

**Attendance Advisers**

**Candidate Information Pack and Application Form**

Closing date: **13 September 2021**

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| **Overview** |
| Regular attendance at school is vital for pupils’ education, well-being, and mental health. As COVID 19 becomes a virus that we learn to live with it is important that we continue to minimise disruption to children and young people’s education. Our priority is to continue to reduce overall school absence as we recover from the pandemic.  Local authorities (LAs) play a key role in supporting schools and working with families to improve attendance and reduce absence. The pandemic has highlighted new attendance challenges. To help address these challenges, we are looking to appoint a small team of advisers to work closely with LAs to help them to review their current approach to attendance and make improvements.  We are seeking applications from individuals with credible leadership experience from an LA, Trust or school setting, who can provide evidence of:   * Supporting schools and local authorities in implementing 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 strategic planning. * The ability to quickly establish strong working relationships with LAs and school leaders.   This work will build upon the Department’s published best practice advice on attendance here:  <https://www.gov.uk/government/publications/school-attendance/framework-for-securing-full-attendance-actions-for-schools-and-local-authorities> |

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| **Role description and responsibilities** |
| The work of the attendance advisers will include:   * Working closely with a portfolio of up to 10 LAs each to support them to review their current approach to attendance and identify improvements * Supporting the development of an improvement action plan and providing ongoing support and challenge to ensure successful implementation. * Reviewing how attendance data is gathered and used to assess performance, identify risks and issues, and target action. * Ensuring that attendance is embedded across all services for children and young people within the authority. * Reviewing the delivery of statutory attendance duties and use of enforcement measures. * Supporting LAs to establish strong and effective relationships internally, with schools in their area and other LAs. * Helping them to make best use of their existing staff and other resources on attendance * Reporting regularly to the Department to provide progress updates, and share intelligence and effective practice.   Attendance advisers may also work with a small number of MATs to support in a similar way to review a MAT’s attendance strategy and implement a plan to improve. |

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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:   * Experience of implementing effective systems to improve or sustain high levels of attendance within a school or LA context   *or*   * Experience of supporting schools and local authorities to review and implement effective systems to improve or sustain high levels of attendance. * A clear understanding of excellent practice for improving attendance and reducing absence, including using data to identify issues, inform strategy, and monitor improvements. * 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:   * A strategic understanding of the LA context, current challenges, and statutory attendance duties and requirements * How you would support an LA to review its approach to attendance, create and implement an improvement action plan * Evidence of bringing together different services for children and young people to improve attendance * Experience of managing complex change or service transformation within a school, Trust or LA |
| **Terms of Appointment** |
| This is a time limited appointment with work contracted to take place between November 2021 and March 2022. Further work is subject to funding approval.  Advisers will support a portfolio of several LAs, and each LA will receive between 5-10 days of support from an adviser. The overall time commitment for the role is expected to be between 50-100 days, however, the specific time commitment and LA portfolio can be tailored to the candidate’s availability.  The role has been assessed as inside of IR35 and therefore is subject to PAYE. Advisers will receive an umbrella rate of up to £500 per day (i.e. before payroll deductions) excluding VAT depending on relevant skills and experience.  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 currently in employment 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.  Applicants who are currently full-time employed by a school, Trust or LA may be able to fulfil one of these roles via a secondment arrangement. This would need to be subject a specific agreement between the Department and the applicant’s employer. Applicants will be expected to meet the time commitment set out above.  Appointments will be subject to successful BPSS checks.  Location  Advisers are expected to attend video conference meetings and may be required to attend face to face meetings at DfE sites, and at the local authorities within their portfolio. Expenses for travel directly incurred in delivering the support work will require written approval from DfE in advance and will be reimbursed. |
| **How to Apply** |
| The closing date for submitting this applications pack is **5pm Monday 13th September.**  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 evidence meeting any or all of the desirable criteria. See evaluation criteria section below for details of the scoring used.  Candidate applications will be scored and moderated. 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 in the w/c 20 September.  Only applications from individuals will be accepted. |
| **Interview**  Interviews will take place in the w/c 27 September. |
| **Final Selection**  Selection will be made by a panel who will make a recommendation to Ministers who will take the final decision on appointments. Successful applicants are expected be in post by mid-November. |

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| **Candidate Application Form** | |
| **\*** | Title:  Surname(s):  Forename(s): |
| **\*** | Address for Correspondence: |
| **\*** | Primary contact number:  Email address: |
|  | **Essential Criteria**  Please set out below how you meet the following 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 including how they have improved attendance for disadvantaged groups. |
| **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 following desirable criteria in the boxes below. Candidates should answer as fully as they can give examples to illustrate their answers where possible. |
|  | ***Insert your answer here demonstrating how you meet any or all of the desirable criteria. (250 words max)*** |
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|  | **Actual and potential conflicts of interest** |
|  | ***Please insert your answer here. If there are no conflicts to declare, please state not applicable.*** |
|  | ***There are no conflicts to declare.*** |
|  | **Candidate declaration** I confirm that all the information included in this expression of interest 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** |