



Attendance Lead

Application Pack





# The Whitby High School

The Whitby High School is situated a short walk from Ellesmere Port town centre and near to the Cheshire Oaks retail area. The town and the surrounding area has been the subject of investment over past years and this is continuing through large-scale residential developments across a number of areas. This will see more investment in the school over time to accommodate students in what is the only non-faith school in the vicinity.

The school is easily accessed from the major M56 and M53 motorways with excellent road links from Chester, North Wales and the Wirral. Ellesmere Port is a proud town with an impressive industrial heritage, which is still dominated by the local employers of Vauxhall Motors and ESSAR Petrochemicals. However, Cheshire Oaks, TATA Steel, Airbus, Unilever and Urenco are all major employers in the community. The shift over recent years into the retail sector has offered families in the town more opportunity and diversity in terms of employment with students from the school having the same opportunities when they leave.

The school has a comprehensive intake from over twenty Primary schools and serves a diverse social demographic. Links with local Primary schools are very strong through Headteacher meetings, governance and a comprehensive range of activities offered by the school and joint working at both student and staff level.

The Whitby High School enjoys excellent working relationships with other education establishments across Cheshire West and beyond including working with five other Secondary schools through a self-review partnership. We also work closely with the local teaching school, Further Education College and the University of Chester.

The school is large and spread over two buildings with a "Pastoral Hub" at the centre. We have recently completed the construction of a new music and Design and Technology block and a redevelopment and refurbishment project within the Science and Humanities areas.

The LA has supported this with a £2.6m funding agreement to support the removal of the temporary accommodation and realign subject bases. This will also ensure that all subjects will be able to be accessed on the ground floor.

This popular school has an eleven-form entry with approximately 1600 students including 200 in the Sixth Form and a large successful SEND department from across the range of socio economic backgrounds. Students are currently placed into one of five Houses (Hanover, Stuart, Tudor, Windsor and York). Each House is led by a House Progress Manager supported by a non-teaching Assistant House Progress Manager with every House being line managed by a member of the senior leadership team under the direction of the Deputy Headteacher. To enable the school to continue to offer a high level of support to students, parents and carers this pastoral structure is currently under review. Our pastoral staff know our families very well. The pastoral staff are also a valuable link between the family and any outside agencies working with them. This is invaluable in fostering strong, trusted relationships with our families.

The Senior Leadership Team is constituted of Headteacher, two Deputy Head teachers, five Assistant Head teachers, Business Manager and three associates (SCLs for English and Mathematics, SENCO and director of Sixth Form). The current team has been established over the past eight years and works cohesively with a shared focus on developing the school to offer the very best for our students.

In total, the school has 115 teaching staff (100 FTE) and 90 support staff of which 25 are teaching assistants. The school is fully staffed with specialist teachers across ten curriculum areas (English, Mathematics, Science, Modern Foreign Languages, Humanities, Design Technology, Visual and Performing Arts, ICT (Media & Business), Physical Education and Learning Support) all with a Senior Curriculum Leader who manages a number of associated departments. Each curriculum area and House is line managed by a member of the Senior Leadership Team.

The school operates a six period day each of fifty minutes per period.

Our curriculum recognises our local context and seeks to develop knowledge and skills which have currency at a local, national and international level, reflecting British values. Our curriculum:

- Sets high academic aspirations
- Reflects local and regional employment opportunities
- Broadens horizons through an extensive programme of international links.





Teaching in each subject area is based upon the Department's Signature Pedagogy and this is updated at least annually to ensure that it reflects best practice. Rigorous self-review processes are in place to ensure that each department's Signature Pedagogy is being used consistently.

At KS3 weekly period allocations for core subjects are:

- Year 7 – English 5, Maths 4, Science 3
- Year 8 – English 4, Maths 4, Science 4
- Year 9 – English 5, Maths 5, Science 3

At KS4 weekly period allocations for core subjects are:

- Pathway P – English 5, Maths 6, Science 6
- Pathway A – English 6, Maths 5, Science 6

At Level two, the school offers 22 courses which are a blend of vocational and academic qualifications. Just over 50% of our current Key Stage Four cohort follow an Ebacc pathway.

At Key Stage 5, in Y12, each subject has five lessons per week and in Y13, they have six. The school offers 24 Level 3 courses including 10 two year Level 3 vocational courses, predominantly BTECs. All Sixth Form students have Guided Learning (supervised, registered study) periods on their timetable, ten periods in Y12 and six periods in Y13. Over the past two years, we have expanded and tailored our Sixth Form provision to support the needs of our students. This has been reflected in the curriculum offer, staffing and study provision for the Sixth Form.

Students who enter the school have an average point score close to the national average in all year groups with approximately 24% registered as FSM, 13% registered as low scorers and 12 students with Education Health Care Plans. Many of the Sixth Form students are the first to continue into university education. (Parent surveys show that 14% of parents attended higher education).

As discussed earlier the school is fortunate to sit within an area rich with employment opportunities based around large petro-chemical, engineering and manufacturing industries plus a huge retail sector base. At The Whitby High School, we believe it important to support local employment need and opportunity through the range of vocational courses we offer at Key Stage 4 and Key Stage 5.

These courses are very popular with students and are extremely successful contributing to twice the national average of students taking up quality apprenticeships after Year 11 and Year 13. This is a real success of the school

The Whitby High School has a very strong culture and identity which is recognised by staff, students, parents/carers and the local community. We continually seek to strengthen and develop this culture using 'The Whitby Way' – quite simply; the way we do things here at The Whitby High School. The Whitby Way makes expectations for staff and students very clear and helps to embed critical aspects of our culture such as good manners and pride in our work. We use our own PACE Pledge system as part of The Whitby Way to recognise and reward students in challenges that help to develop character and give opportunities to volunteer and develop leadership skills over all three Key Stages. Students are expected to complete PACE Pledges during the course of their time at The Whitby High School. At times throughout the school year we will offer Pledge Days which will have activities organised by staff and students to support the achieving the challenges.

The Whitby High School offers a large range of extra-curricular activities and clubs across all subject areas but particularly in Sport, Music, Drama, Art, Science and Maths. Revision clubs operate across all subjects plus at times, specialist clubs such as Latin. We recently secured funding from MBNA to develop "Hungerball" within school to promote health and wellbeing. In addition, the school offers a hugely successful "Junior High" extra-curricular provision for Y5 and Y6 students, which is oversubscribed across all areas. It also offers "Academic High" to AG&T students from these Primary Schools

The school holds Investors in People Award, International Schools Award, Silver Arts Mark and Sainsbury's Gold Kite Mark in Sport. We now hold the Rainbow Flag Award and the Careers Award. We are an Attachment Friendly School.

As a school, we value our staff and have a number of wellbeing initiatives firmly established. We are now putting the final arrangements to a new opportunity for all our staff through the introduction of a BUPA healthcare support package.



# Attendance Lead

**Grade 7, 37 hours per week  
40 weeks per year  
(term time plus inset and one week in the summer holiday)  
Salary £21,055 – £25,432**

The Whitby High School is a highly successful 11-18 foundation school with over 1600 students on roll which includes a thriving sixth form. This popular, over-subscribed school places the achievement of all learners as priority and as a result, academic standards are high.

Governors wish to appoint an Attendance Lead to promote, in conjunction with other key school staff, excellent attendance, reduce levels of absence and work with children and families to promote high levels of attendance. The postholder will work as part of a small attendance team and alongside the pastoral team on a day to day basis.

This is an exciting opportunity to work with students to help The Whitby High School become even more successful. If you would like to work in a school which sets the highest standards and expectations, then we look forward to hearing from you.

Closing date for the post: noon, Monday 6<sup>th</sup> June 2022.

We reserve the right to close the application date early if sufficient applications are received.

*Our school community places the highest priority on keeping our children safe. Applicants for all posts will be subject to stringent vetting and induction processes.*

*The Whitby High School is an equal opportunities employer.*

# Job Description – Principal Responsibilities

## Responsible to: Assistant Headteacher

To promote, in conjunction with other key school staff, excellent attendance, reduce levels of absence and work with children and families to promote high levels of attendance.	
1.	To produce and interpret data and information relating to attendance, analyse patterns and provide updates for staff on student attendance.
2.	To monitor whole school and key group attendance, organising meetings with parents, students and staff to resolve matters of attendance.
3.	To maintain appropriate records, prepare assessments and reports and provide statistics as required.
4.	To line manage the attendance team and continue to develop effective systems to ensure all registers are completed and no missing marks remain on the system and maintain an accurate system for students signing in and out of school.
5.	To take supportive/ remedial action in respect of individual absentees to secure their regular attendance at school or other education provision including arranging home and school visits as required by the school
6.	To provide the drive, challenge and support needed to effect a cultural change in respect of attendance and punctuality within school, including direct case work with young people and families.
7.	To work assertively in partnership with young people, parents/ carers, school colleagues and other agencies to develop solutions to absence, attendance or related welfare issues. Be an advocate for young people and their families and undertake and manage a full range of education welfare duties.
8.	To advise and support the school in the implementation of school attendance regulations and in the use of the attendance statistics for the monitoring and management of school attendance. To include preparation and monitoring of the FPN's and liaising with the LA EWO service.
9.	To contribute proactively and with a preventative emphasis to relevant areas of school policy and planning including the development of the whole school attendance policy aimed at improving school attendance including liaison with governors as appropriate.
10.	To make referral to and work in a multi-agency way with other practitioners and external agencies in relation to both individual cases and aspects of children's general welfare.
11.	To invoke and participate in safeguarding procedures as appropriate, working in line with school and government policy.
Notwithstanding the detail in this job description, in accordance with the School's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher / Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.	





# Person Specification

	Essential	Desirable
Qualifications	Good standard of general education including 5 GCSE's or equivalent (Graded A-C) including Maths and English.	Qualification in work linked with children and young people, particularly social work, education or youth and community work.
Experience	Experience of working with young people and their families.	Experience of working in and educational setting. Experience of multi-agency working.
Job Related Knowledge	<p>ICT competent and conversant with the Microsoft Office suite of applications.</p> <p>Knowledge of school attendance and safeguarding procedures.</p> <p>Have good administrative organisation and communication skills.</p> <p>Demonstrate an understanding of issues that may affect a student's ability to attend school.</p> <p>Demonstrate an understanding of issues linked to confidentiality.</p> <p>Ability to create systems for organising and tracking data.</p> <p>Ability to analyse data.</p> <p>Ability to liaise effectively with parents and outside agencies.</p> <p>Enjoy working with a wide variety of young people.</p> <p>Have excellent inter-personal skills and be able to work well as part of a team.</p> <p>Be resilient, firm and consistent.</p> <p>Be comfortable with a challenging and varied workload and be able to prioritise effectively.</p> <p>Able to maintain confidentiality where applicable.</p>	<p>Knowledge of appropriate legislation and initiatives within education.</p> <p>Knowledge of local authority attendance procedures.</p> <p>Knowledge of SIMS and other school systems.</p> <p>Have confidence to manage student behaviour.</p>

	<p>Able to work in a professional manner with a wide range of people.</p> <p>Ability to act on initiative within a team context.</p> <p>Excellent data management and ICT skills.</p> <p>To show commitment to safeguarding and ensuring the welfare of children and young people.</p>	
<b>Personal Competencies</b>	<p>Willingness to undergo an enhanced DBS check.</p> <p>Full UK driving licence with ability to drive in the local area.</p>	



✉ **The Whitby High School**  
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🌐 **whitbyhigh.org**

