

Huxlow Academy

Attendance Officer

Remuneration: Grade G to H (Dep on Exp) / Pts 8 to 21 – Actual £21,246 to £26,512 / FTE £24,702 to £30,825

Contract: 37hrs per week / 39 weeks pa

Contracted Hours: Mon to Thurs 8:00am to 4.00pm & Fri 8:00am to 3:30pm (Incl of 30mins unpaid lunch break)

Huxlow Academy is a fully inclusive school, located in Irthlingborough, East Northamptonshire. Our students are a vibrant and varied mix that bring an energy that is not found in many other schools. The loyalty the students show for the staff and community, whom they recognise care so deeply about them, is what makes Huxlow a very rewarding and fun place to work. If you want to work with a team committed to making a difference to the lives of the young people in our community, we want to hear from you!

We have an exciting opportunity available for someone to join Huxlow as our Attendance Officer.

The successful candidate will:

- Have strong interpersonal skills and be able to relate to a wide range of people.
- Be able to work well as part of a team but also demonstrate the initiative and ability to work alone.
- Have excellent attention to detail.
- Be able to demonstrate that they meet the requirements set out in the person specification.
- Be required to undergo an enhanced DBS disclosure check.

If you believe that you have these qualities, are passionate about being involved in the growth of students and are interested in working as part of our school team, then we look forward to hearing from you.

Training and development opportunities will be offered. All staff are encouraged to study further, and the trust will actively support staff to obtain relevant further qualifications where possible.

Tove Learning Trust is a fast moving and exciting place to work. The trust schools have a shared vision and purpose: to deliver outstanding educational experiences that lead to inspiring outcomes. Each academy has a strong individual identity and tailors their educational provision to serve their local community. Academies within the trust collaborate to share expertise and maximise opportunities and experiences for our students.

The Trustees of Tove Learning Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

How to apply

All documents including the full job description, person specification and application form are available on our website <https://www.huxlow.northants.sch.uk/> Please ensure your application form and covering letter includes examples of your experience and how you meet the criteria outlined in the job description and person specification. Further information requests or completed applications should be sent to Sonya Earby-Martin E: hr@huxlow.northants.sch.uk T:01933 650496

Applications will be reviewed and shortlisted on an ongoing basis. As a result, the vacancy may be closed early if a suitable candidate is found. We encourage you to submit your application promptly to ensure consideration.

Closing Date – 09.00am Friday 3rd May 2024

Interviews W/C Monday 6th May 2024

Huxlow Academy, Finedon Road, Irthlingborough, NN9 5TY

T: 01933 650496

E: hr@huxlow.northants.sch.uk

Part of the Tove Learning Trust

Attendance Officer Job Description

Role:	Attendance Officer
Reports to:	Assistant Headteacher – Behaviour & Attendance
Location:	Huxlow Academy
Contract:	37hrs per week / 39 weeks pa Mon to Thurs 8:00am to 4.00pm & Fri 8:00am to 3:30pm (Incl of 30mins unpaid lunch break)
Remuneration:	Grade G to H (Dependent on Experience) / Pts 8 to 21

Key Responsibilities

- 1) **Develop strategies, processes, and procedures** to create, use and provide accurate data to assist the school in raising achievement by improving school attendance and punctuality.
- 2) **Provide targeted support to families** by promoting positive attitudes towards education, ensuring that parents/carers are made fully aware of their statutory responsibilities, particularly where there is persistent absence.
- 3) **Provide student academic and wellbeing support** and mentoring for students who are Pupil Premium, and coordinate strategies of intervention with year teams and external agencies
- 4) **General duties**

Strategy, processes & procedures

- To work with the AHT, Behaviour and Attendance, to develop and implement strategies to promote the regular and punctual attendance of all students
- Monitor and report on whole-school attendance data, analysing data to identify key areas of concern and take appropriate action, working closely with all members of the Academy community.
- Provide advice to, and coordinate the work of, any colleagues that assist with the process of monitoring and improving attendance.
- Update the Academy records, analyse attendance data and provide reports to senior leaders and other professionals. Disseminate information, both internally and externally, in a timely manner.
- Positively engage in the development and improvement of attendance support at Huxlow Academy to create a specialist support service.
- Maintain a good working knowledge of the statutory framework and any policies and procedures relating to school attendance such as CME, Elective Home Education, child employment, etc. in order to be able to offer informed advice to parents, Academy staff and others
- Build and refresh knowledge of the school's MIS and other relevant systems
- Manage attendance returns for the school census
- Maintain accurate records of communications with parents/carers and relevant interventions
- To liaise directly with school staff and support/ challenge where appropriate to ensure that school systems and procedures for attendance are being effectively implemented.

- Arrange job shadowing so that there is some resilience in the attendance roles by ensuring someone else can ensure daily attendance registers are accurate and complete and follow up with staff members about any incomplete data.
- Be fully aware of and carry out all work in line with Child Protection and Safeguarding procedures including close working with the safeguarding team.
- To use IT systems to produce reports, often to tight timescales, using word processing and statistical data, providing reports to senior managers and other professionals.

Provide targeted support to families

- Develop contact with families/carers of students who have identified needs as appropriate to keep them informed of progress and secure positive family support for the student and maintain good working relations between home/school.
- Meet with Academy staff, students, and parents/ carers to establish reasons for non-attendance/ poor punctuality and agree a plan with appropriate strategies and timescales to tackle issues.
- Promote positive attendance to all stakeholders via the school communication systems
- Work closely with the Family Support Worker where Early Help Assessments would be an effective support mechanism.
- Actively promote excellent attendance and punctuality, working with families to promote high levels of attendance and act appropriately when persistent absence becomes a safeguarding issue.
- To have overall responsibility to prepare the appropriate paperwork and present information to enable the academy to meet its obligations and statutory duties. This will include referrals for Fixed Penalty Notices, CME, Education, and Inclusion Partnership referrals and support the Early Help process.
- Liaise and work with external agencies as required.
- Follow up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school procedures Initiate and oversee the administration of absence procedures, for example letters home, attendance clinics and engagement with local authorities/other external agencies and partners
- Keep accurate, clear, and concise records of all interventions and consultations and update information on the school attendance system.

Provide student academic and wellbeing support

- Identify key groups and students with poor and emerging attendance and take proactive steps to support them and improve attendance
- Supporting and assisting students in managing social and emotional aspects of learning, developing, and delivering proactive intervention strategies and action plans for sustainable improvement.
- Where appropriate arrange and run group sessions for pupils with common needs, e.g., friendship groups, online safety sessions, informative sessions on personal hygiene, to support the mentoring process.
- Work on initiatives which raise the awareness of the whole school community on the importance of good school attendance and its link to achievement.

General duties

- Build and maintain positive, constructive, and professional relationships with students, parents, carers, and colleagues to maximise students' development and maintain the overall ethos of the Academy
- Contribute to the whole school ethos, environment, and organisation, both practically and as a positive role model for students and colleagues, and act as an ambassador for the school with a desire to raise standards and attainment
- Attend training courses as appropriate
- Always maintain confidentiality.

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description, but which is within the remit of the role, duties, and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.

It is the post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact with and adhering to and ensuring compliance with the School's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the s/he must record the details and take appropriate action, according to the nature of the concern, to safeguard the young person and inform the relevant staff within school, including the Designated Safeguarding Lead.

Identity, Prohibition, Qualification, Barred List, Enhanced DBS, Section 128, Overseas, right to work, Reference, Criminal Record and Medical Checks are essential for all applicable posts at the school.

KCSiE 2022 Online Searches - In accordance with paragraph 221 of Keeping Children Safe in Education 2022 schools are now required, to carry out an online search for shortlisted candidates. If shortlisted for the role an appropriate online search will be undertaken on your name(s). Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

Attendance Officer Person Specification

	ESSENTIAL	DESIRABLE
PRE-EMPLOYMENT CHECKS		
Criminal Records	*	
Enhanced Disclosure and Barring	*	
Proof of identity	*	
Barred List Check	*	
Medical Questionnaire	*	
Satisfactory References	*	
QUALIFICATIONS/TRAINING		
GCSE English and Mathematics (Grade A-C) or equivalent	*	
Current First Aid Certificate or willingness to undertake a First Aid training course and carry out first aid duties	*	
Willing to undertake all relevant training as requested	*	
EXPERIENCE		
At least 1-2 years' experience working in schools or other relevant work with young people	*	
At least 1-2 years' experience in an administrative role	*	
Strong ICT skills	*	
Previous experience in similar role		*
Experience on SIMS and associated databases		*
COMPETENCIES		
Able to communicate with colleagues, parents, students, and senior managers	*	
A professional manner	*	
Able to follow procedures and guidelines	*	
Able to maintain accuracy and attention to detail in written work and in record keeping, both hardcopy and electronic	*	
Ability to work on own initiative and make decisions	*	
Ability to work under pressure	*	
Ability to develop good working relationships with staff, students, and visitors	*	
A firm but fair attitude to students.	*	
Able to organise own time to meet individual work schedules	*	
Able to work positively as a member of a team	*	
To hold a current driving licence and have access to a vehicle and be prepared to use the vehicle when required		*
Appropriate motivation to work with young people	*	
Ability to form appropriate relationships with young people	*	
Emotional resilience in working with challenging behaviours	*	
Appropriate attitudes to use of authority and maintaining discipline	*	
Punctual and reliable	*	
Flexible, tactful, and diplomatic	*	
Ability to comply with all Health and Safety Procedures	*	

Why Join Huxlow Academy?

Letter from the Headteacher

Dear Candidate

Thank you for your interest in the role of Attendance Officer at Huxlow Academy. We trust this application pack provides you with an insight into life at our school and encourages you to apply for the role.

We are incredibly proud of our school, a medium-sized Secondary Academy (11-18), located in Irthlingborough, East Northamptonshire. As a fully inclusive school our students are a vibrant and varied mix that bring an energy that is not found in many other schools. The loyalty the students show for the staff and community, whom they recognise care so deeply about them, is what makes Huxlow a very rewarding and fun place to work. If you want to work with a team committed to making a difference to the lives of the young people in our community, we want to hear from you!

I believe that every student and staff member that walks through the doors of Huxlow is a valuable member of our community, and we work hard to ensure they are welcomed, supported, and challenged to be the best version of themselves that they can be.


We are in an exciting new phase in the history of Huxlow and place a pursuit of excellence at the core of everything we do. This is underpinned by our core values of Respect, Ambition and Pride. I hope that you feel inspired to aim high and come and join us as we strive to make Huxlow even better.

We place an emphasis on ambition and respect for each other and working together to ensure that our community is constantly developing. Huxlow students are exceptional, staff go the extra mile, and we are dedicated to Professional Learning and Development.

At Huxlow Academy we aim to create a learning environment that supports excellence, risk taking and innovation, stretching student understanding and ensuring that lessons are interesting and inspiring. Our teachers engage in regular professional development, keeping up to date with the latest evidence-informed research to help students learn effectively. Our teaching and learning programmes enable teachers to develop their individual strengths. Staff are encouraged to plan together, developing schemes of learning that keep students engaged. We have a well-developed online learning platform using Google and Go4Schools which allows students to emerge as independent learners and parents to support their child's learning from home. Collaborating with schools across the Tove Learning Trust and beyond ensures our staff are at the forefront of educational thinking and practice.

Please explore our website, the recent Headteacher's letters section and our social media, to gain a flavour of what it means to be part of the Huxlow Academy community. We hope you are as impressed by our school as we are. I look forward to receiving your application should you decide you want to be a part of the proud Huxlow team.

Please contact the school if you have any questions or require any further information.



Paul Letch
Headteacher

Huxlow Academy Information

The Curriculum

Our ambitious curriculum is designed to deliver our vision of “Thriving Through Excellence.” This means we offer a perfect balance of academic learning, personal development, and enrichment.

All teaching and learning is designed to meet our high expectations and aspirations with a clear focus on sharing knowledge and developing lifelong skills. Every child is pushed to do the very best they can do, whilst taking account of every individual’s needs.



Our Key Stage 4 programme is extended over 3 years to develop deeper understanding and mastery of subjects at GCSE, in order to achieve the highest outcomes and to aspire for every student to reach their potential.

- All students study English, Mathematics, Science, Religious Studies, Physical Education and French
- At Key Stage 3 (Years 7 & 8) students also study Technology, Geography, History, Music, and Drama
- At Key Stage 4 (Years 9, 10 & 11) alongside our core subjects students make a number of option choices from the range of other subjects including Psychology, iMedia, Sociology, Photography, Dance and Business Studies.

All of this is supplemented by a rich programme of enrichment, curriculum themes and extra-curricular activities.

Our excellent Key Stage 5 provision is delivered alongside our fellow Tove Learning Trust partner, Rushden Academy, as part of The East Northamptonshire School (TENC). Our joint provision has one of the most comprehensive choice of subjects in the county, consisting of over 20 A Level courses and additional BTEC Level 3 courses. Please visit www.tenconline.co.uk for more details.



Huxlow Academy Information

Extra-Curricular and Enrichment

At Huxlow Academy there is a strong commitment from staff to offer our students an inclusive and enriching educational experience, both within the curriculum and through a wide range of extracurricular opportunities.

An exciting array of clubs, activities and trips provide a springboard for developing key life skills. There really is something for everyone! Inspiration is achieved through our many day and residential trips.



Throughout the academic year, all year groups are offered a range of enrichment activities which link to curriculum areas, future career opportunities and our school values and the Huxlow Way. These opportunities begin in Year 7 with a Jungle Parc personal development adventure for all students to participate on to build mutual respect, pride and ambition amongst themselves as a form and individually. There are also many other opportunities as they journey through the school through the disciplines of sport, theatre, engineering, university experiences and museums, to name a few.

Our overseas program includes the following -

Residential and overseas opportunities for Huxlow Academy students

- Year 9 Biannual trip to France. Next trip planned spring 2025
- Years 9 and 10 Biannual overseas trip to Iceland: next trip planned October 2024
- Year 10 - Biannual trip to Cornwall next trip planned October 2025
- Year 11, 12 and 13 Annual Tour of Remembrance to Krakow, Poland. December
- Year 11 Biannual overseas trip to Paris.



Huxlow Academy Information

Vision, Mission, and Values

Our Vision and Mission:

At Huxlow Academy we create the opportunities to enable everyone that walks through our doors to ultimately achieve our vision of “Thriving Through Excellence.”

Our mission is to achieve this by building an exceptional learning community of aspirational and responsible citizens.



Huxlow is an inclusive school where every student matters. Students come to Huxlow Academy from a variety of backgrounds and quickly become a part of the Huxlow family. Alongside high-quality teaching, we provide a wide variety of effective support. Our success is achieved by knowing every student as an individual and caring for them personally and academically. Students are prepared to successfully navigate the many opportunities and challenges that are presented by the modern world.



To fulfil our mission we work, study, and collaborate by placing a focus on three core values.

- **AMBITION** - We strive hard to achieve the very best in all that we do, and we celebrate achievement and excellence. We enable our students to fulfil their academic and personal purpose.
- **RESPECT** - We pride ourselves on being a school that fosters relationships in an atmosphere built upon empathy, mutual respect, dignity, equity, diversity, and fairness.
- **PRIDE** - Pride in all we do, both from within school and across the wider community, is at the core of our actions. Our students go on to become successful adults and we enable our students to develop the pride and character we need them to have in the future.

