



Lady Lumley's School

Post: Attendance and Behaviour Officer

Commencing: As soon as possible

Contract: Permanent

Hours/working pattern: 37 hours per week term-time only

Salary/hourly rate: Grade E SCP 6, £10.39 per hour / £17,146 per annum

Lady Lumley's School

Lady Lumley's is an 11-18 mixed comprehensive, community school serving the town of Pickering, surrounding villages, and warmly welcoming students from Scarborough to Rosedale. We strive to 'Be our best', working to improve the experience for all students, staff, and the community. Our broad and balanced curriculum is ambitious for all. We place great value in academic qualifications alongside the arts and practical subjects. Set in an idyllic location, we make the most of the fantastic sporting facilities and run an immensely popular Duke of Edinburgh experience, alongside over 30 enrichment clubs. Our students and staff are loyal to Lady Lumley's and are committed to improving our learning journey, whilst celebrating success.

Lady Lumley's benefits from the knowledge and experience of Coast and Vale Trust. We retain our unique school identity with a shared ambitious vision. Through leadership development, collaboration, and investment, Lady Lumley's is enabled to maintain its identity whilst belonging to a larger family of schools.

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 Lady Lumley's, supporting students to maintain good behaviour and attendance, a life skill which will help them well beyond their time at Lady Lumley's.

Here at Lady Lumley's, we are fortunate to have 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.

Coast and Vale Learning 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, and Friarage Primary School. As well as Scarborough University Technical College (SUTC) in Scarborough, and Lady Lumley's Secondary School in Pickering. 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 NYCC Jobs or the school's website at <https://www.ladylumleys.coastandvale.academy/about-our-school/vacancies/> and email your completed form to **Helen Poole the Trust's Recruitment Partner** helen.poole@northyorks.gov.uk Tel: 07890 055186.

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 application: **Monday 11th July, 9am.**

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.