



Attendance Officer

Houghton Academy
Application Pack

Attendance Officer

Required 1st May 2025

(or earlier)

Maternity Cover - Temporary
Full Time (part time hours considered)
Term time only
Salary: Band 6 (SCP 9-12)
£26,409 - £27,711 FTE



Introduction

Dear applicant,

Thank you for expressing an interest in the Attendance Maternity cover post at Haughton Academy. On behalf of the whole community, I extend a warm welcome.

I have been at Haughton Academy for almost 10 years, initially as Deputy Headteacher for Care & Guidance and more recently as Principal. I am extremely proud of this achievement and look forward to leading the next steps of our improvement journey.

Appointing the right person is crucial to our school. Our community context is both challenging and rewarding. Despite this, we are currently over-subscribed and continue to flourish.

I am seeking to appoint an Attendance Officer who has the drive and energy to ensure that inclusion, eradicating barriers to attendance and mutually respectful relationships are at the heart of everything they do.

In March 2020, the pandemic brought to the forefront the difficulties our local community, families and young children face on a daily basis. Although five years ago the impact of the pandemic continues. On average 45% of our pupils are deemed to be disadvantaged year upon year; the pandemic amplified the barriers our pupils faced – little food, limited devices on which to learn and the basic support and aspirations needed to sustain the value of education.

As a staff body we have worked extremely hard to get back to 'normal' and provide our pupils with the routine and care they need. It is important to us that our pupils have the confidence to be independent and successful learners. This is underpinned by high aspirations and a clear understanding that the academy's core purpose is learning. Staff and pupils share the same core values, commit to developing mutually respectful relationships and have a co-operative desire to achieve and believe in Haughton Academy. The affirmation by Ofsted that we are a 'good' school has been achieved through our strong PROUD core values and clear vision for improvement.

Our aim is to continue our journey and become a school that is recognised both locally and nationally as an outstanding school. I look forward to working closely with the successful applicant in the future.

If you would like to arrange a confidential conversation or visit to our school, please contact Tina Barnett, PA to the Principal, using tbarnett@educationvillage.org.uk.

Yours faithfully,

Su Gill

Principal

Haughton Academy

Making your Application

I hope that when you read this Application Pack you are inspired to apply for the post. If you are, then this is what you need to do:

Application:

1. Complete the Education Village Trust application form.
2. Provide a supporting statement of no more than 2 sides of A4 which should address the criteria in the Post and Person Specification section.
3. Send your completed application form by email to the peopleteam@educationvillage.org.uk

Deadline:

The deadline for the post is **Thursday 27th March 2025 at 5:00pm**. Shortlisted candidates will be informed on **Friday 28th March 2025**.

Interviews are expected to be held **Wednesday 2nd April 2025**.

Shortlisting:

We will unfortunately be unable to notify candidates who are not on the shortlist, therefore, if you do not hear from us, your application has been unsuccessful on this occasion.

Salary:

The post will be paid on the Trust Support Pay Scale Band 6, Points 9 – 12 (£26,409 - £27,711 FTE)

Start Date:

1st May 2025.

End Date

This post will be maternity cover for 12 months or until substantive post holder returns.

For an Application Pack:

1. Contact the Human Resources Team via email at peopleteam@educationvillage.org.uk
2. Visit www.haughtonacademy.org.uk

Haughton Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974.

In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates.

Post and Person Specification

POST TITLE: Attendance Officer (Maternity Cover)

POST: Temporary up to 12 months, Full Time (Part time hours may be available for the right candidate).

GRADE: Band 6 (Scale point 9 - 12) Term Time

REPORTING RELATIONSHIP: Deputy Headteacher (Behaviour & Attitudes)

JOB PURPOSE: The Attendance Officer will promote and seek to improve high levels of attendance and punctuality at Haughton Academy. In conjunction with the Deputy Headteacher (Behaviour & Attitudes), the Attendance Lead and Heads of Year, the Attendance Officer will identify and address those individuals and/or groups of pupils that require additional support to improve their levels of attendance and punctuality, and assist in the raising of standards.

Main Duties and Responsibilities:

- Apply the Academy attendance and punctuality policy and procedures.
- To ensure all registers are completed and maintained with complete accuracy on a daily basis.
- To maintain the Academy's attendance School Management Information System (SIMS), together with the daily automated system to contact parent/carers regarding absent/late pupils.
- Discuss reasons for absence with parents/carers, offering support and challenge where appropriate.
- To keep clear and concise records of all conversations/meetings with pupils/parents/carers.
- To send out appropriate correspondence to parents/carers regarding absence and attendance, including leave of absence requests.
- Understand, follow and implement procedures regarding child employment.
- To ensure all attendance data from offsite providers is obtained and updated onto our systems.
- To respond to parental enquiries and complaints regarding attendance.
- To assist parents/carers with processes regarding admissions, suspensions and Elective Home Education.
- Where appropriate contribute to cases that have been referred to the Local Authority for court proceedings or Penalty notices.

Interaction with the Attendance Lead/Heads of Year:

- To meet at least bi-weekly with the Attendance Lead to review year group attendance and plan interventions, whilst assessing impact of previous actions.
- To regularly liaise with Attendance Lead and Heads of Year regarding attendance issues and outcomes.
- To identify those pupils where poor attendance is a barrier to achievement.
- In conjunction with Heads of Year assess need, plan interventions and implement effective actions to support pupils and their parents/carers to improve pupil attendance at the Academy.

- To work closely with the Attendance Lead and Heads of Year to plan and implement strategies to reduce Persistent Absence numbers each term.
- Identify and follow Academy and Local Authority procedures regarding children going missing from education and make reasonable enquiries to locate such children, working with and referring to the Local Authority as appropriate.

Interaction with Parents/Carers:

- To promote positive attitudes by pupils and families towards education and to ensure that parents are made fully aware of their statutory responsibilities.
- Meet with identified pupils in school to intervene early with those pupils at risk of Persistent Absence.
- Visit pupils and their parents/carers in their homes to identify reasons why the pupil is not attending and work with them to agree a course of action to ensure the pupil attends the Academy regularly.
- Collect identified pupils from home and bring them into the Academy and if necessary take them home again at the end of the school day.
- To arrange and lead meetings with parents/carers both on site and at the pupils home where appropriate.

Strategic contribution:

- To assist in raising achievement by improving school attendance and punctuality
- To assist Haughton Academy in meeting their obligations and targets in relation to school attendance

Other:

- Contribute to the overall ethos/work/aims of Haughton Academy
- Appreciate and support the role of other professionals.
- To use IT systems to produce reports.
- To manage and prioritise workload in line with service requirements and to be aware of and support any differences.
- Ensure equal opportunities for all.
- Participate in training and other learning activities and performance development as required.
- Any other duties of a similar nature and related to the post which may be required from time to time.
- To comply with health and safety policy and systems, report any incidents/accidents/hazards and take a pro-active approach to health and safety matters in order to protect both yourself and others.

Please note that successful applicants will be required to comply with all academy policies, including the no smoking policy.

The education village is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this communication.

The successful applicant will be subject to relevant vetting checks, including a satisfactory enhanced disclosure and disqualification by association checks before an offer of appointment is confirmed. Following appointment, the employee will be subject to re-checking as required from time to time by the academy.

Person Specification

Categories	Criteria Number	Application Form/letter	Interview	References
Essential Criteria:				
Qualifications & Education				
Good numeracy/literacy skills (GCSE or equivalent at grade C/grade 5 or above)	E1	✓		
Knowledge & Understanding				
Knowledge of general office procedures and practice	E2	✓		
Knowledge of school systems and procedures	E3	✓		
Awareness of reasons for non-school attendance	E4	✓	✓	
Awareness of strategies to improve attendance and punctuality	E5	✓	✓	
Skills & Experience				
Excellent interpersonal and communication skills	E6		✓	
Good IT skills – ability to use IT packages such as Microsoft Excel, Word, Office 365, One Drive	E7	✓		
Ability to relate well to children and adults.	E8		✓	
Ability to build positive relationships with pupils, especially disadvantaged/vulnerable pupils	E9		✓	✓
Ability to use initiative to work independently but also contribute to a team environment	E10	✓	✓	
Experience of dealing with difficult and challenging situations	E11		✓	
Personal Attributes				
Excellent record of attendance	E12			
A passion and commitment for working with young people	E13	✓	✓	
Desirable Criteria				

Experience of working in a secondary school	D1	✓		
Special Requirements				
Full UK Driving Licence	S1			
Enhanced DBS and disqualification by association disclosure	S2	✓		

Haughton Academy
Salters Lane South
Darlington
DL1 2AN

Tel: 01325 254000

Email: admin@haughtonacademy.org.uk

