

**Attendance Adviser**

**Candidate Information Pack and Application Form**

Closing date: **24 June 2022**

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| **Overview** |
| Regular attendance at school is vital for pupils’ education, well-being, and mental health. Our schools white paper made clear that supporting schools, trusts and local authorities to maximise attendance is a central priority for the department.  Following public consultation, we recently published [guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1073616/Working_together_to_improve_school_attendance.pdf) setting out how we expect local authorities (LAs), schools and trust to work together to improve attendance. The guidance will apply from September 2022 and the Secretary of State has committed to it becoming statutory no sooner than September 2023.  This guidance is intended improve the quality and consistency of support for attendance across the country: this will mean changes in practice and working for all schools, trusts and LAs.  To help LAs, specifically, to implement the expectations in the new guidance, we intend to expand our existing team of 5 attendance advisers and support more authorities across the country. We are looking to recruit an additional 3-6 advisers to work with specifically with LAs.  In line with the new guidance, advisers will support LAs to:   * Review and develop a strategy for managing attendance across their local area. * Consider how to make best use of their existing staff and other resources to support strong attendance. * Ensure that attendance is considered and embedded across all relevant services in the authority. * Review their use of attendance data to target efforts to improve attendance. * Build strong relationships with schools, families, and other partners in the local area.   We are also looking to appoint an additional 1-2 advisers to work specifically with MATs and schools to review their current approach to tackling persistent absence. Advisers will work closely with their schools and trusts supporting them to: develop effective strategy, systems and practice; use data effectively; and develop a whole school culture of excellent attendance. |

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| **Role description and responsibilities** |
| The work of the attendance adviser will, specifically, include:   * Working closely with a portfolio of LAs, MATs and schools to review their current approach to attendance and identify the changes required to meet the expectations in the new guidance. * Supporting LAs, MATs and schools to develop and implement an action plan to make the necessary changes. * Providing ongoing challenge and support to the LA, MAT or school as they implement their plan. * Developing best practice case studies and materials as required. * Reporting regularly to the Department to provide progress updates, and share intelligence and effective practice.   We are seeking applications from individuals with credible leadership experience from LA, trust or school settings, who can provide evidence of:   * Supporting LAs or MATs/ schools to implement successful strategies to improve attendance. * A clear understanding of excellent practice for improving attendance and reducing absence, including using data to inform decision making and planning. * The ability to quickly establish strong working relationships with LA and school leaders.   Depending on the composition of the final team, advisers may be allocated to work with LAs and MATs in a specific region. Advisers may also be required to convene regional meetings bringing together the LAs in their area to discuss their practice. |

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| **Person Specification** |
| Successful candidates will need to demonstrate that they meet **all** the essential criteria below and any of the desirable criteria.  We welcome applications from individuals with credible leadership experience for attendance. This may include former headteachers, Ofsted inspectors, LA and MAT leaders, and independent attendance consultants with have a broad and strategic understanding of school, trust, and LA work to improve attendance.  Given the expected time commitment (detailed below), these roles may be most suitable for individuals who are not currently in full-time employment.  **Essential Criteria**  You will need to demonstrate:  1. Experience of implementing effective systems to improve or sustain high levels of attendance within an LA, MAT or school context.  *or*  Experience of supporting LAs, MATs or schools to review and implement effective systems to improve or sustain high levels of attendance.  2. A clear understanding of excellent practice for improving attendance and reducing absence, including using data to identify issues, inform strategy, and monitor improvements. **As part of this we would expect you to demonstrate an understanding of the implications of the new attendance guidance.**  3. The ability to quickly establish strong working relationships with LA, school, and trust leaders.  **Desirable Criteria**  You should also demonstrate at least one of the following:   * Experience of managing complex change or service transformation within a school, trust or LA. * A strategic understanding of LA, MAT or school contexts, and an understanding of the key challenges associated with implementing the expectations in guidance. * How you would support an LA/MAT/school to review its approach to attendance, create and implement an improvement action plan.   We particularly welcome applications from candidates who are able to support LAs, MATs or schools in London, the south-east, the east of England, the north, and north-west. |
| **Terms of Appointment** |
| This is a time limited appointment with work contracted to take place between September 2022 and August 2024 (i.e. the next two full academic years). We will, however, review adviser impact in Summer 2023 before a further year’s work begins.  Advisers will support a portfolio of LAs or MATs and schools. Each will receive between 2-10 days of support from an adviser, depending on need. The overall time commitment for the role is expected to be approximately 50 days per academic year, however, the specific commitment and portfolio can be tailored to the adviser’s capacity. More support days are expected to be required in the first academic year rather than the second.  Please note that this role has been assessed as being inside of IR35 and therefore is subject to PAYE. Advisers will receive an umbrella rate of £500 per day excluding VAT. Applicants should note that the umbrella rate may be subject to deductions, including umbrella company fees (if applicable), employer National insurance contributions, and the apprenticeship levy.  Successful applicants will be required to register with Alexander Mann Solutions under the CCS Public Sector Resourcing (PSR) Framework, who will be responsible for the management of contracts.  Applicants who are currently employed by a school, trust or LA may be able to fulfil one of these roles via a secondment arrangement. This would be a bespoke agreement between the Department and the applicant’s employer. However, given the time commitment, these roles may be best suited to individuals who are not currently employed full-time.  Where applicable, applicants are responsible for obtaining consent from their employer to apply for these roles. Applicants should also check whether their employment contract contains any restrictive covenants that would prevent them from accepting a post if they are successful in securing one. Appointments will be subject to successful BPSS checks. The costs of these will be covered by the applicant.  Location  Advisers are expected to attend video conference meetings and may be required to travel to attend meetings at DfE’s Sheffield and/ or London sites, and at the LAs, MATs or schools in their portfolio. They may also be required to convene regional meetings for the groups of LAs, MATs or schools they are working with.  We will try to match advisers to LAs, MATs or schools within the regions that they are based, however, any travel and accommodation costs incurred as part of delivering support work will be reimbursed by the Department, in line with agreed policies. |
| **How to Apply** |
| The closing date for submitting this completed application pack is **5pm Friday 24th June.**  We cannot accept applications submitted after this closing date/time.  To apply for one of these roles please submit the application form below, the contact details of two referees, and a CV/ job history (maximum 2 sides) by email to: [school.attendance@education.gov.uk](mailto:school.attendance@education.gov.uk).  Please email [school.attendance@education.gov.uk](mailto:school.attendance@education.gov.uk) if you have any questions or require further information about these roles. |

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| **Selection** |
| **Application**  Candidates will be given a numerical score for how well they demonstrate each of the essential criteria. Candidates will also be given a single numerical score for how well they demonstrate meeting any, or all, of the desirable criteria. Please see the evaluation criteria section below for details of the scoring used.  Candidates who score 16 and above will be shortlisted and the highest scoring candidates will be invited to interview.  If we receive large numbers of applications, candidates will be initially sifted on essential criteria 1 and 2. Candidates who score 8 or above will go through to the full sift where all criteria will be considered and scored as above. Scoring may also take account of experience demonstrated in the submitted CV/ job history.  Applicants will be informed if they have been successfully shortlisted for interview during the week starting 27 June.  Only applications from individuals will be accepted. |
| **Interview**  Interviews by video conference will take place during the week commencing 4 July. |
| **Final Selection**  Selection will be made by a panel that will make a recommendation to Ministers, who will take the final decision on appointments. Successful applicants are expected be in post by the beginning of September. They will also receive initial orientation training, which is likely to take place at the end of August. |

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| **Candidate Application Form** | |
| **\*** | Title:  Surname(s):  Forename(s): |
| **\*** | Address for Correspondence: |
| **\*** | Primary contact number:  Email address: |
|  | **Please specify whether you are applying for a role supporting LAs, or MATs/ schools, or both:** |
|  | **Essential Criteria**  Please set out how you meet the essential criteria in the boxes below. Candidates should answer as fully as they can, giving examples to illustrate their answers where possible. They may also wish to reference relevant data supporting their work in improving attendance. |
| **1.** | ***Insert your answer here demonstrating how you meet essential criteria 1. (250 words max)*** |
| **2.** | ***Insert your answer here demonstrating how you meet essential criteria 2. (250 words max)*** |
| **3.** | ***Insert your answer here demonstrating how you meet essential criteria 3. (250 words max)*** |
|  | **Desirable Criteria**  Please set out below how you meet any, or all, of the desirable criteria. Candidates should answer as fully as they can and provide examples to illustrate their answers where possible. |
|  | ***Insert your answer here (250 words max)*** |
|  | **Declaration of actual and potential conflicts of interest**  If there are no conflicts to declare, please state not applicable. |
|  | ***Insert your answer here.*** |
|  | **Candidate declaration** I confirm that all the information included in this application is correct.  Signature:  Name:  Date: |

**Evaluation criteria**

Expressions of interest and interviews will be evaluated using a 6-point scale (0 to 5), as set out below. Evaluators will assign a score to each evaluation and interview question response. Evaluators will make appropriate notes to validate all scores awarded.

In general terms, higher scores will be awarded when the evidence provided demonstrates and provides high confidence in reliable delivery of the required Services. Lower scores will be given when the evidence provided does not demonstrate and/or provide confidence in reliable delivery of the requirement as specified. The criteria for each score are set out in the table below.

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|  | **DESCRIPTION** | **CRITERIA** |
| 5 | Excellent | The response fully and successfully meets the criteria detailed and in addition offers significant and clearly recognisable benefits and desirable features, which are relevant and proportionate to the question, over and above the level required in the procurement documents,  **and**  Full and relevant evidence is provided to support the response and explain how the applicant will satisfy the criteria in full and clearly offer significant and clearly recognisable benefits and desirable features. |
| 4 | Good | The response fully and successfully meets the criteria detailed,  **and**  Full and relevant evidence is provided to support the response and explain how the applicant will satisfy the criteria in full. |
| 3 | Satisfactory | The response substantially meets the criteria detailed. Relevant evidence is provided to support the response. May lack some clarity or detail in how the proposed solutions will be achieved.  Lack of clarity and any missing evidence or detail is minor. |
| 2 | Poor | The response satisfies only some of the criteria detailed in the question,  **and/or** The response exhibits some omissions with regard to meeting the criteria detailed,  **and/or** Some evidence is provided to support the response, but this is lacking in sufficient detail in one or more areas. |
| 1 | Very Poor | The response clearly fails to meet a number of criteria detailed in the question,  **and/or** The response exhibits clear and significant omissions with regard to meeting the criteria detailed, **and/or**  Inadequate or no supporting evidence has been provided to support the response. |
| 0 | Nil Response | No response provided. |

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| **References** | |
| Please give below the name and contact details of two people who may be asked to act as referees for you. They will be expected to have authoritative and personal knowledge of your professional achievements / competencies.  We will only approach your referees if you are invited to interview. | |
| **\*** | **Referee 1** |
| **\*** | **Referee 2** |