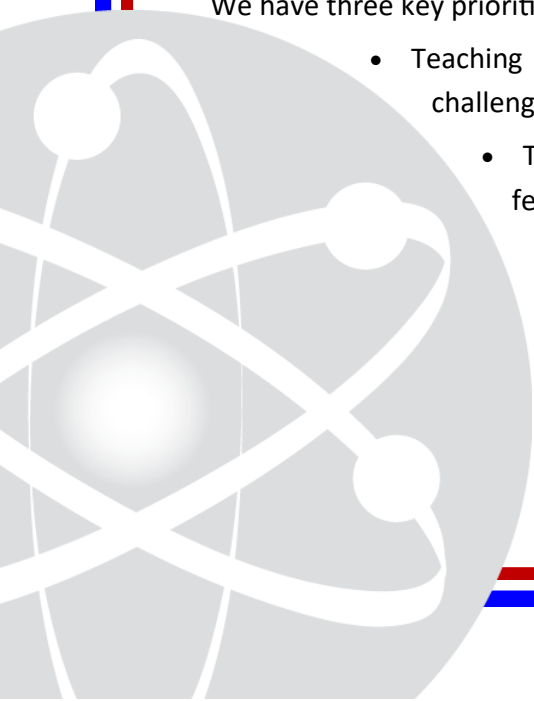
I have worked at Millfield since 2009 and was incredibly proud to have been appointed as Headteacher in September 2018. I have high expectations of students and staff and I am a firm believer in giving every student the opportunity to be the very best that they can be; background should not be a barrier to a child's success.

In July 2022, Ofsted confirmed that we are a very 'good' school and our report shows that we are on the cusp of 'outstanding'. The school has been on a journey of improvement: we introduced a new curriculum model and options process in September 2020 and in 2023 we achieved the best Progress 8 figures the school has ever had. In 2023, we won two awards for being one of the best attended schools in England and we were also accredited with a prestigious Careers Award. We strive to 'Create Bright Futures' for all our students.

We have a fantastic team ethos; staff collaborate to ensure that developing consistently high-quality teaching and learning is at the heart of everything we do.

We have three key priorities:

- Teaching and Learning: To ensure that we provide consistent stretch and challenge in every lesson.
- Teaching and Learning: Providing consistent and effective questioning, feedback and assessment, ensuring all students understand before moving learning on.
- Through our Dynamic Learning Community, embed a coaching model across the school to improve teaching practice, believing we can always reflect and improve.



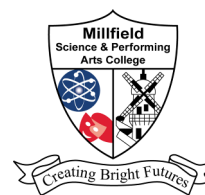
We can offer you:

- A commitment to staff development in terms of high-quality CPL; supportive line management and appraisal;
- A supportive SLT committed to staff wellbeing and reducing workload;
- Coaching (not graded) lesson observations, coaching (not graded) book looks to help improve student outcomes;
- Staff sharing of expertise in frequent, collaborative CPL;
- An Induction Programme;
- A mentor from within your department and dedicated mentor time (for our ECTs);
- Being part of an outward-facing school;
- Recognition and retention of excellent staff through internal promotion;
- A friendly and dedicated team of experienced and supportive teachers, teaching assistants, clerical staff and pastoral staff;
- A team of staff who are committed to ensuring that children are both nurtured and educated;
- Enthusiastic students who enjoy coming to school, learning and being stretched and challenged;
- Engaged and supportive governors who want the best for our students and
- The opportunity to be part of the successful 'Team Millfield' as we move the school to outstanding.

If you have the skills, drive and enthusiasm to complement the Millfield vision and be part of our success, then I look forward to receiving your application.

N. Regan

Mrs Nicola Regan
Headteacher



Welcome from the Governing Body

Dear Colleague,

I would like to thank you on behalf of the Governing Body for the interest you have shown in our school and this important position that you have applied for. This is an exciting opportunity and the successful applicant will be joining a happy, successful and welcoming school.

The Governing Body is seeking to appoint a n Attendance Manager to support the work of the pastoral team providing the best outcomes for our students. Millfield is at a significant stage in its development as we are on a journey to 'outstanding'.

The school has had fantastic success over the last few years, including being in the top 10% of schools nationally for attendance and in our recent Ofsted inspection in July 2022. The governors have a very simple wish for the school and that is to provide an environment that allows all students to become the very best that they can be. The majority of the governors are recruited from our parents and we all have a keen and vested interest in providing the advice and support to help the school in this.

We wish you every success with your application and interview, and we look forward to working with you over the coming years.

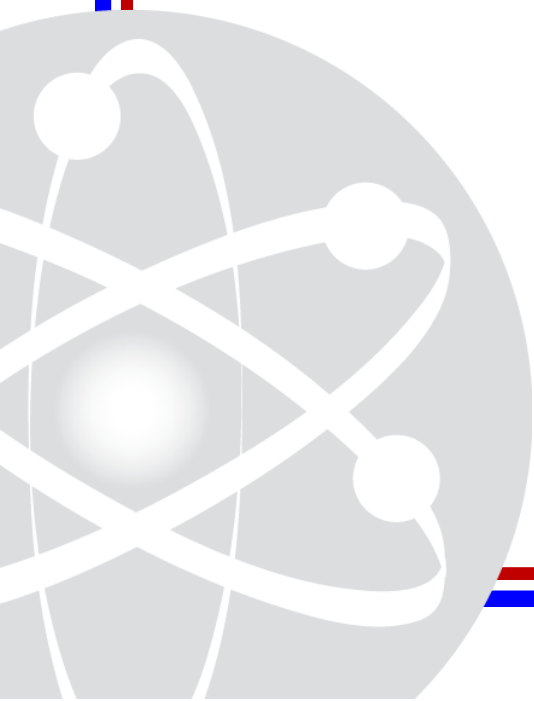


Yours faithfully,

A handwritten signature in black ink that reads "David Slack".

Mr David Slack

Chair of Governors



Welcome from the Students

Dear Applicant,

Welcome to Millfield! Our school is a place where students feel safe and welcome. Our students are respectful and polite, and we enjoy coming to school. When students come to Millfield every morning they know how to behave and how to get the most out of their lessons. Millfield is a great environment where students transform from young children in Year 7 to young adults in Year 11, ready for the world.

During our time at Millfield, every one of us has had a chance to shine and experience things we may not have done without the school. From our breath-taking trips to New York, Italy and Paris, to our wonderful clubs, such as dance, Latin, debating society, art and the many sports and extracurricular activities: our school has so much to offer! The Year 11s who leave Millfield and go on to college always miss these fantastic opportunities. Our staff care about all students' life chances and it is vital, from a staff member's perspective, for students to have the best five years possible. Leaving school with phenomenal grades is important but so are the experiences that will last a lifetime. Here at Millfield we get both!

We believe that Millfield is a journey that everyone's driving through together. We always admire a person with a personal drive for what they want to do. As students, we would want a teacher who is ambitious, strict and hard-working. If you do come to work at Millfield, we would love you to also be a kind and warm person who students know they can smile at on the corridor. We hope that you will be joining us here at Millfield and become part of our exceptional team.

Yours faithfully,

The Senior Student Team



Staff Testimonials

"In 2018, I began my teacher training through a school's direct course and I was lucky enough to complete half of my training year at Millfield. Half way through my training year when I saw a post advertised, I applied without a second thought because I wanted to work with like-minded people to drive education forward.

After a year of working as a teacher of Performing Arts, I was appointed as Head of Dance. Working at Millfield has enabled me to work in an environment where students are given the opportunity to thrive emotionally, socially and academically. There is nothing more rewarding than witnessing and supporting students in their development.

I am now in my third year of employment with Millfield; they have been extremely supportive and have offered me an abundance of opportunities to continue my professional development. I have felt like a valued member of 'Team Millfield' since day one. I know that Millfield will support me for the remainder of my career. I know they will continue to push me to be the best teacher I can be."

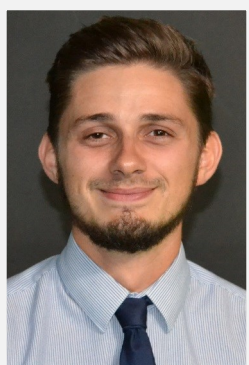
Alice Kilmartin, Head of Dance



"In 2015, I gained the position of Senior Science Technician at Team Millfield. During my first 12 months I had the opportunity to work with a committed and supportive science department, as well as the wider school. I was provided with an opportunity to gain teaching experience in the following years, with the view to undertaking the Assessment Only route into teaching. Over the years, I was given guidance, advice and training in all aspects of teaching and learning, allowing me to successfully complete the course and gain QTS.

Through the support I have received from the fantastic team at Millfield and continued CPL opportunities, I was fortunate to be appointed for the position of Head of Transition & Aspirations. I have seen my professional development progress considerably over the years and look forward to seeing what the future holds for my career at Millfield."

David Booth, Second in Science

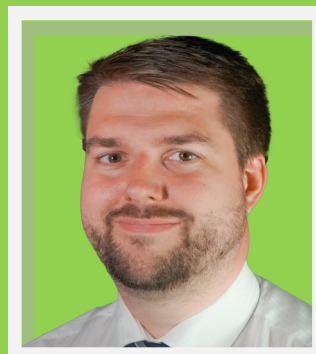


"I joined Team Millfield in September 2022, and it has been the best decision of my career. Since the day of my interview, when I was taken on a tour of the school by the Head Boy, who spoke about Millfield with such pride and enthusiasm, I have been excited to start and join such a wonderful and collaborative team.

Throughout my first half-term of working at Millfield, the staff have been supportive and welcoming, helping me to settle and adjust to new procedures and processes. There have been regular CPL sessions with a thorough CPL programme to ensure all staff continue developing, as well as a supportive SLT who have already let me enrol on different courses to ensure I continue developing as a teacher.

As for the students, it is refreshing to be in a school where there are high expectations and a focus on consistency, allowing teaching staff to focus on teaching and ensuring all students are making progress. The students want to learn, and it has been a rewarding experience to see such progress being made within the first half-term, with students being enthusiastic about learning languages. The addition of Spanish has also generated a buzz within the department and students alike. Already I feel like a valued member of staff, and I look forward to continuing to learn and develop my career here at Team Millfield."

Christopher Hardy, Second in Modern Foreign Languages.



Staff Testimonials



"In 2009, I was placed at Millfield as part of my PGCE course through the University of Cumbria. Fortuitously, a vacancy within the English department was advertised during this time and I was lucky enough to secure a permanent post. In the years since then, I have worked as a teacher in the English department, been promoted to third in English, Pupil Premium Coordinator, Lead Practitioner, Head of English and now, 11 years later, I'm the Assistant Head teacher in charge of English and whole school Teaching & Learning (Assessment).

As you can see, Millfield creates opportunities for its staff. This is testament to the Headteacher and SLT who listen carefully when you talk about your expectations for professional development and, in turn, create opportunities, where possible, to help and support you along your chosen pathway.

You may have read, or heard of, the expression 'Team Millfield', it's not a cliché, it's not a sales pitch and it's not merely a motto for the children to adhere to. It's at the heart of everybody who works and learns here. All the fantastic staff go above and beyond to support one another, learn from one another and share best practice with one another and it genuinely is a wonderfully enriching learning environment to be in."

Hannah Morton, Assistant Headteacher for English & Teaching & Learning (Assessment)

"I started at Millfield as Deputy Headteacher in September 2019, after having worked in other schools for 18 years. I remember visiting the school for the first time in February 2019, prior to applying for my current role, and I was truly amazed. I was greeted by a very passionate and enthusiastic Headteacher who clearly has an exceptional vision for her school and wants the absolute best for her colleagues and students – I just had to apply!

I thoroughly enjoy working at such an exceptional school where everyone feels valued and the students are really keen and eager to learn. I am really excited about the future of our school and what we will all achieve together - it is such a privilege to be part of Team Millfield!"

Bill Humphreys, Deputy Headteacher



"I first experienced teaching at Millfield through a placement in my training year and was immediately impressed by the ambition and drive of the school. I was lucky enough to secure a job here starting in September 2021 and have enjoyed every second since.

As an ECT (Early Career Teacher) at Millfield, I have a dedicated mentor as part of my induction programme who offers me one to one support. I also benefit from a reduced timetable and access to regular CPD opportunities to allow me to develop my practice.

A real highlight of the job so far has been taking on the role of a Year 7 form tutor, getting to know the students well and helping to guide them through their first year here at Millfield. I could not recommend the school more highly, and hope that you are successful in your application to join 'Team Millfield'."

Tom Yeoman, History Teacher

Job Description

Attendance Manager

Hours: Monday - Friday 37 hours a week. Term Time only plus Inset Days (Optional)

Salary: Grade 7 £29,777 - £33,945 fte. Pro rata actual £25,178 - £28703

Team: Pastoral **Car User:** Yes

The Department:

We are seeking to employ a full time Attendance Manager who is enthusiastic and dedicated to improving whole school attendance. The successful candidate will be responsible for ensuring that registers are maintained accurately and parents are contacted daily to clarify reasons for absence. You will need to be confident and accurate when dealing with data and be able to produce reports for Senior Management and external returns. This is a key role in the school and the successful candidate will be well organized, proactive and able to build good relationships with students, staff and parents. You will be joining a dedicated and hard working pastoral team who are committed to safeguarding the students at Millfield.

Primary Purposes Linked to School Strengths and Priorities:

- To support the work of the school in raising attendance and helping young people to achieve.
- To work with young people, their families/carers, and the school to return young people to regular school attendance.
- To work within the Pastoral Team in supporting students who are in school to achieve their potential.
- To ensure our DA and SEND pupils' attendance and persistent absence figures are improved.

To carry out the regular monitoring of attendance by:

- Completing systematic analysis of registration data e.g. trends and patterns of absence.
- Monitoring the performance of the school against the school's attendance targets.
- Monitoring the action taken by school to improve attendance.
- Ensuring that accurate statistics are maintained, and that regular data returns are submitted to the Local Authority promptly.
- Reporting attendance statistics to the school's Senior Leadership Team or other bodies in school as necessary.

To promote good attendance throughout the school by:

- Administering the rewards system for good attendance.
- Contributing to school display materials, newsletters, website, and other media on the importance of good attendance.
- New initiatives.
- Running attendance projects in the morning.
- Coordinate measures to improve the attendance of DA/SEND students.

- Safeguarding of those on Alternative Provision.
- Preparing evidence for any student/carer/parent referred for court action.
- Liaising with Court Officer and LA Adviser for attendance.
- Preparing stage letters.
- Working with individual students to overcome barriers to re-integration to normal lessons.
- Identifying students who fall below their agreed target attendance or punctuality levels.
- Undertaking direct intervention with students falling below target attendance or punctuality levels, developing a range of strategies and action plans for improvement.
- Undertaking direct work with parents/carers whose children have been identified below target attendance or punctuality levels, to engage them with supporting their children to attend and achieve at school.
- Managing individual cases causing concern regarding school attendance or punctuality, by means of correspondence, interview, home visits, and other measures as required.
- Meeting with Form Tutors and Progress Leads to discuss pupils whose attendance or punctuality is beginning to cause concern.
- Contributing to any review of the school's Attendance Policy.
- Identifying young people and families with the highest levels of difficulties, and working with other staff in the completion of Common Assessment Framework (CAF).

To provide support for transition as appropriate including:

- Liaising with Student Manager and Deputy Headteacher to discuss new pupils who may have attendance concerns.
- Discussing with the Careers Officer the options available for pupils the Attendance Manager is working with at the end of Key Stages 3 and 4.

To undertake appropriate training and to provide training for staff as required including:

- Attending training appropriate to needs.
- Keeping up to date with changes in legislation in relation to non-attendance.
- Contributing to the school's Continuing Professional Development Programme.

Main Tasks and Responsibilities – Attendance Manager

- Monitoring, on a daily basis, the attendance of all pupils.
- Maintaining and accessing the SIMs pupil database.
- Checking registers at regular intervals, and advising staff.
- Demonstrating customer care skills with all users.
- Liaising with parents regarding all aspects of pupil attendance, which may involve dealing with angry and abusive callers via the direct line.
- Completion of a daily absence list and lates.
- Producing daily fire drill registers.
- Assist with fire drills/evacuations by speedily distributing registration lists to group tutors as pupils and staff assemble in their designated areas.

Child Protection and Safeguarding

At Millfield, the welfare of the child is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way. Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction.

Please note that in line with Keeping Children Safe in Education 2023, an online search will be carried out as part of our due diligence on shortlisted candidates.

GDPR and Data Protection

The post holder is expected to comply with the provisions of the Data Protection Act (GDPR) 2018.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this poli-

Person Specification

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: application form (F), interview (I), reference (R)
Qualifications		
Level 3 (A Level or equivalent) or above qualifications .	D	F
5 G.C.S.Es or equivalent including English and Mathematics.	E	F
Experience		
Experience of working with secondary age children in an education or social care setting.	E	F
Experience of working in a secondary school.	E	F
Experience of supporting young people and families in difficult situations.	E	F
Knowledge/skills/abilities		
Ability to relate well to young people and to understand their needs.	E	F/I/R
Ability to work as part of a team and alone.	E	F/I/R
Ability to relate well to parents/carers.	E	F/I/R
Ability to maintain a professional manner in difficult situations.	E	F/I/R
Ability to challenge young people, parents/carers and fellow professionals.	E	F/I/R
Ability to supervise and assist young people in school.	E	F/I/R
Good time management and organisational skills.	E	F/I/R
Good communication skills.	E	F/I/R
Ability to make effective use of ICT.	E	F/I/R
Flexible attitude to work.	E	F/I/R
Knowledge of legislation relating to school attendance and to the welfare and safeguarding of young people.	E	F/I/R
Knowledge of classroom roles and responsibilities.	E	F/I
Other		
Full driving licence and use of car. (Business insurance required)	E	F
Willingness to undertake visits to families in their homes.	E	F/I
Commitment to undertake continuing professional development.	E	F/I/R
Commitment to safeguarding and protecting the welfare of children and young people	E	F/I/R
Commitment to equality and diversity	E	I
Commitment to health and safety	E	I
Commitment to attendance at work	E	I
Special Requirements		
Prepared by: DMO		
Date: 28/3/24		
Note: We will always consider your references before confirming a job offer in writing.		

How to Apply

To find out more information about Millfield please look at our new school website where you will find our latest prospectus and examination results.

All job details and an application form are available to view and download from the school website under the vacancies section, TES online, LCC vacancies online, or an application pack can also be posted or emailed to you by contacting Mrs Hall, the Headteacher's PA, on 01253 865929 or admin@millfield.lancs.sch.uk

The Lancashire Application Form must also be fully completed, ensuring there are no gaps in your career history. In the references section of the application form, please clearly give details of two referees. References from employers are preferred, one of which should be your current employer. Please also include an email address for each of your referees. An excellent attendance record is essential. We will contact your current employer for attendance information if we make you a conditional offer of employment. An offer of employment will also be conditional on satisfactory medical clearance. The successful candidate will be asked to complete a confidential online medical questionnaire for submission to Occupational Health.

Closing date for applications: 19th April 2024, 9am

Interview: TBC

Early applicants may be offered an interview before the closing date.

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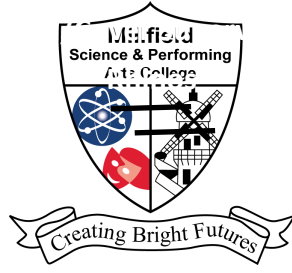
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Equal opportunities

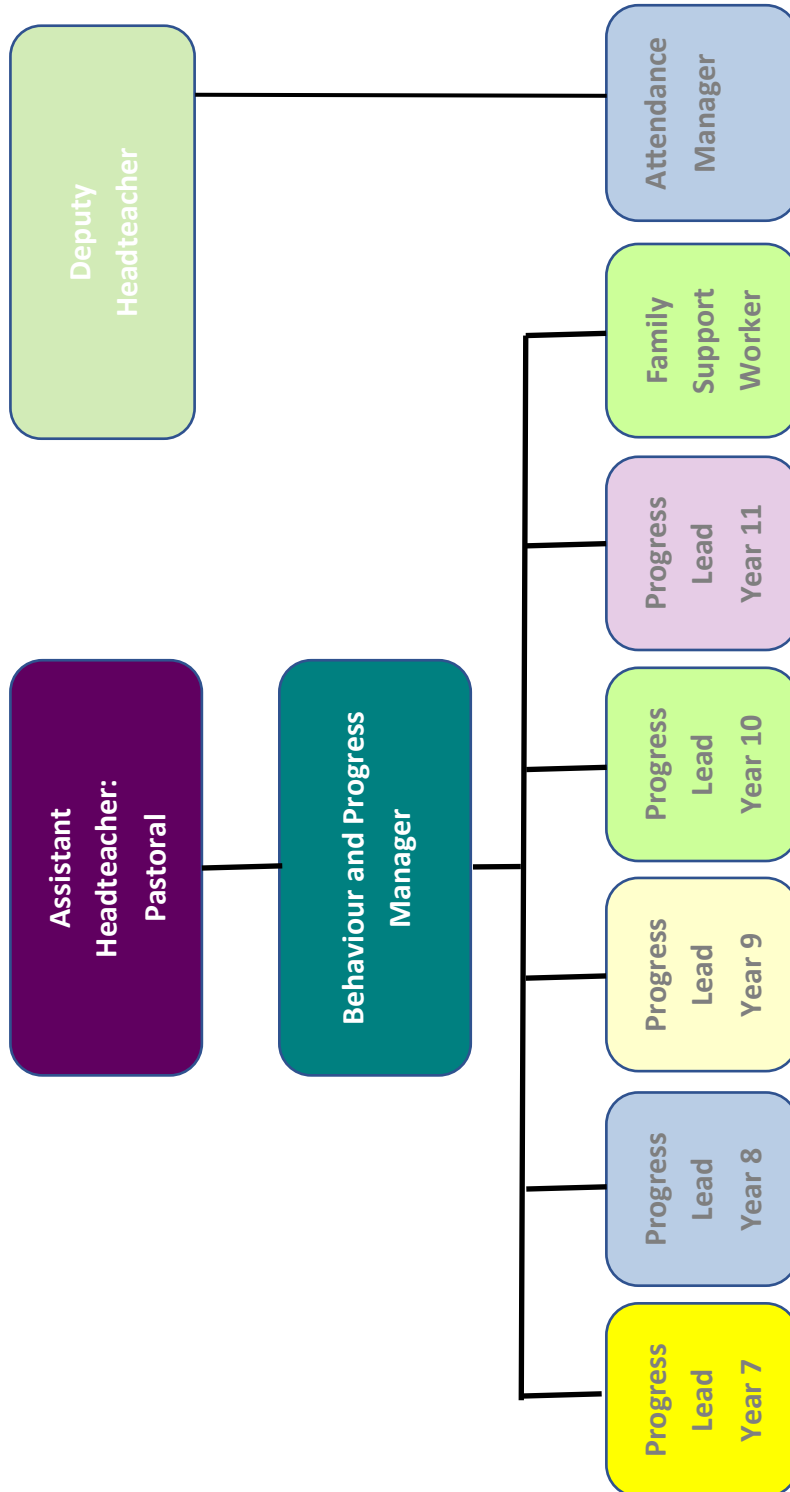
We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.



Pastoral Department Structure





OFSTED:

*Following on from the last OFSTED visit, parents said,
My children are supported in their learning and are encouraged to
reach their full potential."*

OFSTED also said,

*"The curriculum is well-matched to the aspirations and interests of
students, and they are increasingly successful as a result."*

*"Your ongoing focus on raising aspirations has ensured that stu-
dents' outcomes have continued to improve."*

"Students say that they feel safe and well looked after in school."

"Students are polite, courteous and welcoming."

*"Students behave well in lessons, at breaktimes
and around the school."*

"Students enjoy coming to school."



MILLFIELD SCIENCE & PERFORMING ARTS COLLEGE

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