

The people behind
the magic.



HONLEY
HIGH SCHOOL



JOIN OUR TEAM

Attendance Officer

Salary: Scale F (NJC point 16-19) Actual Salary: £24,190 - £25,469

Hours: 37 hours per week term time plus 3 days

Closing Date: Friday 26th July 2024 at 9am

Interview: w/c 5th August 2024

Start Date: September 2024

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.



Together
Learning Trust

THE SCHOOL

Exceptional opportunities, exceptional outcomes



We are proud of the high quality education we offer at Honley. We are traditionally one of the highest performing schools in the region and this is directly attributable to the hard work and dedication of our entire staff team. We want our children to be the best that they can be and so there is a continual drive to develop and improve as professionals. As Ofsted stated following our last inspection: *"Pupil outcomes are good because teachers have high expectations of what children can achieve and plan interesting tasks that engage pupils in their learning."*

But these crucial years of adolescence are about more than exceptional performance in examinations. The world is changing more rapidly than any one of us can predict, and if our children are to thrive, they will need to develop personal skills and qualities alongside their academic qualifications. They will need a questioning mind, perseverance and resilience. They will need to be adaptable, creative and self-disciplined. These attributes are hard to measure but equally important, and we see it as our duty to develop students' character, as well as pursuing academic excellence.

We are nationally recognised for our sporting achievements and have a proud and enviable record in technology, drama and the creative arts.

Honley High is a fantastic place to work and learn and we are always aiming to develop even further. We live by our school motto. The quality of every interaction we have with students and staff establishes a culture where everyone can 'strive for the highest' and achieve great things.

We are looking for an extraordinary individual to join our school and really make a difference in the lives of our young people.

Liz Lord, HEAD OF SCHOOL



"I am pleased that the school has such high standards and expectations for the children and encourages them to meet these at all times; this sets the children up for later life. Whilst striving for these standards, the school maintains a nurturing environment."

- PARENT COMMENT

EXPLORE MORE



www.honleyhigh.co.uk



HonleyHighSchool



@HonleyHighUK



When schools collaborate, incredible things happen.

Together Learning Trust is a thriving local family of schools. By this autumn we will comprise of three secondary schools, two school sixth forms, five primary schools and a special school, inspiring 5800 young people in Calderdale and Kirklees. We are driven by a shared commitment to providing magical learning experiences for all our children and a belief that all of them can achieve great things.

Exceptional achievement stems from developing world class teaching and learning. Creativity is the core of our values. Our staff are amazing, in both the relationships they forge and the incredible range of opportunities they make possible. We get great results, but we give and expect so much more. We are shaping a generation of future global citizens with the character they need to succeed; with the integrity and commitment to excellence that will enable them to thrive.

Together Learning Trust schools are wonderful places to work. We value and support our team across all our schools, and recognise the ideas, experience and expertise of our staff. Being part of the Trust opens up new opportunities for staff development. The Trust schools work closely together to identify and then implement the best school improvement strategies across its schools. Our aim is to grow great people and talent.

We cherish our staff, support their wellbeing and enable them to flourish. Being part of Together Learning Trust feels special due to the unique nature of the schools and the opportunities it brings for staff, students and communities to collaborate. For everyone involved in our Trust our mission is simple. To **Grow, Excel, and Learn Together.**

What could we do, together?

DAVID LORD, CHIEF EXECUTIVE OFFICER



"I believe that the support that schools can provide each other cannot be underestimated. Being part of the Together Learning Trust enables our schools to continue to flourish and develop within a supportive school focused community, where the expertise of those who have a hands on understanding of our children will lead the way forward."

**- LIZ WOODFIELD, HEADTEACHER,
MELTHAM MOOR PRIMARY SCHOOL**

EXPLORE MORE



www.togetherlearningtrust.co.uk

Together
Learning Trust

THE JOB

Attendance Officer

An EXCITING OPPORTUNITY to join a team that provides much needed support to our children and families in securing good attendance to school. Working for a Trust that really values its staff and well-being, you will share our enthusiasm and commitment to improving attendance for our children, be committed to the pursuit of support for those who need it and thrive in working across a range of situations. With a friendly and professional manner, you will be joining a supportive and dedicated team.

What we're looking for

Someone who:

- Has excellent skills in communication to engage with potentially challenging families to secure good attendance to school
- Has excellent interpersonal skills with the ability to build positive relationships
- Has the ability to motivate, persuade, negotiate and influence others
- Is well organised, proactive and able to thrive under pressure
- Is self-driven and results orientated

What you'll get in return?

You'll be joining a school and Trust which is all about putting staff first – with numerous wellbeing initiatives and social events to enjoy each term!

In addition to this you will benefit from:

- Automatic enrolment to the West Yorkshire Pension Fund
- Access to our Employee Assistance Programme
- Staff development through appraisal and CPD
- Access to a canteen
- Cycle to Work Scheme
- Great transport links – Honley Train Station is across the road
- Free onsite car parking
- Collaboration with Trust colleagues in similar roles
- Working as part of a creative and supportive team who want the best for all of our students

What the role involves in a nutshell:

- Visit pupils and their parents/carers in their homes to build relationships and improve attendance
- Collect identified students from their home and bring them in to the school and, if necessary, take them home again at the end of their session.
- Use a range of assessments and intervention strategies to support students and families to re-engage them in their education.
- Work with the Student Services Team in order to support your role as Attendance Officer

If our school sounds like a place in which you could really make a difference, then we'd love to hear from you.



Attendance Officer

Responsible to:	Inclusion Leader
Scale/Salary	Grade F (16-19) – 37 hours - term time only plus 3 days
Main Purpose of the role	<p>In the role of Attendance Officer you will:</p> <ul style="list-style-type: none"> • Work with the Student Services Team in order to support your role as Attendance Officer • Assist the school to safeguard students through joint working with other agencies; arranging and attending meetings as appropriate, including child protection conferences; reviews, core groups and multi-agency meetings • Know and understand the statutory expectations of attendance, safeguarding and home visits, and abide by these expectations.
Main Duties & deliverables	<ul style="list-style-type: none"> • Visit pupils and their parents/carers in their homes to build relationships and improve attendance • Collect identified students from their home and bring them in to the school and, if necessary, take them home again at the end of their session. • Use a range of assessments and intervention strategies, to support students and families to re-engage them in their education. • Work with partners who provide support for school students (this could include Local Authority (LA) services as well as voluntary sector partners) to develop support programmes for identified students and where necessary take pupils to and collect them from projects/placements. • Identify and follow school and LA procedures regarding children going missing from education and make reasonable enquiries to locate such children, working with and referring to the LA as appropriate. • Attend and contribute to inclusion and attendance meetings and develop plans to support students with attendance related difficulties. • Identify those cases that should be referred to the LA for court proceedings or penalty notices; Prepare reports and appropriate evidence as required, acting as a witness in the Magistrates court if required. • Understand, follow and implement procedures regarding child performance and child employment. • Prepare and maintain appropriate case notes and records to enable the production of comprehensive statistics on outcomes of intervention, legal sanctions etc. • Prepare and analyse regular attendance data reports for the Senior Leadership Team, Governors and Ofsted. • Actively plan a strategy to reduce the number of Persistent Absence students each term and reflect on the impact of the strategy. • Meet with Heads of Year weekly to review year group attendance and plan intervention and review the impact. • Maintain attendance records on the School Management Information System, together with the daily automated system to contact parents/carers regarding absent or late students. • Respond to parental enquiries and complaints regarding attendance concerns. • Discuss reasons for absence with parents/carers offering support and challenging where appropriate. • Assist parents/carers with processes regarding admissions, exclusions and elective

	<p>home education.</p> <ul style="list-style-type: none"> • Arrange and lead meetings with parents/carers both on site and at the students' home address as appropriate. • Give guidance, support and lead CPD where appropriate to support academy staff in regard to attendance policies and procedures and in relation to improving attendance of individuals and groups. • Prepare and lead regular attendance panels/fast-track meetings, ensuring appropriate follow up action is taken. • Develop, implement, maintain and evaluate systems of praise and recognition for good and improved attendance. • Be aware of and support difference to ensure all students have equal access to opportunities to learn and develop • Contribute to the overall ethos/work/aims of the school. • Have due regard for personal health and safety in the course of their duties including risk assessing home visits and other out of academy duties. • Have a good understanding of KCSIE (Keeping Children Safe in Education) and the school's safeguarding policy, and ensure this is embedded in your everyday practice both in and out of the school. • Demonstrate an active commitment to your own professional development – participate in performance management reviews and undertake those for staff for whom you are responsible.
<p>Expected Behaviours</p>	<ul style="list-style-type: none"> • Support the ethos, vision, principles and values of the school. • Treat colleagues, students and all members of the community with respect and consideration. • Treat all students fairly, consistently and without prejudice. • Set a good example to students in terms of appropriate dress, standards of punctuality and attendance. • Support the ethos of the school by upholding the code of conduct, uniform rules, etc. • Take responsibility for own professional development and participate in arrangements adopted by the school for the assessment of his/her performance and that of other teachers. • Reflect on our own practice as well as the practices of the school with the aim of improving all that we do and achieving excellence. • Read and adhere to School policies and implement School improvement plans. • Participate in the development and management of the school by attending various team and staff meetings. • Undertake duties as prescribed within the school's policies. • Undertake professional duties reasonably assigned to them by the Headteacher. • Be proactive and take responsibility for matters relating to health and safety. • Play a full part in the life of the school community, to support its distinctive values and ethos and to encourage and ensure staff and students follow this example.
<p>Other specific duties</p>	<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Chief Executive Officer and Head of School to undertake work of a similar level that is not specified in this job description.</p> <p>This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed by the Chief Executive Officer or Head of School to reflect or anticipate changes in the job commensurate with the grade and job title.</p>
<p>We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.</p>	



Attendance Officer

To be assessed through application, reference and interview

Criteria	Essential	Desirable
Qualifications		
Educated to GCSE Grade C/4 or above (or equivalent) in English and Maths	✓	
Willingness and ability to obtain and/or enhance qualifications and training for development in the post	✓	
Experience		
Previous experience of working with young people	✓	
Ability to work effectively with children of a relevant age group	✓	
Successful experience working in a school environment		✓
Skills and Abilities		
Excellent written and communication skills	✓	
Ability to efficiently manage and prioritise workloads	✓	
Ability to build positive relationships with all stakeholders, especially parents/carers	✓	
Ability to relate to students in a pleasant and sympathetic manner and to recognise child safeguarding issues	✓	
Good level of proficiency in Microsoft Word, Excel and Outlook	✓	
Excellent communicator with strong interpersonal skills	✓	
Well organised, pro-active and able to thrive under the pressure	✓	
Personal Attributes		
Self-driven, results-orientated with a positive outlook	✓	
A natural forward planner who critically assesses their own performance	✓	
Mature, credible with excellent interpersonal skills	✓	
Reliable, tolerant and determined	✓	
Empathetic - able to see things from another person's point of view	✓	
Able to motivate and persuade, negotiate and influence others	✓	
Well-presented and professional	✓	
Keen for new experiences, responsibility and accountability	✓	
Able to get on with others and be a team player	✓	
Ability to evaluate own learning needs and actively seek learning opportunities	✓	
A commitment to inclusive education	✓	
Good sense of humour	✓	
Integrity and exercises confidentiality	✓	
Ability to think pragmatically and be solutions focused	✓	

HOW TO APPLY

Say yes to new adventures.

Could we be a good fit for each other? If you'd like a chat about the role or have questions ahead of making a formal application, we'd be delighted to hear from you. Please contact our Personal Assistant to the Senior Leadership team Nicola Pogmore via n.pogmore@honley.tlt.school

If you're ready for a new challenge, please apply by completing our application form and returning it to recruitment@tlt.school by the closing date.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

SAFER RECRUITMENT

We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. If you are shortlisted for interview, we will undertake an online public search in line with guidance from the Department for Education and Keeping Children Safe in Education 2023.