



Attendance Officer

Contract: Permanent - TTO+2 weeks

Hours: 37 hours per week

Location: Scalby School

Salary: Grade E £20,043 - £20,852 per annum. Actual salary is £17,951 – 18,676 (pay is pending cost of living review)

Start Date: September 2022

Scalby Secondary School Scarborough

Scalby School is a successful and popular 11-16 community school based in picturesque seaside town of Scarborough on the North Yorkshire Coast. We currently have approximately 1000 students on roll. In recent years we have become the school of choice in our local community. Our P8 score in 2019 placed us in the top 20% of schools nationally again.

Our students are diverse, exciting and talented – and the same is true of our staff. We put huge emphasis on professional development, most of it in-house, and are proud of the highly effective teaching, which characterises our school. We are also noted for our 'can do' attitude. We are keen, always, to encourage new and/or young staff to make their mark as soon as they are ready.

A 'Good' school in every area as judged by Ofsted in 2012 and in 2019. We are constantly looking at ways to improve our learning offer, and are very ambitious improving the school further. Our aim is to provide a 'Great' education for the young people of our beautiful coastal community

Our Opportunity

We are looking to appoint an Attendance and Behaviour Officer, to enhance and work within our current pastoral team. Your role will encourage students to have a positive outlook throughout their time at Scalby Secondary School, supporting students to maintain good behaviour and attendance, a life skill which will help them well beyond their time with us.

Scalby Secondary School has a strong and skilled team who make such a difference to our students. As our new colleague, you will assist in the promotion of outstanding attendance by working in partnership with all stakeholders and the wider community.

The Attendance and Behaviour Officer will work directly with all stakeholders in an empathetic, understanding way. Providing encouraging, challenging, and supporting improvements in attendance at an individual, cohort, and whole school level.



The Attendance and Behaviour Officer will provide key data both for attendance and behaviour to support students.

The role will include:

1. To be the operational lead for student attendance and punctuality for Years 7 to 11, implementing the school's attendance policy and improving the attendance of students.
2. To promote the importance of good attendance – ensuring that students, parents, and carers understand that regular school attendance is a parental responsibility, and that attendance and attainment are inextricably linked.
3. Responsible for recording, monitoring, evaluating, and reporting on attendance and behaviour data to support the students within the school.

Our Trust

Coast and Vale Learning Trust is a growing family of schools located on the beautiful Yorkshire Coast. The Trust was founded by Scalby Secondary School but has grown over the last few years to include Newby and Scalby Primary School, Friarage Primary School and the Scarborough University Technical College (SUTC) in Scarborough, Lady Lumley's Secondary School in Pickering and Filey School. Our ambition is to continue to welcome new schools into our Trust where we can add capacity, resources, improvement and make sure all our young people have access to the very best education.

The aim of the trust is to serve all the education community along the North Yorkshire Coast and down the Vale of Pickering. We are committed to supporting all schools in becoming great schools, whether they are part of Coast and Vale Learning Trust or not. The learners of our community deserve the best education regardless of their background or location.

Choosing where to work and who to work for is one of the vitally important decisions in life. In choosing to work for Coast and Vale Learning Trust you would be joining a team of colleagues dedicated to transforming the lives of 3000 children and young people.

We have a simple vision in wanting our schools to be places 'where children and staff thrive'. Coast and Vale Learning Trust will work tirelessly to make this a reality.



Working For Us

As well as being committed to your ongoing development and training we also offer a range of employee benefits including a competitive salary, access to a government pension scheme, an employee assistance programme as well as a variety of retail discounts.

Application Process

Please complete the Trust's application form which can be downloaded from the NYCC jobs website and email your completed form to Helen Poole, the Trust's Recruitment Partner Helen.Poole@northyorks.gov.uk or call 07890 055 186 for more information.

Please contact us if you need an application form in a different format.

We do not accept CVs.

If you would like to discuss this vacancy or arrange to visit us please contact as described above.

Closing date for receipt of applications: Thursday 18th August – 9am

Interviews will be held shortly after.

We reserve the right to close this vacancy should we receive an overwhelming response.

We are committed to **safeguarding** and protecting the children and young people we work with and expect all our staff and volunteers to share this commitment. As such, all posts are subject to safer recruitment process, including an enhanced DBS check. We have a range of policies in place which promote safeguarding and safer working practice across our Schools.

We are an **equal opportunities** employer and welcome applications from all sections of the community regardless of age, gender, race, ethnicity, disability, sexual orientation, social background, religion or belief. We want to recruit the right people for the Trust, from the widest possible backgrounds, to make the most of each individual's different knowledge and experience.

Your **privacy** is important to us. By submitting your personal data or information to us, you agree this will be handled in accordance with the Trust's "Privacy Notice Recruitment" which can be found on our website.