

**NEWCASTLE**  
ACADEMY

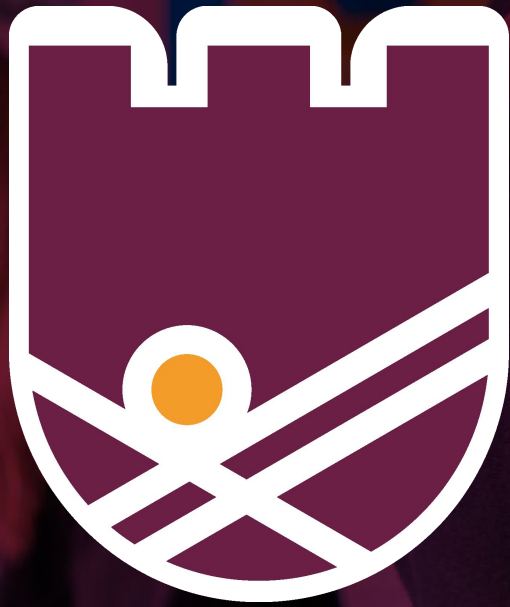
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## Realising Potential

# Attendance Officer

Candidate Information Pack



NEWCASTLE  
ACADEMY

# Welcome from the Headteacher

**Dear Applicant,**

I am Helena Brothwell, Director of Education at Windsor Academy Trust, and I am delighted that you are considering joining the team at **Newcastle Academy**.

As one of Staffordshire's fastest improving secondary schools, Newcastle Academy is filled with energy, optimism, and a spirit of renewal. We recently celebrated the **best exam results in our school's 57-year history**, but our ambition for our students means that we believe the best is yet to come.

As a proud member of the Windsor Academy Trust family, we benefit from the collective strength of fifteen schools working together. While we have our own unique identity as a **small school with a big heart**, we are united by a single moral purpose: to unlock the academic and personal potential of every child in our care.

Whether you are joining our teaching team or our professional services staff, you play a vital role in providing the **'ticket to the future'** our children deserve. We live our values each day through a culture of **unconditional care**, ensuring our school is a place where we:

- **Raise Aspirations:** Helping students become more than they ever thought they could be.
- **Achieve Excellence:** Delivering a knowledge-rich curriculum supported by our 1-to-1 iPad programme.
- **Foster Belonging:** Maintaining a family atmosphere where every child is seen and appreciated.
- **Build Community:** Working as a 'village' alongside parents and local partners.

We see barriers as stepping stones to greatness and believe no child should be left behind. To achieve this, we invest heavily in our people, ensuring you are supported by a culture of professional growth and evidence-informed practice.

If you are a motivated professional who shares our values of **respect, responsibility, and kindness**, I look forward to receiving your application and working together to unlock the potential of our students.

Best regards,

**Helena Brothwell**  
Director of Education

# Our School



## Newcastle Academy - "Realising Potential"

Newcastle Academy is an 11 to 16 secondary school in Newcastle under Lyme. Our vision is to provide a rounded education for all of our students, make our school a part of the community we serve and provide outstanding teaching and pastoral support through well-qualified and motivated staff. We believe that providing students with a wide range of opportunities enriches the lives of our young people and helps us to drive up standards. Opportunities at Newcastle Academy have never been greater. Together we can ensure each student leaves us as an educated, articulate, young adult prepared to embrace the world.

### Our 2024/25 highlights

- Work Experience: Successfully introduced a work experience programme for all Year 10 pupils.
- Enriching Trips: Students benefited from an increased number of trips this year, including three international trips to Peru, Poland, and for a ski visit.
- Enrichment Week: The school held a successful Enrichment Week that included five trips.
- Duke of Edinburgh: The school's Duke of Edinburgh Expedition was successfully completed.
- Careers Programme: All Year 11 pupils participated in a successful Careers Interview programme.
- Outstanding CPL Programme: The school implemented a new, high-impact Continuing Professional Learning (CPL) programme to drive teaching excellence.
- Instructional Coaching: Instructional coaching was introduced through the StepLab platform as a key tool for teacher development.
- School Choir: The school choir represented Newcastle Academy at the WAT a Choir event, showcasing their fantastic talent.

*"Staff are honest and approachable, and care for my child's wellbeing as well as her education. They are very supportive."*

**Newcastle Academy parent**

*"Your impact has been massive. Thank you for making it so I did not feel invisible."*

**Newcastle Academy student**



# Welcome from CEO

Dear WAT Family Candidate,

As the Chief Executive Officer of Windsor Academy Trust, I am delighted that you are considering joining our family.

We are a family of 15 primary and secondary schools, united by a single, unwavering moral purpose: **to unlock the academic and personal potential** of every young person we serve. For our 1,200 staff and 10,000 students, Windsor Academy Trust is more than an organisation, it is a family.

We are exceptionally proud of the reputation we have built together. Our schools serve diverse, vibrant communities across the West Midlands, achieving results that are significantly above the national average. But we believe that schools should be more than just places of learning; they are **civic anchors**. We take our role as leaders in our communities seriously, working tirelessly with our partners to ensure our children and their families can thrive, both inside and outside the school gates.

Being a great employer is at the heart of who we are. We were thrilled to receive the Edurio 'Trust Value Award', a testament to the strong sense of belonging our staff feel. As an Associate College for the National Institute of Teaching, we don't just offer jobs; we offer journeys of professional growth and transformation.



**Dawn Haywood**  
Chief Executive Officer



**15**  
SCHOOLS



**10000**  
CHILDREN



**1200**  
STAFF

# Job Description

<b>Salary</b>	Grade 3 - Starting salary £23174
<b>Reporting to</b>	Headteacher/Senior Leadership Team
<b>Responsible for</b>	N/a
<b>Location</b>	Newcastle Academy

## Job Purpose

The Attendance Officer, working under the direction of the Senior Leadership Team, provides a specialist service to assist the academy in meeting its obligations and targets in relation to school attendance, with a particular focus on reducing persistent absence. The role involves contributing to raising student achievement by improving attendance rates, promoting positive attitudes towards education among students and families, and ensuring parents are fully aware of their statutory responsibilities. Additionally, the post holder will provide comprehensive clerical, administrative, and data support to the school in line with the broader vision and values of Windsor Academy Trust.

## Attendance Management and Intervention

The Attendance Officer will:

- Make unsupervised contact with families in their own homes and elsewhere to assess the reasons impacting individual student attendance and facilitate their successful return to education.
- Support Pastoral and Learning Managers, as well as Senior Managers, in advising the school on all matters relating to student attendance and welfare.
- Promote positive attitudes by students and families towards education, ensuring parents are made fully aware of their statutory attendance responsibilities.
- Encourage and motivate pupils to engage with school life and participate fully in their educational journey.

## Administration, Reporting and Compliance

The Attendance Officer will:

- Keep clear and concise records of all consultations and write any other reports, such as annual action plans and summaries, as required for the school.
- Use IT systems to produce reports, often to tight timescales, recording information including statistical data and providing updates to senior managers and other professionals.
- Manage and prioritise their own workload effectively in line with the service requirements of the academy.
- Acquire and maintain a working knowledge of the statutory framework relating to school attendance, child employment, child protection, and special educational needs to offer informed advice to parents, school staff, governors, and others.

## **Multi-Agency, Collaboration and Safeguarding**

The Attendance Officer will:

- Liaise and work closely with other professionals in the police, Social Services, Housing, Health, and any other statutory and voluntary organisations to support student welfare.
- Resolve complex problems collaboratively, understanding exactly when a referral to external agencies or senior leadership is required.
- Comply with and actively promote the Trust's commitment to the protection and safeguarding of children.

# Person Specification

Area	Essential	Desirable
<b>Qualifications and Experience</b>		
NVQ Level 3 or equivalent in a related area.	✓	
Very good numeracy and literacy skills.	✓	
Experience of working with relevant age groups within a learning environment, including knowledge of behavioural and learning difficulties.	✓	
<b>Understanding of classroom roles and responsibilities and general school operations.</b>	✓	
Previous experience managing persistent absence cases or conducting family and home visits.		✓
Experience using school-specific Management Information Systems (MIS) for attendance tracking and reporting.		✓
<b>Skills and Competencies</b>		
Ability to communicate clearly and explain sometimes complex information to diverse audiences, with strict due regard to confidentiality.	✓	
Ability to use ICT systems effectively to support learning, record data, and generate statistical reports.	✓	
Ability to manage and prioritise own workload efficiently, often to tight deadlines.	✓	
Solid understanding of local authority attendance protocols, penalty notice procedures, and statutory frameworks.		✓
<b>Personal Qualities and Attributes</b>		
Ability to work collaboratively and effectively as part of a wider multidisciplinary team.	✓	
Displays deep sensitivity, empathy, and a supportive attitude towards pupils and their families.	✓	
A proactive approach to understanding and navigating policies, procedures, and legislation relevant to the area of work.	✓	

Area	Essential	Desirable
<b>Safeguarding</b>		
Full commitment to safeguarding and promoting the welfare of children and young people.	✓	
Thorough knowledge and strict compliance with school policies and procedures regarding child protection.	✓	



# Working for Windsor Academy Trust

**We believe it is important to be a great place to work. In addition to a competitive salary we offer:**

## **Pensions**

As a staff member you have access to the Local Government Pension Scheme and Teachers' Pension Scheme - both generous schemes with the employer contributing up to 20% plus. This also provides a death in service benefit of three times your salary.

## **Pay progression & career pathways**

As well as any nationally agreed pay award (a salary increase linked to inflation), our employees have access to pay progression according to their grade.

We offer a number of career pathways from teaching and other classroom based roles to administration and IT. If you're interested in progressing on your career journey or taking a new career pathway, you should discuss this further with your line manager at your annual appraisal.

## **Continual Professional Learning (CPL)**

Windsor Academy Trust has developed exceptional teachers, leaders and professional services staff in schools for over a decade. We have an excellent reputation for delivering outstanding and innovative professional development for teachers, leaders and professional services staff at all levels, across the Midlands and beyond. Our professional development offer ranges from Initial Teacher Education, to the Early Career Framework as well as leadership development programmes such as National Professional Qualifications (NPQs) as well as networking groups for a number of roles.

## **Employee Assistance Programme**

Windsor Academy Trust has signed up to an Employee Assistance Programme with the Education Support Partnership which provides a support line to access a range of practical and emotional help 24/7, including counselling sessions, financial, legal and practical support from qualified professionals on a range of personal issues as well as access to online health and wellbeing resources and a specialist information service.

## **Free flu vaccinations and eye tests**

For a number of years, Windsor Academy Trust has provided free flu vaccination vouchers so that you can protect yourself over the winter months. We also provide free eye tests for display screen equipment users, which applies to the majority of our employees.

## **Cycle to work scheme**

For those who do not live too far from work, cycling instead of driving or taking public transport could be a good option to save on travel costs. Our cycle to work scheme helps Windsor Academy Trust employees to purchase a brand new bike and spread the cost over 12-18 months. To find out more, visit [The UK's Most Popular Cycle to Work Benefit - Cyclescheme](#).

## **Food and leisure discounts**

Windsor Academy Trust has signed up to access Vivup - the leading wellbeing and benefits provider to the public sector - meaning our employees can benefit from lifestyle savings on films, leisure activities, dining out, family essentials and many more popular categories.

## **Reduced childcare costs**

For working parents, childcare costs can be a significant financial burden. However, there are some solutions available to staff that may help ease short-term financial pressures around childcare. You may be eligible for the Government's tax-free childcare scheme. Find out more by visiting [Tax-Free childcare at gov.uk](#). Should you need them, flexible working and paid time off for caring responsibilities policies are available upon request. Visit the [Policies and Procedures](#) section on the Windsor Academy Trust website for full details.

## **Local Credit Union**

Windsor Academy Trust is now a partner employer with Castle & Crystal Credit Union based in Dudley. They are a not-for-profit financial co-operative who provide affordable loans and secure savings for all who live or work in the West Midlands. Loans repayments can be made directly from your salary.

## **Flexible Working**

Windsor Academy Trust supports and is open to flexible working.

# Safer Recruitment In Education: Information For Applicants

- WAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
- We have a number of policies and procedures that contribute to our safeguarding commitment, including our child protection policy which can be viewed at [windsoracademytrust.org.uk/governance](https://windsoracademytrust.org.uk/governance).
- It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.
- Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare.
- We will ensure that our concerns are discussed with parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare.
- We actively support the Government's Prevent agenda to counter radicalism and extremism.

## What we will provide:

All applicants for all vacant posts will be provided with:

- a job profile outlining the duties of the post; including safeguarding responsibilities.
- a person specification which will include a specific reference to suitability to work with children.

All applications for employment will be required to complete an application form online, containing questions about their academic and full employment history, and their suitability for the role.

In addition, all applicants are required to account for any gaps or discrepancies in their employment history.

## References

References will be requested with your consent, at the selection stage directly from the referee.

## Interviews

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

## Pre-employment checks

- It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.
- An enhanced DBS check is required for all successful applicants.
- Prohibition, overseas and section 128 checks will also be completed if necessary.

## Child Protection and Safeguarding Policy

View our Child Protection and Safeguarding policy at [windsoracademytrust.org.uk/policies](https://windsoracademytrust.org.uk/policies)





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