



CARDINAL ALLEN CATHOLIC HIGH SCHOOL



*'Pupils are happy to attend this
kind and welcoming school'* Ofsted 2022

ATTENDANCE IMPROVEMENT OFFICER APPLICANT INFORMATION PACK



Welcome

February 2025

Dear Applicant,

Thank you for your interest in working as a part of our Pastoral team at Cardinal Allen Catholic High School.

This is an exciting opportunity for someone who wants to make a difference to the lives of our pupils at Cardinal Allen. If you would like to join a strong, caring team and, if you are prepared to work hard, you will enjoy developing your craft with us.

You will see from our most recent inspection reports that many aspects of our provision are outstanding, but we are not complacent, and continue to strive to make all aspects of our work outstanding.

This pack includes a copy of the advertisement, information about the school, along with the job description and person specification. Whilst we are suggesting a March/April start date, as this is an additional post, Governors are willing to be flexible for the right candidate in terms of them honouring their notice period. Similarly, whilst the advert is for a full-time role, Governors would be happy to consider applications from candidates wishing to work anywhere between 30 and 37 hours per week, but these would have to be over five days.

I hope you find the information herein useful, and there is of course lots more information available on our [website](#), including details about our curriculum, pastoral care and all of the fantastic experiences that our pupils enjoy.

I hope that you will feel encouraged to apply for this post and I very much look forward to receiving your application. If you are interested, and would like to discuss this opportunity and our ambitions further, or even visit the school, please email j.abra@cardinalallen.co.uk.

Yours sincerely,

Andrew Cafferkey
Headteacher



Advert

CARDINAL ALLEN CATHOLIC HIGH SCHOOL

Attendance Improvement Officer

LCC Grade 5 Pts 6-11, £25,183 to £27,269 (£21,293 to £23,690 pro rata)

Required for March/April 2025, term time only

The governors of this very successful Catholic High School wish to appoint an additional Attendance Improvement Officer to join our Pastoral Team.

Cardinal Allen is a great place to work and an excellent community to belong to. We receive tremendous support from our parent body and a committed group of Governors. Our pupils actively engage in all aspects of school life, and there is a culture of mutual support and openness.

The successful candidate will:

- Undertake all aspects of attendance administration;
- Work as a key part of the Pastoral Team to improve pupil attendance and punctuality;
- Support families and pupils to improve attendance leading to improved outcomes;
- Be enthusiastic, resourceful and keen to ensure that the highest possible standards of personal development and well-being are achieved;
- Have the skills to play a key role in the continued development of this key area;
- Be willing to go the extra mile for our pupils.

Cardinal Allen is a forward looking, oversubscribed, “**outstanding Catholic school**”, evaluated by Ofsted only last year as a ‘**good school**’. Inspectors said, ‘**Pupils are happy to attend this kind and welcoming school. Pupils achieve well. This is because leaders set high expectations for all pupils**’. We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. The successful applicant will be required to complete an enhanced DBS check.

Application forms and further details are available via the school website. Candidates are more than welcome to call for an informal discussion or to visit the school prior to application. (Please note it is half term from 17 to 21 February.) Closing date for applications is Tuesday 4 March 2025 at 9.00am. Applications should be sent to j.abra@cardinalallen.co.uk

Melbourne Avenue, Fleetwood, FY7 8AY ♦ 01253 872659
head@cardinalallen.co.uk ♦ www.cardinalallen.co.uk



General Information

THE SCHOOL

The school is named after William Allen, a Lancashire man, who was born in 1532 and is known to have lived as a young boy at Rossall near to the site of the school. William Allen founded the English Seminary at Douai and the English College in Rome in order that young Englishmen could be trained as priests during the Reformation and return to England to keep alive the Catholic faith.



Our 800+ pupils form a friendly, open school, in which discipline is good and where a high value is placed on order, respect for others and personal endeavour. This means that we can be rightly ambitious for all our pupils and encourage them all to have high expectations. We were once again oversubscribed for September 2023 having received nearly 400 applications for the 166 places available.

Our school is constantly striving to achieve higher standards as reported by Ofsted ([2015](#) and [2022](#)), and in our [Section 48 Denominational Inspection Report](#) which described us as an “**Outstanding Catholic School**”. We recently enhanced our status as a Fairtrade school by being designated a FairAchiever School, we are one of only twelve Eco Ambassador Schools in the country, and have been redesignated a Full International School by the British Council. We have held SGQM Centre of Excellence status for several years, were National Eco School of the Year in 2020, and we are a strategic partner in the Catholic Teaching Alliance.

OUR MOST RECENT INSPECTIONS

Our most recent inspection reports say great things about the school and our pupils:

“Cardinal Allen is an outstanding Catholic School” (Section 48)

“Pupils are happy to attend this kind and welcoming school” (Ofsted 2022)

“Pupils are proud to belong to Cardinal Allen Catholic High School; they are greatly appreciative of all that the school provides and how it supports and nurtures them. They feel encouraged and inspired to live by the school motto and be all that you can be.” (Section 48)

“Pupils, including those with SEND and disadvantaged pupils, become confident readers. Pupils who find reading difficult are well supported to catch up. Pupils enjoy reading a class novel with their form teacher. They can also choose to take part in group reading with the librarian or to read a book of their choice independently. These activities help pupils to develop and broaden their vocabulary so that they become accurate and fluent readers. Pupils’ extensive vocabularies and secure comprehension skills enable them to achieve well in many subjects across the curriculum. Pupils take advantage of the ample opportunities to read for pleasure in order to find out about different cultures, lives and experiences.” (Ofsted 2022)

“The behaviour and attitudes of pupils observed throughout the inspection were exemplary.” (Section 48)



THE PLACE

The Fylde Coast is a very pleasant area in which to live and work. The school is situated between Fleetwood and Cleveleys in a pleasant residential area near to Rossall Beach. The school is within easy reach of the M55 motorway, which allows quick access to Preston, Manchester and the Lake District. The cities of Preston and Lancaster are both just a 30-minute drive away and journey times to school will significantly improve from Summer / Winter 2023/24 with the completion of two major road developments on the M55 and [A585](#).

THE PASTORAL TEAM

The team consists of five Pastoral Assistants, two Attendance Officers and three Heads of School led by two Assistant Headteachers for Attendance and Pastoral. The team has a strong sense of team spirit and mutual support, as well as a commitment to improving the lives of our pupils. Whilst our attendance figures are good in comparison with national figures, we know that even higher standards can be achieved and the existing team are supportive of initiatives to improve. Our new colleague will receive all the support and encouragement necessary to make a difference to our pupils and develop professionally for the next stage of his/her career.

THE ROLE

This is a permanent role in our Pastoral Team, acknowledging that improved pupil attendance will be a game changer in transforming the opportunities for our pupils. Whilst we may have the nation's best fifty teachers, they are of limited value to those pupils whose attendance isn't outstanding. Our new colleague will play a significant part in supporting our pupils and their families to improve attendance and to remove barriers to learning. He/she will have a shared responsibility for the administrative work involved in recording and monitoring pupil attendance across the school, analysing data and attendance patterns, and enthusiastically supporting the work of the entire team. The post holder will undertake duties and have responsibility for monitoring of attendance of pupils within the school and for developing and implementing systems for improving pupil attendance and punctuality.

WHO ARE WE LOOKING FOR?

We are looking for someone with enthusiasm, energy, and the ability to contribute to the work of a very successful team. The successful candidate needs to have excellent communication skills and be able to work with both pupils and their families.

WIDER LIFE OF THE SCHOOL

The breadth of opportunities available to our pupils is illustrated on our website, and is acknowledged in our most recent Ofsted Report, but they can only happen if there is a willingness from our staff to go the extra mile in supporting our children to *be all they can be*. As such, all staff, at whatever level, are expected to make a positive contribution to the wider life of the School, and to enthusiastically engage and support the Catholic life of the school. Quite simply, we want to provide an experience which you would want for your own children.



HOW TO APPLY

If, having considered all of the information available, you wish to apply for the post, please take note of the following:

Visits to school

Interested colleagues are welcome to contact the Headteacher for an informal discussion or to visit the school prior to application to see our wonderful pupils at work.

Applications

- Only applications made on the version of the CES application form that is available from the school website will be considered;
- Page 10 of the form invites you to write a supporting statement – this supporting statement should be clear, concise, and related to this specific post at our school;
- Applicants should also submit an additional three completed forms:
 - Recruitment Monitoring Form;
 - Rehabilitation of Offenders Act Form;
 - Consent to Obtain References Form;
- Completed applications should be addressed to the Headteacher, Mr A Cafferkey, and sent to head@cardinalallen.co.uk. All applications will be acknowledged;
- The closing date for applications is Tuesday 4 March 2025 at 9.00am with interviews to follow. Applications received after the closing date will not be considered.

References

Candidates are required to provide the details of referees, as outlined on the application form, who will provide a positive recommendation in support of an application for this post. References will be requested immediately after short listing has taken place. To prevent any delay, and to ensure that references are available for the interviews, please inform your referees that you have applied and that we may be contacting them. If currently employed in a school, one of your referees must be the Headteacher of the school.



Job Description

JOB DESCRIPTION FOR:

Attendance Improvement Officer

Key responsibilities:

Attendance administration:

- Accurate attendance data entry into the information management system on a daily basis;
- Receive, and respond to, all incoming communications regarding pupil absence and inform relevant staff of any issues arising from such communications;
- Supervise and record the signing in of pupils late to school;
- Check, daily, for any incomplete registers and missing marks, and to follow up any omissions and concerns with relevant teaching staff and the appropriate AHT;
- Monitor and record attendance for pupils on educational visits, those engaging with alternative providers, including those on Managed Moves;
- Liaise with the Examination and Data Manager to ensure the accurate recording of attendance during examination periods;
- Implement the process of absence authorisation, including liaising with colleagues, parents and carers;
- Administrate all Leave of Absence requests for pupils from parents and carers – including communication with Court Officers, as appropriate, regarding legal proceedings;
- Support the preparation of all documentation relating to legal proceedings arising from persistent absence
- Generate reports in line with agreed schedules covering all aspects of attendance in support of attendance improvement;
- Contribute to the maintenance and continuous development of the registration process.

Attendance improvement:

- Lead on contacting parents and carers of all pupils on the first day of absence;
- Work with colleagues in meeting with parents, carers and other interested agencies in pursuit of improved pupil attendance and punctuality, and provide any relevant attendance data for such meetings;
- Proactively conduct home visits to offer support and encouragement to pupils, parents and carers in improving attendance and punctuality;
- Work with other school administrative staff to provide reciprocal support within workload peaks where duties allow.

As part of the wider Pastoral Team:

- Contact parents and carers in the event of child becoming unwell or injured in school
- To work as a member of the First Aid Team, administering first aid to pupils as required – regularly undertaking training to maintain currency of accreditation;
- Liaise with School Nurses and other medical services on vaccination programmes and other health issues / initiatives;
- Ensure that information regarding pupils with medical conditions is up to date and that all staff are aware

General Responsibilities:

- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person;
- Be aware of and support difference and ensure equal opportunities for all;
- Contribute to the overall ethos, work, and aims of the school;
- Appreciate and support the role of other professionals;
- Attend and participate in relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Keeping abreast of changes to national attendance policy;
- Be aware of the school's duty of care in relation to staff, pupils and visitors, and to comply with the health and safety policy at all times;
- Establish and maintain positive, constructive and professional working relationships with staff, visitors, pupils, parents, carers and other professionals of the school;

- Be aware of and comply with the staff code of conduct, dress code, regulations and policies of the school.

VARIATION IN ROLE

Given the dynamic nature of the role it must be accepted that, as the school's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

Line Manager: Assistant Headteacher for Attendance

Line Managing: N/A

Liaising with: Pastoral Team, colleagues, any relevant external agencies, and parents and carers.

Working Time: Term time only, 37 hours per week (could be 30 hours if preferred)

Grade: Lancashire Pay Spine Grade 5 Pts 6-11, £25,183 to £27,269 (£21,293 to £23,690 pro rata for TTO)





Person Specification

Cardinal Allen Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to complete an enhanced DBS check.

The Governors will consider applications on the basis of each candidate's ability to meet the following criteria:

Selection Criteria	Essential / Desirable
Experience, Skills, Knowledge and Understanding	
GCSE or equivalent at Grade 4/C or above in both Maths and English	E
Can demonstrate in their current role, the capacity to work effectively with a range of people at a professional level	E
Has excellent verbal and written communication skills, and be able to relate well to school staff, pupils, and their parents and carers	E
Enjoys the company of young people and others typical of those one would expect in a school	E
Excellent working knowledge of Microsoft Office packages including Outlook, Word and Excel with excellent keyboard skills	E
Able to use IT effectively and efficiently	E
Has knowledge of the use of SIMS	D
Is prepared to undertake professional training necessary to carry out the role effectively	E
Is able to work independently and autonomously as well as within a team	E
Can maintain issues of confidentiality in the working environment	E
Has a basic knowledge of how schools are organised and managed	D
Full driving licence and use of a car	D
Willingness to undertake visits to families in their home	E
Communication and Self Management Skills	
Has the ability to communicate effectively with a wide range of different people and organisations	E
Is able to plan, organise, prioritise and manage their own personal time effectively	E
Will actively engage in training activities and take responsibility for his/her own professional development	E
Personal Qualities	
Excellent time management, multi-tasking skills and to use own initiative	E
Ability to work under pressure and to tight deadlines to a high standard	E
Is committed, resilient, robust, resourceful, keen and enthusiastic	E

Selection Criteria	Essential / Desirable
Has an excellent record of punctuality, attendance, reliability, and integrity	E
Can demonstrate fairness, honesty and integrity in his/her existing practice and conduct as a professional	E
Can show a positive commitment to organisational principles	E
Is likely to be able to show through their actions and professional relationship with others, a positive and corporate commitment towards their work	E
Has a sense of humour and patience, particularly when facing difficult and challenging situations	E
Can demonstrate the ability to work well as a team member	E
Has the ability to work flexibly and in a responsive way with tact, discretion and confidentiality	E
Knowledge of the child protection / safeguarding policy	D
Is willing to support the Christian ethos of our Catholic school	E
Be a positive role model at all times and a highly effective and respected representative of Cardinal Allen	E
Positive recommendation from all referees, including current employer	E

