



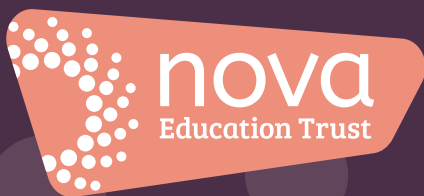
JOB APPLICATION PACK

Nova Education Trust Attendance Lead

Salary: L14 to L18, £68,586 - £75,675 per annum

Contract: Permanent, Full time

Closing Date: 1st May 2025 at 5pm



Welcome from the CEO

Dear Applicant,

Thank you for your interest in working at the heart of **Nova Education Trust**. I hope that you will find this pack useful and informative in helping you to find out more about our organisation and to complete your application.

Since 2011, Nova Education Trust has successfully supported schools of all phases to secure improved educational standards. Over the last two years, our organisation has undergone a significant transformation and is unrecognisable culturally, educationally, financially and in governance terms from the organisation it was pre-2021.

Educationally, we go from strength to strength. 96% of our academies are now judged by Ofsted as Good or Outstanding, compared to 47% that weren't when they joined us. Nova's MAT performance for Progress 8 and 5+ EM across all of the schools is currently ranked as one of the highest in the region. We are highly valued and respected by the DfE, the Local Authorities and other local trusts. This is testament to our brilliant pupils, staff and the communities that we serve. Our trust support and governance is strong and has been externally recognised as amongst the best in the sector and our organisation is financially stable. We understand and we believe that schools belong to their communities — the mission is the same, but the vision may look different in our range of contexts and settings.

We are committed to our vision, values, ambitions and principles, and we are determined to achieve our mission of creating transformational schools. We are looking for a talented and inspirational leader who is committed to transforming the lives of our learners, with the imagination, passion and experience to support and challenge us to even greater things in the service of our young people.

Nova Education Trust is an organisation that trusts and empowers its staff. Front and centre to this is our commitment to well-being and engagement because we believe in enabling people to be at their best. We

are changing the way we support people to grow and develop, through 'coaching, not telling' — we now have over 150 professionally-trained coaches in the organisation and we have plans to train all middle and senior leaders. We think it's essential that colleagues can access excellent professional development and progression pathways which suit their individual needs. We pledge to lead the way with Diversity, Equity and Inclusion in our organisation. We will introduce new and innovative ways to increase the diversity of our workforce and continue to strive for an inclusive culture in which people have a voice and can contribute, feel a sense of belonging and are able to be themselves.

It is such a pleasure and privilege to lead such a talented group of staff who are forever looking for new and innovative ways to make us even better, each and every day. I am so proud of what we have achieved so far but I know that we can do even better, despite the challenging educational landscape that we find ourselves in. We have a highly skilled, experienced, dynamic and diverse board. They are so supportive yet professionally challenging and there is a great synergy and trust between the board and the executive team.

If you have got a sense of humour, drive, energy and enthusiasm to make us even better then we'd love to hear from you. This is a fantastic opportunity to join a values-driven trust at an exciting stage in our development.

Further information can be found at novaeducationtrust.net/careers.

We look forward to receiving your application.

A. Rahman

Ashfaq Rahman

Chief Executive Officer



About Nova Education Trust

As a cross-phase Multi Academy Trust, we create compelling school cultures where all are motivated to aspire and grow.

We establish aspirational, purposeful, celebratory and inclusive learning cultures for pupils, staff and our wider community.

We are committed to excellence; we are confident about our future and determined to achieve our aims.

Our mission is to create transformational schools.

Our family is currently made up of 15 academies (five primaries, nine secondaries and one sixth form college). In 2019, we entered into a long-term support partnership with Madani Schools Federation in Leicester to work with their two schools. We are also excited to report that we are in the final stages of welcoming another school to our family in the coming weeks. The trust is growing and has plans to expand into other areas and regions in the very near future.

We also run a successful School Centred Initial Teacher Training (SCITT) programme making us a key player in the region by developing new teachers and providing training and development programmes for existing teachers and support/operational staff throughout their careers.

Our values

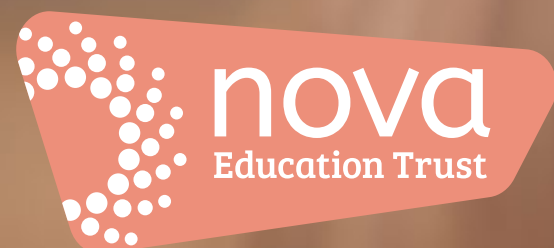
We work with **honesty, integrity, humility** and **professionalism**.

We **trust** and are **loyal** to each other — we demonstrate a selfless commitment in all that we do.

We **innovate** and **influence** — we create opportunities for sharing and learning, and we pioneer civic collaborations.

We all **learn** together in our **vibrant, creative, diverse** and **inclusive** family of schools.

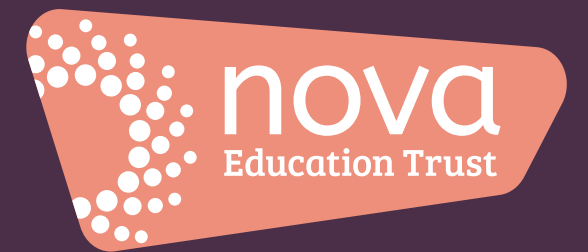
We are highly **ambitious** — staff and learners believe through **kindness** and **hard work**, all can succeed and grow.





WORK
HARD

BE KIND



Our principles

Excellence: We will always aspire for excellence in all that we do by showing courage, heart, determination, hard work and discipline. We want excellence to become a habit.

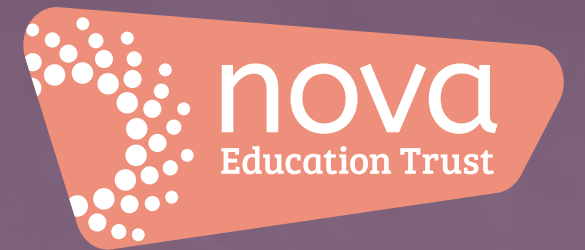
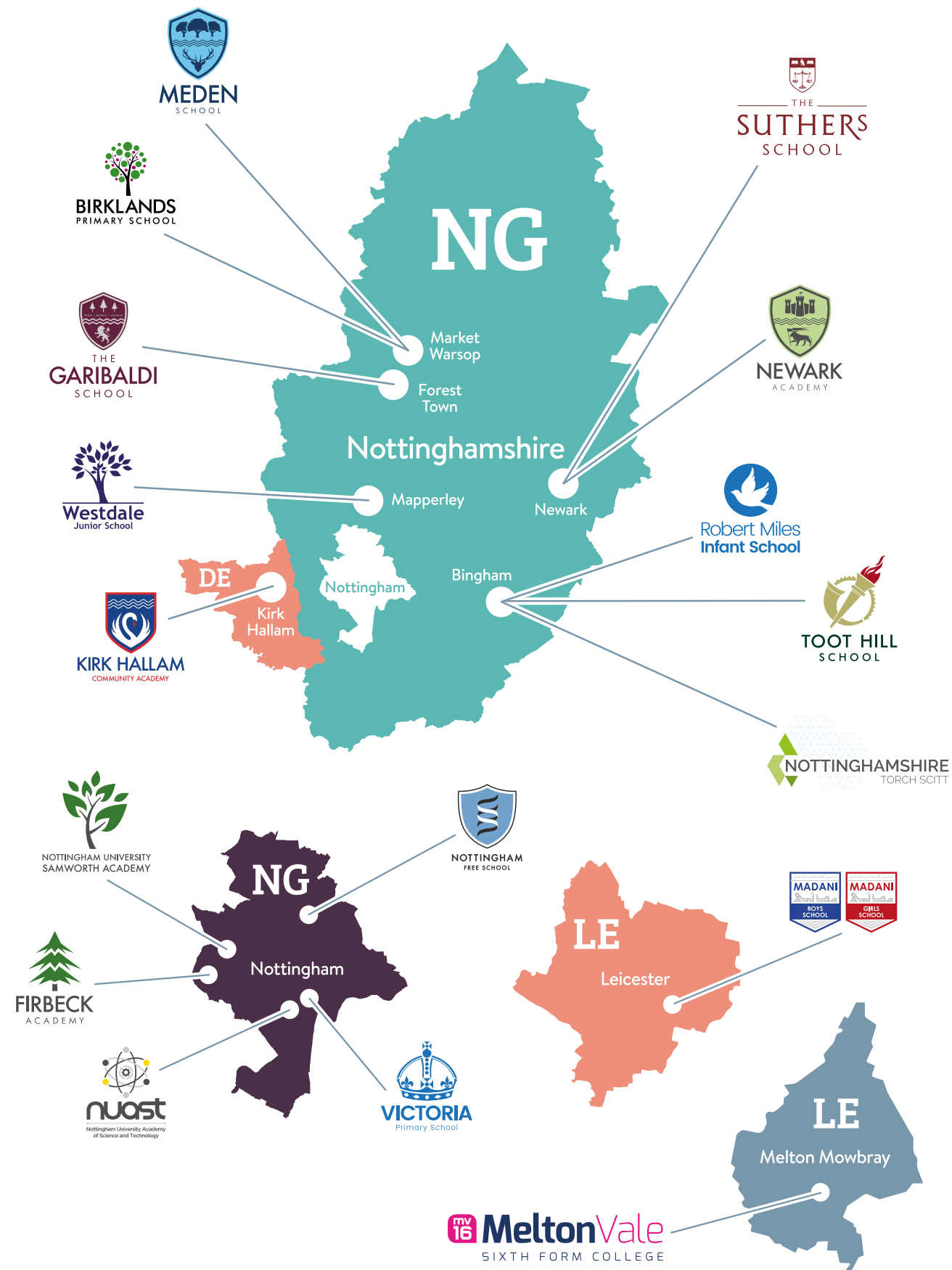
Partnership: By listening to our whole communities, opening conversations and providing opportunities for everyone's voice to be heard.

Expertly trained and professional staff: By investing in the professional development of all our staff so that they become experts in their professions.

Trust and empower all staff: By demanding that we act with honesty, integrity, clarity, rigour and simplicity in all that we do.

Focus on learning: An exceptional curriculum and highly effective pedagogy at the heart of all that we do, ensuring our strategy is evidence informed.

Our family



Our central team

We employ a skilled cohort of colleagues to provide specialist support to our family of schools to enable them to be operationally sound and to provide capacity for them to focus on teaching and learning and leadership development.

Our team is based at the University of Nottingham Innovation Park (UNIP) on the Jubilee Campus as the central hub of all of our schools. The Trust Lead Attendance Officer will be based here with our wider support functions.

We employ circa 40 colleagues across the **central team**.

We pride ourselves on our vibrant and dynamic team and foster a sense of collaboration and connectedness through our daily interactions, weekly briefings and our purposeful and deliberate Away Days.

We operate an informal hybrid model of working, which includes working on-site from the head office, school visits and remote working through our Dynamic Working Policy.



Supporting our colleagues

We're proud to offer an exciting, dynamic and collegiate place to work. Our colleagues are dedicated to having an impact and they make a lasting difference to the lives of our children and young people.

We nurture a culture within our trust where everyone feels respected, valued, safe, trusted and ultimately have a sense they belong. We feel, it's that sense which enables people to be their best selves, to grow and succeed as highly competent professionals and add transformational value.

We put well-being and engagement front and centre:

- You'll have access to regular check-ins with your line leader, to discuss how things are going and to talk about what's important to you.
- You'll have opportunities to directly influence trust plans for well-being and engagement.

We develop leaders who:

- Actively listen, communicate clearly, invest time in coaching and nurturing talent, and recognise your contributions.
- Cultivate supportive and inclusive teams who are open and committed to learning from each other, sharing different ideas and practices.

We will encourage and support you to develop and grow:

- Ensuring you have access to focused growth conversations so you can develop both personally and professionally.
- Facilitating trust wide professional networks and communities where you can draw on expertise and collaborate with like-minded and diverse talented colleagues.
- Providing opportunities to network with colleagues outside of the trust as part of our commitment to civic collaboration.

Providing access to range of fantastic benefits through 'Nova Perks', including:

- Bike scheme
- Technology scheme
- Motorsave
- Lifestyle benefits
- Instant discounts
- Savings club
- Workplace ISAs
- Financial planning
- Financial education resource module
- Peer-to-peer
- Lift-share
- Car salary sacrifice
- Health cash plan
- Gym scheme
- Healthy living resource module

Nova Perk Day

In addition to our standard leave provision, we offer all colleagues the opportunity to take one paid '**Nova Perk Day**' per academic year. This can be taken during term time for any chosen reason. This is in support of our continued commitment to colleagues to achieve a healthy work-life balance.

Sick pay

All colleagues are entitled to a generous sick pay entitlement depending on their continuous service.

Pension

All colleagues are auto-enrolled into the relevant pension scheme. LGPS for support staff and Teachers Pension for teaching staff.

Job description



Post: Attendance Lead

Department/Faculty: Central Services

Responsible to: Director of School Improvement

Core Purpose

- To secure incredibly high attendance rates in all our schools.
- Champion a culture where every student feels a sense of belonging, is inspired to learn, and is recognised as a valued member of every school within the Nova community.
- Lead the implementation of the trust-wide attendance strategy ensuring that is ambitious, inclusive, and rooted in high expectations for all pupils.
- Deliver a responsive, student-centred approach to improving attendance, recognising and addressing the individual circumstances and barriers that may affect families, including mental health, medical needs, and emotionally based school avoidance.
- Strengthen family-school relationships by leading Nova's approach to family engagement, supporting parents and carers to actively contribute to their child's education.

Key responsibilities

Strategic Leadership

- Support the continued evaluation of our Trust Attendance Strategy and the associated aligned expectations.
- Deliver and embed our evidence-informed attendance strategy across all Nova schools, reflecting national guidance and the latest sector research. All work will be cross-phase.
- Drive measurable improvement in attendance figures through a focused programme of support, challenge, and capacity-building in schools.
- Work closely with leaders in schools requiring additional support, offering bespoke guidance and support to build local leadership capability in attendance improvement.
- Monitor attendance trends and use data intelligently to inform interventions and hold schools to account.
- Contribute to strategic decision-making by analysing school attendance reports and identifying patterns and priority groups.

Professional Development

- Co-ordinate the work of inclusive attendance ensuring the framework is embedded Trust wide
- Build attendance expertise across the Trust through tailored training for key stakeholders, including senior leaders, pastoral teams, office staff, and governors. Lead key networks.
- Ensure consistency of practice by ensuring all attendance leads are confident in applying Trust policies and procedures and that every school has aligned implementation.
- Facilitate termly supervision for Attendance related Home School Link Workers and share best practice across schools.

Policy and Review

- Lead on reviewing and updating attendance-related policies annually to ensure compliance and contextual relevance. This includes:
 - Trust-wide attendance principles
 - Customisable policy templates for schools

- Guidance on coding
 - Guidance on part-time timetables
- Coordinate "Attendance reviews" in every school, using these as developmental opportunities for peer learning and continuous improvement.

Operational Support and Communication

- Maintain a central database of local authority attendance contacts to support effective collaboration between schools and external services.
- Ensure regular communication of attendance updates, key messages, and resources to school leaders through the Trust's communication channels.

Complex Casework

- Provide direct support to schools managing persistent absence, complex attendance cases, or safeguarding-related concerns linked to attendance.
- Offer guidance on escalating issues to local authority services and partner agencies when needed.
- Act as the central point of contact for all attendance-related queries and manage the Trust's internal attendance support.

Complaints

- Support leaders in addressing attendance-related complaints with professionalism and sensitivity, ensuring timely resolution and learning.

Innovation and Improvement

- Keep up to date with developments in attendance strategy, educational research, and family engagement practices.
- Evaluate and refine the Trust's approaches regularly to ensure impact, relevance, and innovation.

Accountability and Reporting

- Report attendance developments, challenges, and successes to the Executive Team and Education Committee when required.
- Produce termly strategic reports highlighting attendance trends, persistent absence, vulnerable group data, and any relevant complaints or concerns.
- Produce weekly attendance analysis report.
- Produce an end of year attendance summary report.
- Develop the Trusts yearly attendance plan and review this regularly.
- Be directly accountable to the Director of School Improvement.

Other Duties

- To be deployed to any school to support wider leadership developments in any area that will help the school to progress.
- To support the Trust QA processes as and when required.
- To under-take any other duties that the CEO or Directors of School Improvement deems acceptable.

Person Specification



	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Degree Qualification Qualified Teacher Status (QTS) Evidence of Continuous Professional Development 	<ul style="list-style-type: none"> NPQH Higher degree Evidence of post-graduate study or research
Experience	<ul style="list-style-type: none"> Leading improvement across several schools Experience in preparing schools for Ofsted inspections, as well as detailed knowledge of the inspection framework and practices Working with schools' senior leaders to monitor and evaluate the academic performance, leadership and management of their schools Professional development by actively engaging with and seeking out areas for improvement Creating, developing and monitoring policy Promoting, monitoring and evaluating outstanding learning and teaching and the highest levels of achievement Successful track record in supporting schools in challenging circumstances, causing concern or needing to improve rapidly Project management to plan and implement change The effective management of people and resources, including use of the school's budget and best practice in financial and employment matters Developing and maintaining strong relationships and partnerships with the governors, students, parents and other stakeholders 	
Skills and knowledge	<ul style="list-style-type: none"> Knowledge of the key legal issues relating to the leadership and management of schools and in particular an understanding of how MATs and school's function Knowledge of international and national trends that could impact upon the Trust's capacity with regards learning and teaching models The ability to inspire, challenge, motivate and empower others to carry the vision forward A passion for excellence in the learning process with a strong commitment to school improvement and raising achievement for all Excellent organisational and good project management skills, able to meet tight 	

	<p>deadlines</p> <ul style="list-style-type: none"> • An understanding of how financial and resource management enables school to achieve its educational priorities • The ability to analyse and interpret complex information and explain key elements in simple terms • The ability to think strategically and to plan and implement change as necessary • The ability to recognise and deal effectively with poor performance • The ability to model the values and vision of Nova Schools and lead by example • An ability to communicate effectively orally and in writing to a range of audiences • The ability to build effective working relationships and networks both within and outside the Trust • The ability to anticipate trends • The ability to think strategically, and to build and communicate a coherent vision • The ability to promote and market Nova schools 	
Personal qualities	<ul style="list-style-type: none"> • Passion for education, enthusiasm for innovation • Self- motivated and well organised • Resilient and tenacious • Work effectively under pressure • Ability to think strategically and develop a vision • Ability to relate to colleagues at all levels, inspiring trust and confidence • Inspires respect • Innovative and solution focused • Organised, proactive and committed to teamwork • Reflective and emotionally intelligent • Inspires confidence • Decisive with sound judgement • Demonstrates professionalism and integrity • Accept accountability for decisions and their impact upon Nova Education Trust Schools • Values diversity and contribution of all Stakeholders • The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with Nova's Safeguarding and Child Protection Policy and the Nova Education Trust School Staff Code of conduct 	
Other	<ul style="list-style-type: none"> • Holds current driving license and car, insured for business travel • A commitment to travel independently between schools across the region because this role is school based and will require travel on a daily basis 	

Application details



Application forms

These can be accessed from our website www.novaeducationtrust.net. Wherever possible, please provide email addresses for your referees.

How to apply

Candidates should apply for this role through our website at www.novaeducationtrust.net/careers. Wherever possible, please provide email addresses for your referees. Click on the 'Apply' button and follow the instructions to upload Nova's application form and complete the online equal opportunities monitoring form*.

** The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.*

The closing date for applications is 5pm on Thursday 1st May 2025.

Interview

Interviews will take place on Wednesday 7th May 2025. If you have not heard from us within two weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Safeguarding

Nova Education Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior consent.

Child Protection statement

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We endeavour to provide a safe and welcoming environment where children are respected and valued. We will be alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. The procedures contained in this policy apply to all staff, volunteers and governors and are consistent with those of Nottinghamshire Safeguarding Children Board (NSCB).



Equal opportunities

We are an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all colleagues.

Our commitment is to treat every individual how they would like to be treated. This is so that you experience a sense of inclusion, feel respected, valued, safe, trusted, and that ultimately, you belong.

If you would like to discuss any accessibility requirements for the recruitment process or the role, please contact hr@novaeducationtrust.net and we will be happy to discuss.

How we monitor recruitment

On application we will ask you to fill in an anonymised form which indicates your protected characteristics. This is you helping us to achieve our equal opportunities commitments.

We analyse Equalities information to look at trends and to see if our diversity initiatives are having an impact across our recruitment processes. Your data will help us measure our progress and understand where we need to act.

All Equalities data is anonymised and will be kept separate from your application form and will not be forwarded to the interview panel should you be selected.



Nova Education Trust

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