



## INFORMATION FOR CANDIDATES

# Huxlow Academy Attendance 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 £24,702 to £30,825 Actual £21,246 to £26,512



*"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](http://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 three 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

### 📍 West Midlands

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



# Attendance Officer - Job Advert



We are seeking a dedicated and detail-oriented Attendance Officer to join our dynamic team. The Attendance Officer will play a crucial role in ensuring the accuracy and reliability of attendance records for our students, promoting punctuality and consistent attendance, and supporting the overall educational environment. 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:** Senior Leader (Behaviour and Attendance)

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

**Closing date:** 9am - Friday 28th June

**Interview dates:** Week commencing Monday 1st 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.*

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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 Officer Job Description

## CORE PURPOSE OF THE ROLE

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- 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.
- 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.
- Provide student academic and wellbeing support and mentoring for students who are Pupil Premium, and coordinate strategies of intervention with your year teams and external agencies
- General duties

## STRATEGY, PROCESSES AND 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.

# Attendance Officer Job Description

## CORE PURPOSE OF THE ROLE CONT.

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- 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
<b>PRE-EMPLOYMENT CHECKS</b>		
Criminal Records	*	
Enhanced Disclosure and Barring	*	
Proof of identity	*	
Medical Questionnaire	*	
Satisfactory References	*	
<b>QUALIFICATIONS/TRAINING</b>		
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	*	
<b>EXPERIENCE</b>		
Experience working with children/young people in employment or voluntary setting	*	
Experience of working in an administrative role	*	
Demonstrable ICT skills	*	
Knowledge of SIMS, Go4Schools and associated databases		*
<b>COMPETENCIES AND PERSONAL ATTRIBUTES</b>		
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](mailto: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](mailto:s.earby-martin@huxlow.northants.sch.uk) who will make the necessary arrangements.

## THE CLOSING DATE FOR APPLICATIONS

Friday 28th June

## INTERVIEWS

Week commencing  
Monday 1st 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](mailto: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.*