



APPLICANT PACK

Attendance Officer

St Patrick's Catholic College

Thornaby



Letter to Applicants

Dear applicant,

We are delighted you have shown an interest in the role of Attendance Officer at St Patrick's Catholic College. Although we are a Catholic Trust we welcome both staff (and pupils) from all faiths to join our family of schools.

Within this application pack you will find:

- a) Information on how to access the online application form and additional forms related to this (these can be completed electronically and emailed)
- b) Job Description and Person Specification
- c) Further information about our Trust including our Benefits and Wellbeing package.

Applicants should return their application forms to kendal.w@npcat.org.uk by the **closing date, Friday 12th December 2025, 9am**. Any gaps in previous employment must be explained.

Should you wish to have an informal discussion about the role, please do not hesitate to contact Wendy Kendal, Trust Business Manager at kendal.w@npcat.org.uk.

As mentioned in the advertisement, a DBS disclosure is required for this post. It is important to note that:

Nicholas Postgate Catholic Academy Trust is committed to safeguarding and promoting the welfare of children.

We would like to take this opportunity to thank you for your interest in this vacancy and wish you well with your application.

Job Advert

Required:	As soon as possible
Grade:	£26,824 - £28,142 pro rata (actual salary: £23,176 - £24,315)
Hours:	37 hours per week, Term Time Only plus 1 week
Contract Type:	Permanent
Location:	St Patrick's Catholic College, Baysdale Road, Thornaby, TS17 9DE

We are seeking to employ a confident, determined and caring person to provide a practical and strategic approach to further improving attendance and punctuality at this school.

The successful candidate will:

- Enjoy working with young people and their families
- Have a positive and flexible approach
- Communicate effectively and maintain confidentiality
- Be tenacious and refuse to stop until the required outcome is achieved
- Analyse and identify student absences and take appropriate action to support students back into school

St Patrick's Catholic College is part of Nicholas Postgate Catholic Academy Trust, a family of 32 primary schools, and 6 secondary schools. With more than 12,300 pupils and 1,500 plus staff, the Trust is now one of the largest Catholic Multi Academy Trusts in the UK.

This is an exciting opportunity for an ambitious educational professional to work as part of a supportive, friendly and dedicated pastoral team. If you are innovative in your approach and committed to having a positive impact on the lives of young people we look forward to receiving your application.

We can offer you:

- A strong Catholic ethos where everyone is valued
- Happy, enthusiastic and friendly pupils
- Highly experienced and committed staff
- Supportive and committed governors and parents
- Commitment to continuing professional development

Visits to the school are welcome, please contact Wendy Kendal, Trust Business Manager on 01642 613327.



Closing date: Friday 12th December 2025, 9am
Interview date: To Be Confirmed

Nicholas Postgate Catholic Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks.

Job Description

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

Post title: Attendance Officer

Grade: F SCP 8-11

Responsible to: Headteacher

Job Purpose:

- To deliver quality school attendance support and ensure the delivery of effective early intervention services to children, young people and families.
- You will have experience of working within education in a multi-agency context, be able to demonstrate recent knowledge of current legislation and guidance and have the confidence and ability to make a difference.
- To work under the direction of the Trust Head of Attendance and Welfare in relation to adherence to Trust Attendance Policy and the school's attendance procedures.
- To adopt the Trust ethos of a robust and consistent attendance practice with early intervention practice to prevent a pupil's attendance becoming a barrier to accessing their education.
- To keep children safe and ensure their welfare needs are met in accordance with safeguarding practice.
- To deliver quality school attendance support for children and families.
- To work collaboratively ensuring that, as far as possible, all children of compulsory school age receive the appropriate support to achieve maximum attendance and fulfil their potential.
- To contribute to the delivery of effective early intervention services to children, young people and families, in particular through multi-agency support identified through use of the Early Help Assessment and Signs of Wellbeing.

Main responsibilities

Focus of the Role:

- To ensure school attendance expectations are in accordance with the Trust policy and practice.

- To recognise that the pupil attendance register is a legal document and to ensure it is maintained in accordance with The Education (Pupil Registration) (England) Regulations 2006.
- To undertake the daily moderation of registration practice with the timely completion of registers using the appropriate attendance codes, in accordance with The Education (Pupil Registration) (England) Regulations 2006, including the recording of a pupil lateness to school and the corroboration of evidence for illness/medical absence.
- To ensure there is early identification of vulnerable learners and concerns are escalated at the earliest opportunity.
- To ensure pupils with medical needs whose attendance is a concern are being supported in school.
- To ensure relationships are being established with pupils and parents that inform them of the expectations for school attendance and the correlation between attendance and the pupil's progress in learning.
- To ensure there is effective communication of pupil attendance with key staff that have a responsibility for safeguarding, including liaison with the Designated Safeguarding Lead to make sure that attendance practice in the school is underpinned by safeguarding practice.
- To maintain regular liaison with the Trust Attendance Manager, in accordance with the Trust tier of support to the school.
- To respond in a timely manner to alerts from the Trust Attendance Manager and agree the intervention to be taken.
- To ensure leave of absence in term time referrals are completed in a timely manner and in accordance with the Trust requirements.
- To ensure that pupils accessing alternative or part-time provision are being recorded in accordance with Trust requirements.
- To ensure that the Trust and local authority requirements for pupils that have been elected to be home educated are followed.
- To ensure that the Trust and local authority requirements for pupils that are missing from education are followed.
- In accordance with school incentive programmes, establish a consistent attendance reward system that is available to all pupils, including pupils supported with medical needs and those who are accessing part-time and alternative provision.
- To ensure pupil information is kept confidential and is shared in accordance with the NPCAT General Data Protection Regulations Policy and the Trust Scheme of Delegation.

Applicable Contract Terms and Duties

This job description is to be performed in accordance with the provisions of the pay and conditions policy and within the duties set out in that document, so far as is relevant to the post holder's title and salary grade.

Relationships

- The post holder is responsible and accountable to the Trust Divisional Head of Attendance & Welfare for ensuring all duties are fulfilled in line with Trust sanctioned protocols and policies;
- The post holder reports to the Headteacher;
- The post holder interacts with other professional colleagues and should establish and maintain productive relationships with them and promote mutual understanding of our aim to improve the quality of teaching and learning.

Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the NPCAT's Equality Policy and objectives.
- To comply with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a proactive approach to health and safety matters in order to protect both yourself and others.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Head of Attendance and Welfare may determine.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS – AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE

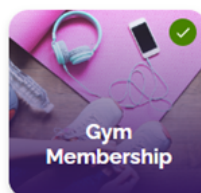
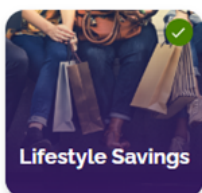
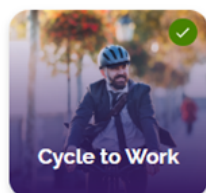
Person Specification

Stage	Essential		Desirable	
Qualifications	E1	Nationally recognised qualifications: minimum of 5 A* – C grades include English and Maths or relevant Level 3 (NVQ) qualification.	D1	Experience of further relevant professional development.
Experience	E2	Successful pupil support and guidance work.		
	E3	Successful and effective delivery on improving pupil behaviour and attendance.		
	E4	Supporting pupils' educational attainment.		
	E5	Partnership working.		
Knowledge and Abilities	E6	The ability to work effectively and sensitively with a range of groups and individuals, whilst pursuing agreed aims.		
	E7	An ability to communicate effectively with a wide range of people and groups.		
	E8	Good degree of skill in communications, verbal and written.		
	E9	The ability to instil and facilitate a culture of calm, ordered and reasoned purpose.		
	E10	Ability to set clearly-articulated goals to track progress of pupils and adapt strategies to achieve them.		
	E11	The ability to use ICT for personal and professional use.		
	E12	Actively promote the vision and beliefs of the school.		

Personal Qualities and Skills	E13	Demonstrate a belief in the role of the school in developing citizens for the future.		
	E14	A strong belief in education which values and encourages learning for life.		
	E15	Strong personal credibility based on high levels of probity and the ability to form effective and mutually respectful interpersonal relationships with a variety of stakeholders.		
	E16	An understanding of and sensitivity towards issues faced by vulnerable young people and their families.		
	E17	A professional approach, particularly with regard to issues of confidentiality.		
	E18	Excellent literacy, numeracy and ICT skills.		
	E19	Proven organisational skills. Ability to work proactively on own initiative and as part of a team.		
	E20	Good analytical and judgemental skills with the ability to adapt and meet others needs.		
	E21	Ability to manage time effectively.		
	E22	Ability to promote a positive school ethos.		
	E23	Ability to remain calm when faced with difficult situations.		
	E24	A commitment to equality and inclusion and the overcoming of barriers to education.		
	E25	A commitment to promoting the welfare of children and young people in line with the school's Safeguarding Policy.		
	E26	To deal effectively with parents and pupils in the context of		

	E27	complex and contentious issues on behalf of the school. Be willing to work flexibly to meet the demands of the post.		
Special Requirements	E28	An understanding of the Catholic ethos of NPCAT		
	E29	Must be able to meet the travel requirements of the post		

Why work for us



NPCAT recognises the importance of staff welfare and a managed workload and this is reflected in the way we treat our people.

As a responsible and caring employer, we appreciate and value each of our staff. Their holistic health and wellbeing are vital to enabling all of us to maintain the optimum work-life balance.

We see exceptional staff welfare as an essential element towards enabling us to develop a rich, nurturing climate for learning across all our schools.

We offer a broad package of emotional and practical support to our staff.

We are clear about our expectations of employees and offer a positive, transparent and supportive working culture in return.

We offer:

- Competitive pay
- Defined benefit pensions
- Annual pay progression and recognition of additional responsibilities
- Annual cost of living adjustment
- On-site parking at our school premises
- Support with parking and subsistence costs where appropriate.

Additional benefits include access to:

- Vivup - Lifestyle savings - store discounts
- Vivup - Discounted gym membership
- Vivup - Cycle scheme
- Full wellbeing package

NPCAT is committed to equality of opportunity and will not tolerate any harassment, intimidation, discrimination or victimisation.



How to Apply

Application form and further information is available from:

npcat.org.uk/current-vacancies

Applicants should complete and return a **Support Staff Application Form & Recruitment Monitoring Form** to: kendal.w@npcat.org.uk

Should you be shortlisted for an interview, you will be required to complete a Rehabilitation of Offenders Disclosure Form.

Job Description: This informs you of the main responsibilities for the post and explains what we are looking for. It informs you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

Person Specification: This specification sets out which criteria will be used to shortlist candidates for interview.

If you require any additional information about this post, please contact Wendy Kendy, Trust Business Manager at kendal.w@npcat.org.uk

Thank you for your interest in NPCAT. We look forward to receiving your application.

Please note that if you do not hear from us within 2 weeks from the closing date you are to assume your application has been unsuccessful on this occasion.

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