



### Job Description and Person Specification

<b>Salary:</b>	Term time salary £19,564 FTE 0.8081 (Gross £24,210 – G6, P22)
<b>Start date:</b>	ASAP
<b>Salary/Hours:</b>	Term time

#### The Role

To enhance the school's vision which aims to nurture each pupil on their own journey of self-discovery and is based upon the three key pillars of Educational Excellence, Character Development and Spiritual Insight.

Avanti House is an all-through 4-19 school which opened in 2012. It comprises a two-form entry primary school and a six-form entry secondary. When full, in around 2020, it will provide for 1680 students; projected currently to be the largest Free School in the UK.

Currently the secondary phase has students in years 7 –11. It is anticipated that the sixth form will open with between 90 and 140 students (internal and external). Although the secondary phase is currently, temporarily located in a site in Pinner, we have secured full planning permission for a new £20 million build on Whitchurch Fields in Stanmore, Harrow. The school will move there, once built in 2018.

Avanti House is part the growing family of Avanti schools. The key responsibilities laid out here are those, which will be assumed by the successful candidate upon appointment. Specific responsibilities are likely to change over time.

Avanti schools are Hindu-designated faith schools. However, all staff members at Avanti House School will **not be required to present themselves** from any specific faith background and there will be no preference given in this regard. Applications are very welcome from practitioners of any faith and of none. The successful candidate will, however, be expected to be in sympathy with the unique ethos and vision of the School – following closely the expected behaviours laid out in the Ethos Handbook.

#### Key responsibilities

##### Attendance

- To work with groups of students to improve levels of attendance.
- To work with parents/carers and other agencies in improving their child's attendance record and coordinating parental support and training where appropriate.
- To undertake home and school visits as designated by the school/Educational Welfare Officer.
- To interpret information relating to attendance patterns and identify key areas of concern for Guidance Leaders and Assistant Headteachers.
- To assist with the identification of students who will receive support in improving their attendance record
- To follow School Policy of 'first day contact' within the school
- To check and remind any necessary staff to complete registers



## SIMS and Attendance Officer

- To ensure all unexplained absences are accounted for or send letter requesting an explanation  
To assist and check records prior to the Census to ensure school attendance is accurate and up to date  
To monitor the attendance of vulnerable groups of students and liaise with staff/SEND department
- To produce termly reports for Educational Welfare Officer and copy to the relevant Assistant Headteacher
- Liaise with the Education Welfare Officer, Connexions to exchange information and determine appropriate levels of intervention
- To liaise with the safeguarding team regarding child protection
- To input timely information i.e. exams, music trips, sporting events, work based learning appointments, absence reports etc. and to keep Learning Coordinators and staff updated
- To check accuracy and correct coding on registers before printing off official registers and filing away on a term basis
- To print off official registers daily and explained absences to ensure at hand in event of a fire,
- To follow Attendance policy and send out letters as required
- To provide updates for staff on student attendance
- To collate, maintain and update attendance data
- To work alongside relevant staff, contact teachers, senior management, learning support assistants to improve attendance

### SIMS

- Take the lead role in the development, maintenance and management of record/information systems.
- Input of data using SIMs packages to assist with the fully integrated student database.
- System Manager – maintenance of the school MIS system, set up staff accounts, access rights, attending training courses and training staff internally.
- Responsible for ensuring that system backups are run.
- Responsible for the upgrading of the system and issue notification to staff of changes in the modules from each upgrade.
- Awareness of external SIMs training and matching this to internal need.
- Prepare and deliver SIMs training in house to appropriate cohorts of staff.
- Supervision of data input to ensure accuracy.
- Setting up of new systems to meet the needs of the Senior Leadership Team, Heads of Year and Faculty Leaders
- Responsible for DCSF Statutory Returns – School Census - 3 times per year, School Workforce Census – once a year.
- Producing a bank of reports for all to use.
- Reporting on all data held within SIMs.
- Reporting and solving SIMs software problems – liaising with Durham ITSS when necessary.
- Keep accurate records of free school meals within SIMS and inform kitchen of any changes.
- Keep accurate records of all groups in SIMS e.g. PP, LAC and EAL data
- Liaise with County Hall to ensure data held is accurate and up to date.
- Co-ordinate with SENCO to ensure all SEN and IEP information is accurate and up to date.
- Liaise with the Deputy Head Teacher responsible for the timetable, Heads of Year and Heads of Faculty to create class lists for the coming academic year.
- Prepare Sims for the coming academic year and perform student curriculum assignment in SIMs.
- Liaise with Deputy Headteacher to produce timetables for the next academic year.



### School Data:

- Setting up of SIMs Assessment Manager and transferring all school data from Microsoft Excel.
- Input data accurately and efficiently using SIMs Assessment Manager.
- Determine the need for and arrange provision, analysis and evaluation of data and detailed reports /information.
- Provide detailed analysis and evaluation of data/and produce detailed reports/information as required.
- Write, design and produce reports illustrating trends in school data.
- Liaise with Heads of Faculty, Heads of Year and Senior Managers in producing information to raise student achievement.
- Be responsible for completion and submission of complex forms, returns etc. to SLT, governing body and to outside agencies e.g. Dept. for Education
- Provide data to inform whole school and individual student targets.
- Produce and update student targets and assessment information as per assessment calendar.
- Produce data reports to inform parents of individual student progress.
- Produce detailed analysis of student targets and assessment information to Heads of Department and Senior Leadership Team.
- Liaise with Examination Officer regarding external/internal data produced from the examination process.
- Provide analysis of examination results.
- Provide recommendations on school data collection, methods of analysis and methods of collection.
- Produce and respond to complex correspondence.
- Provide organisational and complex administrative support to other staff.

### General responsibilities

- To read understand, and adhere to all the school's policies and procedures.
- Ensure compliance with the school's Equal Opportunities Policy and take an active role in promoting equality and diversity.
- Support the school's vision, mission, faith and ethos.
- Take proactive responsibility for safeguarding and promoting the welfare of pupils.
- Undertake and deliver training and professional development as appropriate to keep up to date with current developments.
- Undertake other duties appropriate to the post that may reasonably be required from time to time commensurate with the grading of the post.
- Commitment to the school's Safeguarding Policies and the welfare of children and young people



## Person Specification

Criteria	Requirement Level	Evidence
Qualification – NVQ3 or equivalent	Essential	A
Knowledge of SIMS	Essential	A
Commitment to high standards in all areas of school life	Essential	A/I
The ability to interact and deal sensitively with people	Essential	A/I/T
The ability to make decisions in consultation with the Class Teacher and colleagues as appropriate	Essential	A/I
Meticulous attention to detail	Essential	A/I
Knowledge of safeguarding procedures and equal opportunities	Essential	A/I
Able to work effectively on own initiative and within limits of own professional boundaries and knowledge	Essential	A/I
To adhere to the confidential nature of pupil/staff information	Essential	A/I
The ability to communicate effectively, orally and in writing with pupils and a wide range of adults in and beyond the school	Essential	A/I/Y
A willingness to take responsibility for their own professional development	Essential	A/I
Flexible, enthusiastic and resourceful to meet new challenges as the school grows	Essential	A/I
Good organisational skills and ability to manage, and use resources effectively and efficiently	Essential	A/I
Experienced in prioritising varied and conflicting work demands and able to work under pressure	Essential	A/I/T
The ability to use your own initiative and work under pressure	Essential	A/I
Excellent written and oral communication skills	Essential	A
Is discreet and respects confidentiality	Essential	A/I
Good understanding and experience of using databases	Desirable	A/I
Excellent organisation and time management skills	Essential	A/T

A = Application Form I = Interview T = Task/Lesson Observation



### Selection Process

Avanti House School is committed to safeguarding and promoting the welfare of children and young people and requires all staff, governors and volunteers to share this commitment. All successful candidates are required to have a DBS check.

References will be taken up for all short-listed candidates prior to interview.

We welcome applications from both men and women of all ages from any background and from candidates with disabilities. This position is not suitable for a job share.

The closing date for receipt of applications (hard copy or electronic) is **8:00am on Monday 22<sup>nd</sup> May 2017**.

Applications can be down loaded at [www.avanti.org.uk/avantihouse/](http://www.avanti.org.uk/avantihouse/)

Completed applications should be signed and posted to the school FAO Mrs. Nilam Panjwani (HR Officer) - secondary site, Beaulieu Drive, Pinner – address is on accompanying letter.

Alternatively, the application may be emailed directly [HR.ahs@avanti.org.uk](mailto:HR.ahs@avanti.org.uk) but it will be required to be signed by the shortlisted candidate on the day of interview

Applications submitted by post must reach the school by the closing date above and should be written for the attention of: Mrs Nilam Panjwani

For shortlisted candidates' interviews will take place on **23<sup>rd</sup> or 24<sup>th</sup> May 2017**.

Any appointment subsequently made will be subject to the receipt of satisfactory references and other pre-employment checks.