



**Huxlow
Academy**

Ambition • Respect • Pride

INFORMATION FOR CANDIDATES

Huxlow Academy Attendance and Family Support Officer

37 hours per week/39 weeks per annum

Monday to Thursday 08:00am - 4:00pm/Friday 08:00am - 3.30pm (inc. of 30 min. unpaid break)

Grade G - H (Dependant on experience) Point 8-21

FTE £25,992 to £32,115 Actual £22,356 to £27,622



"Tove Learning Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work."

www.tovelearning.org.uk

WELCOME FROM KIM ISAKSEN

Headteacher, Huxlow Academy



Huxlow Academy, located in Irthlingborough, East Northamptonshire, is a medium-sized 11-18 Secondary Academy known for its inclusive ethos and commitment to providing the very best opportunities for our diverse student body. The strong bonds between students, staff, and the wider community make Huxlow Academy a truly rewarding and fulfilling workplace. If you are passionate about making a positive impact on young lives and thrive in a supportive team environment, I encourage you to apply.

We are currently embarking on an exciting phase of rapid improvement, driven by our unwavering commitment to excellence. Our core values of Respect, Ambition, and Pride guide us in our pursuit of continuous improvement and inspire us to set high standards.

We are committed to creating a learning environment that promotes excellence, encourages innovation, and supports risk-taking. Our teaching staff engage in ongoing professional development to ensure they are equipped with the latest research and teaching methodologies to enhance student learning experiences. Professional Learning and Development are integral to our ethos, with opportunities for growth and innovation available for all. We are striving to provide lessons that are engaging and tailored to meet the needs of our students through collaborative working. Through partnerships with schools within the Tove Learning Trust and beyond, our staff have access to the very best educational practices.

Despite being an incredibly rewarding place to work, Huxlow is an academy on an improvement journey, and this role would be crucial for accelerating the pace of change.

I invite you to explore our website, engage with our social media channels, and, most importantly, visit us to gain a deeper insight into life at Huxlow Academy. We are confident that you will be impressed by our school improvement journey, and we eagerly await your application to join our team.

Please do not hesitate to contact me if you have any questions or require further information about the role or our school.

Kim Isaksen

Headteacher - Huxlow Academy

An Introduction - Tove Learning Trust

Tove Learning Trust (TLT) is a highly successful multi-academy Trust with primary, secondary and alternative provision schools across the West Midlands, Northamptonshire and Milton Keynes. We are a cross phase trust providing a high-quality education for over 11,000 children between the ages of 4 and 18. Within our family of schools we have four primaries, nine secondaries and two alternative provision schools.

As an employer of choice, we recognise every colleague is an individual, we value diversity, and work as a team to remove barriers to equity. We know that when you are 'the best you', whatever your role is with the Trust, you will transform students' lives.

The Trust is committed to ensuring that all children achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes.

We aim to have academies that are excellent communities of learning where children thrive on success. You will have access to a team of school improvement directors specialising in Maths, English, Science, Humanities, EYFS and SEND & Inclusion.

We have a central team of professionals in Finance, HR, Estates, IT, Marketing, project management and governance to offer specialist support and guidance.

Our outcomes in the vast majority of our schools exceed national expectations and many of our schools are rated Good or better by OFSTED.

✓ Support and well-being

You will become part of a family who really look out for one another. Free access to an Employee Assistance Programme providing counselling and advice for you and your close family and access to lots of well-being support.

✓ Professional development

Your performance review is truly targeted around you and your development. We want you to be the best you can be which in turn will enhance your performance and lead to outstanding outcomes for all.

✓ Excellent pension schemes

Both pension schemes are defined benefit schemes where you build up your pension based on a fixed formula to provide a guaranteed income at retirement. You have the opportunity to see what your actual pension will be.

✓ Training School

We are a strategic partner in a teaching school hub and can offer high quality professional development to support all stages of your career.

TOVE LEARNING TRUST SCHOOLS

📍 Northamptonshire and Milton Keynes

- The CE Academy
- Elizabeth Woodville School (North Campus)
- Huxlow Academy
- New Horizons Academy
- Rushden Academy
- Sponne School
- Wootton Primary School
- Elizabeth Woodville School (South Campus)
- Knowles Primary School
- Lord Grey Academy
- Stantonbury School
- Water Hall Primary School
- Whitefriars Primary School

📍 West Midlands

- Grace Academy Coventry
- Grace Academy Darlaston
- Grace Academy Solihull

Attendance and Family Support Officer Job Advert



As the Attendance and Family Support Officer, you will work closely with students, families, and staff to identify and overcome barriers to regular school attendance, promoting a culture of punctuality and reliability. You will monitor attendance data, lead on intervention strategies, and liaise with external agencies when required to ensure that every pupil receives the support they need to thrive.

In addition to leading on attendance, the role encompasses family support. You will act as a key point of contact for families who may need extra help, offering guidance, signposting to services, and building positive, trusting relationships.

This position requires a proactive individual with excellent organisational and communication skills who can manage attendance-related tasks efficiently.

Furthermore, we are committed to fostering the growth and development of our staff. Training and development opportunities will be readily available, and we actively encourage further study.

The Trust is dedicated to supporting staff in obtaining relevant qualifications to enhance their professional journey.



If you're ready to be part of a team that is committed to shaping brighter futures for our young people, we invite you to join us at Huxlow Academy.

Responsible to: SLT Link

Working hours: 37 hours per week/39 weeks per annum - Monday to Thursday 08:00 am to 4:00pm/Friday 8:00 am to 3.30 pm

Salary: Grade G - H (Dependant on experience) Point 8-21 FTE £25,992 to £32,115 Actual £22,356 to £27,622

Closing date: 9am - Friday 4th July

Interview dates: Week commencing Monday 7th July

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.

Tove Learning Trust is an equal opportunities employer. The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post requires an enhanced DBS check.

Attendance and Family Support Officer Job Description

CORE PURPOSE OF THE ROLE

Attendance

- Lead on whole school attendance strategy: monitor data, analyse patterns and take action to reduce absence and lateness.
- Work proactively with students, families and staff to improve engagement and tackle persistent absence/lateness through interventions, home visits and liaison with external agencies.
- Ensure compliance with statutory responsibilities, maintain accurate records, and prepare evidence for legal processes where required.

Family Support

- Provide early help and targeted support for students and families experiencing emotional, behavioural or safeguarding challenges.
- Act as Lead Professional on EHA's, deliver parenting support, and build strong home-school relationships to improve student wellbeing, behaviour and attendance.
- Coordinate with staff and external agencies to create and monitor effective support plans, contributing to positive transitions and mental health initiatives.

Attendance Lead

Strategic and Systems Oversight

- Work with the SLT link to develop and implement strategies to promote the regular and punctual attendance of all students.
- Report and analyse whole school attendance data, identifying key areas of concern and taking appropriate action (working closely with members of the school community).
- Provide advice to, and coordinate the work of any colleagues that assist with the process of monitoring and improving attendance.
- Challenge staff where appropriate to ensure that school systems are being effectively implemented.
- Support staff to promote a whole-school culture of good attendance through campaigns, rewards, and assemblies.
- Have a good working knowledge of the school MIS and other relevant systems.

- To have overall responsibility in preparing the appropriate paperwork and present information to enable the school to meet its obligations and statutory duties. This includes referrals for Fixed Penalty Notices, CME and Education and Inclusion Partnerships.
- Maintain a good working knowledge of the statutory framework and any policies/relating to school attendance such as CME, Home Education, child employment, in order to be able to offer informed advice to staff, families and others.

Operational Monitoring and Intervention

- Monitor daily attendance data and follow up on absences and persistent lateness, ensuring accurate records are maintained.
- Follow up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school/Trust procedures.
- Identify students at risk of poor attendance/lateness and work proactively with them and their families to improve engagement.
- Liaise with Heads of Year, pastoral staff and SLT to coordinate support and interventions for students with attendance concerns.
- Work closely with the Family Support Worker, Ethos Team where EHA's would be an effective support mechanism.
- Initiate and oversee the administration of absence procedures, for example letters home, attendance clinics and engagement with local authorities/other external agencies and partners.
- Contribute to transition support, ensuring attendance for vulnerable students is monitored and supported as they join the school.
- Work closely with external agencies to ensure statutory duties are fulfilled, including the preparation of evidence for legal proceedings if necessary.

Attendance and Family Support Officer Job Description

Family Engagement and Safeguarding

- 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.
- Develop contact with families/carers of students who have identified needs to keep them informed of progress and secure positive family support.
- Meet with staff, students and families to establish reasons for non-attendance/poor punctuality and agree a plan with appropriate strategies and timescales.
- Carry out home visits as required to engage families and offer support.
- Manage and maintain accurate records of communications with parents/carers and other relevant interventions.
- Maintain accurate records of communication with parents/carers and relevant interventions.
- Be fully aware of and carry out work in line with Child Protection and Safeguarding procedures including close working with the Safeguarding team.

Family Support

Early Help, Assessment and Targeted Support

- Work with the school and other external agencies to identify children and families who demonstrate an emerging need in their social, emotional and behavioural development.
- Act as Lead Professional on EHA's and provide targeted support to students and families facing a range of challenges, including emotional, behavioural, financial, and safeguarding issues.
- Offer direct one-to-one and/or group work to children and young people and their families, including the facilitation and delivery of parenting groups.
- Coordinate and evaluate the impact of therapeutic work on children's wellbeing.
- Provide support during crisis situations and refer to appropriate external services where necessary.
- To have a full understanding of the range of activities, courses, opportunities and professionals that are available to provide extra support for students and their families.

Family Engagement and Relationship Building

- Build trusting relationships with families to support positive parenting, school attendance, and student wellbeing.
- Work directly with parents/carers in order to develop positive approaches to supporting children's learning, including the promotion of good attendance and positive behaviour.
- Encourage good relations and effective dialogue between parents and teachers about children's progress.
- Carry out home support, and maintain communication between school and home.
- To support parents/carers with contact and communication with external agencies.
- Support families through transitions, such as moving from primary to secondary school or between key stages.

Multi-Agency Work and Safeguarding

- Work closely with teaching staff, pastoral teams, SENDCo and external agencies to develop tailored support plans for students and families
- Be responsible for keeping school staff informed of work being undertaken with their young person and their families to offer advice and strategies as appropriate
- Attend and contribute to statutory reviews, meetings (e.g. CIN, CP, TAF) acting as a key point of contact for families, providing written reports and ensuring actions are followed up
- Maintain accurate and confidential records in line with school/Trust policies and GDPR
- Support whole school strategies to promote positive mental health, wellbeing and inclusion

Attendance and Family Support Officer Job Description

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 and Family Support Officer Person Specification

	ESSENTIAL	DESIRABLE
PRE-EMPLOYMENT CHECKS		
Criminal Records	*	
Enhanced Disclosure and Barring	*	
Proof of identity	*	
Medical Questionnaire	*	
Satisfactory References	*	
QUALIFICATIONS/TRAINING		
GCSE English and Mathematics (Grade A-C) or equivalent	*	
NVQ3/Level 3 Diploma for Children and Young People or equivalent qualification in a related field	*	
Degree in Social Policy, Psychology, Community Development or similar area		*
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		
Experience working with children/young people in employment or voluntary setting	*	
Experience of working in an administrative role	*	
Demonstrable ICT skills	*	
Knowledge of Bromcom and associated databases		*
COMPETENCIES AND PERSONAL ATTRIBUTES		
Strong communication skills at all levels, parents, students and staff	*	
Able to maintain accuracy and attention to detail in written work and in record keeping, both hardcopy and electronic	*	
To hold a current driving licence and have access to a vehicle and be prepared to use the vehicle when required		*
Ability to develop good working relationships with staff, students, and visitors	*	
A firm but fair attitude to students, with appropriate use of authority	*	
Emotional resilience in working with challenging behaviours	*	
Excellent organisation and communication skills	*	
Initiative and ability to prioritise work	*	
Attention to details	*	
Collaborative, positive and helpful approach	*	
Diplomatic and patient response	*	
Flexibility, to meet needs of the Academy and Trust	*	
Commitment to the Academy's ethos, aims and it's whole community	*	
Is committed to and meets all the requirements for safeguarding children	*	

How To Apply/ Recruitment Process

TO APPLY

To apply, please forward a completed application form to s.earby-martin@huxlow.northants.sch.uk

For candidates invited to interview, these responses will be explored further, together with the other elements of the Person Specification.

All applications will be acknowledged.

THE RECRUITMENT PROCESS

We will treat all enquiries, formal and informal, in confidence.

If candidates wish to visit Huxlow Academy arrangements can be made by contacting the Huxlow Academy HR Manager - Sonya Earby-Martin.

Please contact Sonya by email at s.earby-martin@huxlow.northants.sch.uk who will make the necessary arrangements.

THE CLOSING DATE FOR APPLICATIONS

9am Friday 4th July

INTERVIEWS

Week commencing
Monday 7th July

FURTHER INFORMATION

Should you have any queries or issues with the dates outlined above or would like a confidential conversation, then please contact Sonya Earby-Martin, HR Manager on [01933 650496](tel:01933650496) (s.earby-martin@huxlow.northants.sch.uk).

Tove Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to an enhanced Disclosure and Barring Service (DBS) clearance check.

References will be taken up for all shortlisted candidates prior to interview. The trust reserves the right to research shortlisted candidates on social media platforms and the internet, and the recruitment panel may take this information into consideration during the recruitment process.