



**Rossmere
Academy**
ENRICHING EDUCATION

• • • • •

APPLICANT INFORMATION ATTENDANCE & SAFEGUARDING LEAD



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With Us**

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Catcote Road, Hartlepool, TS25 3JL 





Rossmere Academy

ENRICHING EDUCATION

Dear Applicant

Thank you for showing an interest in this vacancy at Rossmere Academy. This is a vital appointment for our school and the successful applicant will be joining an amazing staff team.

Our school prides itself on our values of inclusion, promoting equity for all and celebrating diversity. Enriching the lives of every child in the school through amazing experiences and preparing them for life beyond Rossmere are key to everything we do.

Please find the time to visit the school or phone me to discuss the post.

Kind regards,

Mrs Caroline Reed
Headteacher



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TRUST VISION & VALUES

Extol Trust is an ambitious and collaborative Trust based in the North East of England. The Trust's conception was driven by a passion and a moral belief that all pupils deserve to attend a 'stand out school', where they flourish personally, academically and socially.

We place children at the centre of all we do, aiming to create a climate where excellence flourishes as a result of outstanding leadership, engaging teaching and high quality learning. We are a Trust which works hard to be an employer of choice ; we know we can't have great schools without great staff and we work very hard to recruit, retain and develop our people to be the best they can be.

We place Extol Trust as both a system and civic leader, working with other organisations to advance education for the wider common good. Through the development of purposeful partnerships and true collaboration, we aim to impact not only on our school communities but the wider education landscape. We believe that strong collaborative Trusts should be at the front and centre of shaping education reform.



Mr Craig Nicholson
CEO



TRUST VISION & VALUES

Our aims are reflected in our continual commitment to the 'levelling up' agenda within education and the North East communities that we serve. As a collective we are determined that all pupils, regardless of background or where they go to school, have equal access to a high-quality education which equips them with the knowledge, skills and understanding to realise their ambitions and attain their potential.

OUR CORE VALUES

Inspiration Extol is a Trust that inspires all of its schools to be that "stand out school". We constantly seek inspiration from local, national and international initiatives/research. We passionately believe that by investing in our workforce we develop an inspiring, committed and professional team within each school

Excellence Extol has a focus on excellence in all that we do. We strive to achieve the very best for our schools and their communities. We know that access to an excellent education opens opportunities for individuals and the community in which they live

Partnership Extol knows there is power within a partnership of schools. We believe that a true, inclusive partnership with people driven by the same 'why', allows our family of schools to learn with and from each other.





SCHOOL CONTEXT

Rossmere Academy is a 2-form entry primary school situated in Hartlepool. In May 2022 we joined Extol Trust and became Rossmere Academy.

We serve a very mixed and very wide catchment area with families who have high aspirations for their children and others who can struggle and need support from the school's very proactive inclusion team. Currently 50% of our children are eligible for Pupil Premium funding. We are a very inclusive school, with 28% of the children on our SEND register. Support for children, parents and staff is on offer in school from Speech and Language Therapists, Place 2 Be Counselling Services and Future Steps Occupational Therapy Services. We also have SEMH additionally resourced provision funded by Hartlepool Local Authority, that caters for 6 children from across the town.

Our school nursery is over-subscribed and has 78 part time places, split into mornings, afternoons and 30 hours places for working parents. We also have an extremely popular and successful 2 year old provision with 30 part time places. Our nursery shares an amazing outdoor environment with our reception classes.



Rossmere Academy occupies a very large site that includes a sports hall, drama hall, separate dining hall, 3 playgrounds, a large MUGA, a wildlife area, a large field and a fabulous purpose built Forest School that is hired by other schools and community groups (complete with classroom, yurt, pond dipping area and fire pit). The opportunities to deliver a creative outdoor curriculum are endless!

Our children are organised into 2 parallel classes in each year group of between 19 and 28 children per class. We have additional staff to support children with SEND and a commitment to inclusion for all. Teachers in each year group work together to plan the curriculum and prepare resources, halving the workload.

We are committed to reducing workload and improving the wellbeing of all our staff. We also have a planned model of Continuing Professional Development for all staff, and support our staff to develop professionally.





ADVERTISEMENT

Attendance & Safeguarding Lead

Required for 1st September 2026

Permanent position

37 hours a week (Term time only + 5 PD Days)

Band 9 SCP 18 - 22 (whole time salary £31,537 - £33,699)

Actual salary £27,247 - £29,774

Following the promotion of the current post-holder, we have an exciting opportunity for an enthusiastic and confident person to join our team. Ensuring good attendance at school and helping families to overcome any barriers that are preventing their child from thriving at school, are priorities for Rossmere Academy. We are looking for an exceptional person who will be central to our work in this area – someone who is keen to support parents but also not afraid of difficult conversations. Attendance at Rossmere is in line with the national average but we would like it to be even better.

The successful candidate will be someone who:

- Has energy, enthusiasm and a passion for shaping young lives
- Is creative and full of great ideas – a problem solver
- Is resilient with good strategies to communicate with parents
- Is patient and caring towards our families
- Wants to be part of an amazing school and with a committed staff team

We can offer all candidates:

- Fantastic children, parents and families who deserve the very best
- A very inclusive school that values what children can do rather than focusing on what they can't do
- An amazing shared office with our Inclusion Team where you will be well supported by friendly and happy colleagues
- The chance to be part of a school and Trust that values its staff
- The opportunity to shape this important area of work and have a positive impact on future life chances of Rossmere children

Please contact the headteacher Caroline Reed on headteacher@rossmereschool.org.uk if you require further details or to arrange a visit to the school.

JOB DESCRIPTION



Job Description : Attendance and Safeguarding Lead

Post Title	<i>Attendance and Safeguarding Lead (Band 9)</i>
Overall Purpose	To meet the requirements of: <ul style="list-style-type: none">• Leading on attendance by implementing Trust Policy• Assisting the Designated Safeguarding Lead
Responsible to	Deputy Headteacher / Inclusion Lead
Responsibilities	<p>Under the guidance and direction of the Deputy Headteacher:</p> <ul style="list-style-type: none">• Undertake first day contacts of parents/carers and follow up lack of response by undertaking home visits to support and guide children and families with school attendance problems.• Provide analysis and evaluation of information and data to identify and work with pupils who have poor attendance• Implement strategies with the family to overcome any barriers.• Ensure the maintenance of factual records• Develop and maintain effective contact and communication with parents/carers and families where support and intervention are indicated and/or ongoing.• Identify instances of poor attendance requiring intervention.• Engage with families experiencing barriers to learning such as exclusion, low self-esteem, looked after children, behavioural issues and school phobia.• Manage identified school caseloads and maintain casework documentation.• Working within a framework of supervision, contribute to the creation of strategies and action plans for vulnerable children and their families.• Plan, develop and monitor systems for the inclusion function within the whole school• Provide information regarding pupil/family circumstances to senior colleagues and schools to enable the planning of appropriate interventions• Provide advice and guidance to families and pupils to reinforce their self-esteem and support pupil achievement• Mentor and/or allocate work to more junior colleagues who work within the Inclusion function within School• Implement action plans with parents/carers and feed back to teachers/senior colleagues regarding progress and achievement whilst contributing to developing initiatives focussed upon parental responsibility.• Develop and maintain knowledge of pertinent legislation with respect to the Inclusion function• Signpost families to appropriate sources of advice and guidance.• Refer complex, in-depth instances of poor attendance to the appropriate senior colleague• Attend Multi-Agency meetings to provide supporting information• Liaise with teachers and senior colleagues regarding persistent absentees



JOB DESCRIPTION



	<ul style="list-style-type: none">• Follow through incomplete registrations and reasons for absence• Mentor and support children in individual and group scenarios• Escort children to and from school as necessary• Support the school in the application of non-attendance procedures and carry out administrative tasks where necessary.• Access and update computerised records/management information systems and attendance databases to support work carried out.• Undertake typing, letter writing, word-processing and other IT based tasks and make referrals where appropriate.• Undertake routine administration.• Maintain a detailed knowledge of pertinent school policy and procedure in the specialist area.
General Professional Responsibilities	<ul style="list-style-type: none">• To play a full part in the life of the school community and support its ethos, values and aims.• To uphold Extol Trust ethos and values.• To contribute to, follow and actively promote the agreed policies of the school.• To have high expectations and lead by example.• To work as a member of a team, promote collaboration and to contribute positively to effective working relations within the school and Trust.• To comply with the schools and Trust's Health and Safety Policy and undertake risk assessments as appropriate.• To engage actively in Appraisal and Continuing Professional Development.• To be aware of GDPR principles and follow agreed policies and procedures.• Develop constructive relationships and communicate with other agencies/professionals where appropriate to the role.• Share expertise and skills with others.• Participate in training and other learning activities and performance development as required.• Recognise own strengths and areas of expertise and use these to advise and support others.• Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.• Within a responsibility of a duty of care, comply with all policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.• Be an effective role model for pupils by demonstrating and promoting the positive values, attitudes and behaviour expected from pupils.



PERSON SPECIFICATION



Person Specification: Attendance and Safeguarding Lead



	Essential Criteria	Desirable Criteria
Qualifications	<ul style="list-style-type: none"> NVQ Level 3 / Level 3 Qualification or Equivalent GCSE or equivalent in English and Maths at Grade 4 or above Driving license 	<ul style="list-style-type: none"> Minibus training
Experience	<ul style="list-style-type: none"> Experience of working effectively with parents/carers Experience of working with other agencies (e.g. health, social care) Experience of supporting families in the context of a school. 	<ul style="list-style-type: none"> Experience of working in a parent support role in a school
Knowledge / Skills	<ul style="list-style-type: none"> Excellent organisation skills Knowledge of Child Protection procedures Good computer skills Ability to use own initiative Excellent communication skills both verbal and in writing Excellent time management skills Ability to communication with parents, children and other professionals Willingness to undertake any training necessary for the role Innovative and creative and keen to share ideas Confidence in speaking to a variety of audiences – staff, governors, parents, other professionals. 	<ul style="list-style-type: none"> Experience of using Bromcom Experience of using CPOMS Experience of leading multi-agency meetings
Additional	<ul style="list-style-type: none"> Recommendation from both referees Clear Enhanced DBS Check 	





APPLYING

Requesting an application form

Application form and further details are available via:
<https://www.rossmereschool.org.uk/vacancies/>

Personal information provided on application forms will be retained and used in accordance with the General Data Protection Regulations (GDPR) 2018 and other legislative provisions.

Please review our Privacy Policy at:
<https://www.rossmereschool.org.uk/vacancies/>

Please email completed application forms to Hayley Buckley, School Business Manager, on: hbuckley@rossmereschool.org.uk by the closing date specified.

Closing date for applications: Friday 17th July, 2026 at 9am

Shortlisting: Friday 17th July, 2026

Interviews will be held: Tuesday 21st July, 2026