

JOB APPLICATION PACK

Attendance, Welfare and Enforcement Officer

Salary: Scale 6 (£32,578 to £34,811 pro-rata, £29,407 to £31,423 actual per year)

Contract: Permanent, full time, term time only plus 2 weeks

Closing Date: 9th November 2026 at 9am

Start Date: As soon as possible

THE GARIBALDI SCHOOL



Welcome from the Head Teacher

RESPECT • ACHIEVE

Dear Applicant,

Thank you for your interest for this role at The Garibaldi School.

Our school is a special place where we are focused on getting better so we can make a difference to lives of the young people that we serve.

Here at Garibaldi, we give every child the opportunity to thrive during their time at school so they can achieve excellent results alongside experiencing all of the enriching and stretching extracurricular opportunities that we offer. We are proud that we place a focus on how children and young people develop their character so that they can leave school ready to make a positive difference in our community and beyond. We are preparing young people for the future and know how important our job is.

Our ethos is summed up in three words: **Pride**, **Respect** and **Achieve**. These words underpin the approach that we take when working with students and staff.

Staff wellbeing and professional learning is at the heart of what we do at Garibaldi. We know that if we invest in our staff then our students will succeed. We all want the very best for our students and will work tirelessly to achieve it. Alongside this commitment to our students, we are equally committed to our staff with opportunities for additional professional learning, sensible policies that reduce workload, an additional day off each year (our Nova Perk Day) and regular opportunities for staff to socialise as a community. Staff at Garibaldi are highly qualified, experienced and committed to ensuring the best for every young person we work with.

We are not the finished article and are always striving to improve so that our students get the best possible deal. We value the relationship that we have with parents and carers. After all, we are a community of staff, students and parents working together to achieve the best for every child and young person who attends The Garibaldi School.

I hope that you get the opportunity to visit us soon and experience what is so special about life at The Garibaldi School.

Further details about the school can be found on the website **www.garibaldischool.co.uk**.

If you have any questions about this job opportunity, please do get in touch — we are keen to talk!

P. Cassidy

Paddy Cassidy
Head Teacher

About The Garibaldi School

Welcome to The Garibaldi School. Founded in the 1960s, we have gone from strength-to-strength, innovating education over the years for 11–18-year-olds. With our built-to-last mantra, we strive to offer an engaging educational experience.

Ofsted described the college as being 'inclusive and caring' providing students with quality support for those who need it. The best way to judge us is through our achievements.

Ethos

The well-being and success of our students is at the centre of The Garibaldi School vision. The school is a safe environment where students can feel comfortable, well supported and confident.

We believe that it is our duty to develop the aspirations of our students and we encourage students to set high standards for themselves. As a result, targets are high and we expect high quality teaching and a personalised approach to learning to support our students to achieve.

Our students take pride in themselves and in being a part of The Garibaldi School. We help students develop teamwork and leadership skills. Most importantly our students learn how to respect themselves and others. We are clear in the way that we expect our students to conduct themselves with all members of our community. Therefore, by the time our students leave, they have gained the skills, qualities and qualifications needed for a successful future.

This caring ethos sits within a structure that provides support for students and ensures regular contact with parents and carers. We actively engage and listen to parents, making sure their views shape school policies. We work with them as partners in their child's learning, personal development and well-being.

The Garibaldi School is a very effective school which serves its local community well by providing a first rate education to all its students. We work in close partnership with other schools to ensure education across the local area is as good as it can be. We make sure that we are transparent and explain carefully to all stakeholders the purpose of what we are trying to do. Students that leave The Garibaldi School are successful, thoughtful and independent. They have been encouraged to aim high and are well equipped to meet the future challenges that they will face.

Mission Statement

To create a supportive and caring learning community that gives all our students the confidence and opportunity to achieve and prepare them for a successful adult life.

Aims

Our aim is to build a school where students:

- **Take pride in themselves, the school and their community**
- **Have respect for each other and the staff that are supporting them**
- **Aim high and achieve well**

Values

We believe in:

- **Raising aspirations**
- **Equality of opportunity**
- **The power of positive relationship**
- **Working as part of a team**
- **More good lessons more of the time**
- **The importance of respect**
- **A high standard of behaviour**
- **Giving responsibility in order to grow**
- **Achievement building self-confidence and happiness**

Promoting British Values

We agree with the Department for Education's five-part definition of Fundamental British Values:

- **Democracy**
- **The rule of law**
- **Individual liberty**
- **Mutual respect**
- **Tolerance of those of different faiths and beliefs**

At the school students will encounter these principles throughout everyday school life. The importance of these values in our modern and diverse community is recognised across all curriculum areas.

Our Personal Development curriculum in particular delivers opportunities for students to learn about and reflect upon these British Values.

















Job description

Post: Attendance, Welfare and Enforcement Officer

Department: Student Attendance

Responsible to: A Member of the Senior Leadership Team (currently Assistant Headteacher)

Purpose

The Attendance, Welfare and Enforcement Officer will lead the school's operational and strategic attendance provision, working collaboratively with students, families, colleagues and external agencies to maximise attendance, promote inclusion and remove barriers to education.

The postholder will be responsible for implementing, coordinating and evaluating attendance improvement strategies across the school, ensuring that all attendance procedures are compliant with statutory guidance and school policies. Through a combination of support, challenge and enforcement, they will help secure positive attendance outcomes for all students, particularly those who are vulnerable, disadvantaged, have SEND, or are experiencing emotional or social barriers to school attendance.

The Attendance, Welfare and Enforcement Officer will act as the school's champion for Inclusive Attendance, promoting a culture where attendance is everyone's responsibility and where strong relationships, belonging and early intervention are central to improving attendance outcomes.

The postholder will line manage the Attendance Administrator, ensuring effective delegation, quality assurance and the efficient operation of all attendance systems and processes. Working closely with senior leaders, pastoral teams and external agencies, they will play a key role in ensuring every student can access, engage with and benefit from their education.

Key responsibilities

Attendance Leadership and Strategy

- To have responsibility for attendance and punctuality across the school and support the implementation of whole-school attendance improvement strategies.
- To champion the school's Inclusive Attendance approach, ensuring attendance support is relational, child-centred, trauma-informed and responsive to the needs of individual students and families.
- To raise the profile of attendance across the school community and promote a culture where attendance, engagement and belonging are valued by students, families and staff.
- To work proactively to reduce persistent absence, severe absence and punctuality concerns through targeted intervention and support.
- To work closely with senior leaders, pastoral teams and wider stakeholders to ensure attendance remains a key priority across the school.

Attendance Systems, Monitoring and Reporting

- To use, maintain and where necessary further develop systems for monitoring, tracking, analysing and reporting all attendance matters.
- To ensure the daily checking of attendance data to maintain accuracy and validity in both internal and external attendance reporting.
- To analyse attendance information using Bromcom, Power BI, Class Charts and other relevant information systems to identify trends, emerging concerns and priority cohorts.

- To produce attendance reports, data analysis and impact evaluations for senior leaders, governors, trust leaders and external agencies as required.
- To monitor attendance, punctuality and absence patterns for individuals, year groups and vulnerable student groups and coordinate appropriate interventions.
- To ensure pupil attendance records and related data are accurate, compliant and maintained in accordance with statutory requirements.
- To ensure the school adheres to all statutory regulations regarding attendance and registration and be responsible for administering systems and procedures which secure compliance.

Attendance Operations

- To oversee the daily operation of attendance processes and ensure effective first-day absence procedures are implemented.
- To work in conjunction with the Senior Leadership Team to implement and develop the school's "Golden Hour" attendance provision.
- To ensure same-day contact is made for student absences and that appropriate actions are taken where concerns arise.
- To coordinate and undertake home visits as part of attendance intervention and safeguarding procedures.
- To identify and respond quickly to attendance concerns, including persistent absence, patterns of non-attendance, punctuality concerns and vulnerable students at risk of disengagement.
- To support attendance planning meetings and daily attendance briefings to ensure attendance concerns are identified and acted upon promptly.
- To manage, alongside the Attendance Administrator, procedures relating to late arrivals and punctuality, including the issuing of sanctions where appropriate.

Family Support and Inclusive Attendance

- To develop positive and productive relationships with students, parents and carers to improve attendance outcomes.
- To identify barriers to attendance and implement supportive interventions that enable students to engage successfully with school.
- To work closely with the Safeguarding and Pastoral lead, leading Team Around the Family (TAF) meetings where appropriate, developing tailored support plans for children and families experiencing attendance difficulties.
- To undertake home visits to identify barriers to education and work collaboratively with families to agree strategies and support plans.
- To work closely with the SENDCO and refer students experiencing Emotionally Based School Avoidance (EBSA) and other attendance-related barriers for additional support from the SEND Team.
- To identify, develop and deliver parental engagement sessions and workshops to support families in promoting positive attendance habits.
- To support the development and implementation of reintegration programmes for students returning to school following periods of absence.
- To work directly with students, individually and in groups, to develop their understanding of the importance of attendance and punctuality.

Safeguarding and Student Welfare

- To act as a Designated Safeguarding Lead as directed by the Headteacher.
- To work within a multi-agency framework to support vulnerable students and families.
- To ensure safe and well checks are undertaken when required.
- To identify and respond appropriately to safeguarding concerns linked to attendance and welfare.
- To report any concerns regarding the welfare or safety of a child in accordance with school safeguarding procedures.

- To maintain CPOMS and ensure records of attendance, welfare concerns, interventions and outcomes are accurate and up to date.

Attendance Intervention and Enforcement

- To lead the school's attendance intervention programme and graduated response to absence.
- To determine, prioritise and manage attendance caseloads for intervention and enforcement based on attendance data and identified need.
- To convene and chair attendance panels, meetings and reviews involving students, parents, carers and governors where appropriate.
- To lead on the school's penalty notice and attendance enforcement processes in accordance with local authority and statutory guidance.
- To ensure attendance procedures, communications, policies and published information remain accurate, compliant and up to date.
- To work collaboratively with external agencies to support attendance improvement and fulfil statutory attendance responsibilities.

Leadership and Line Management

- To line manage the Attendance Administrator, providing effective leadership, support, supervision and performance management.
- To ensure attendance responsibilities are appropriately delegated and monitored to maintain high standards of service delivery.
- To oversee and quality assure attendance administration processes, ensuring accuracy, timeliness and compliance.
- To support the professional development of attendance staff and contribute to the continuous improvement of attendance systems and practices.
- To contribute positively to the wider work of The Garibaldi School and attend team meetings, training and professional development sessions as required.

Health, Safety and Emergency Procedures

- To oversee the daily production of fire registers within agreed timescales.
- To facilitate the distribution and collection of attendance registers at the designated muster point during fire evacuations.
- To act as a Fire Marshal as required.
- To take reasonable care of their own health and safety and that of others in accordance with school policies and statutory requirements.

General

- Attend Parents' Evenings, Open Evenings, Options Events and other school events as required.
- Deputise for colleagues during periods of absence where appropriate.
- Promote equality, diversity, inclusion and the school's values at all times.
- Maintain confidentiality and comply with GDPR and data protection requirements.
- Promote and safeguard the welfare of children and young people in accordance with school policies and statutory guidance.
- Undertake safeguarding, attendance and other training as required.
- Use a personal vehicle for home visits where required, maintaining all necessary licences, insurance and compliance documentation.

Person specification

	Essential	Desirable
Qualifications		• Safeguarding qualification (DSL training or equivalent) • Qualification in family support, youth work, social care, education welfare or a related discipline (or a willingness to work towards) • Attendance or inclusion-related professional accreditation
Experience	• Experience of working in an educational setting, family support, social care, attendance or welfare role • Experience of supporting children, young people and families to overcome barriers to engagement and participation • Experience of working collaboratively with a range of stakeholders including parents/carers and external agencies • Experience of interpreting and applying policies, procedures and statutory guidance • Experience of using data to identify concerns and plan interventions • Experience of maintaining accurate records and reports • Experience of working as part of a tea	• Experience of leading attendance improvement initiatives • Experience of managing attendance caseloads and implementing attendance interventions • Experience of chairing meetings with parents/carers and external professionals • Experience of line managing, supervising or coordinating the work of others • Experience of multi-agency working, including Early Help, Social Care, Health or Local Authority services • Experience of supporting students experiencing EBSA (Emotionally Based School Avoidance) • Experience of attendance enforcement processes and penalty notices • Experience of developing systems and processes to improve compliance and effectiveness
Skills and knowledge	• Understanding of the links between attendance, safeguarding, wellbeing, inclusion and educational outcomes • Knowledge of current attendance expectations, statutory guidance and safeguarding responsibilities • Ability to build positive and productive relationships with students, families and staff • Ability to challenge appropriately whilst maintaining professional relationships • Strong organisational and time-management skills • Ability to analyse and interpret data and use findings to inform actions and interventions. • Effective written and verbal communication skills • Competent user of IT systems and Microsoft Office applications • Ability to maintain confidentiality and handle sensitive information appropriately	• Knowledge of attendance legislation and enforcement procedures • Knowledge of approaches that support inclusive attendance and belonging • Understanding of EBSA, SEND and other barriers to school attendance • Knowledge of safeguarding referral pathways and multi-agency processes • Experience using Bromcom, Power BI, Class Charts or other school information systems. • Awareness of the Ofsted framework, particularly attendance, behaviour, personal development and inclusion

	• Understanding of inclusive practice and the importance of removing barriers to attendance • Full UK driving licence and access to a vehicle for home visits	
Personal qualities	• Commitment to safeguarding and promoting the welfare of children and young people • Passionate advocate for high attendance, inclusion and educational equity • Able to develop trusting relationships whilst maintaining professional boundaries • Calm, resilient and emotionally intelligent when working under pressure • Organised, reliable and self-motivated • Flexible and adaptable in response to changing priorities • High levels of integrity, discretion and professionalism • Commitment to equality, diversity and inclusion • Ability to work collaboratively as part of a team whilst also working independently • Confidence to make decisions and take initiative when required	• Ability to lead and influence others positively • Commitment to ongoing professional development • Ability to contribute to wider school life and enrichment opportunities • Experience of promoting whole-school cultural change or improvement initiatives

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Application details

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 **Monday 9th November 2026 at 9am.**

Visits

We welcome visits from all interested candidates, please contact the Main Reception at office@garibaldischool.co.uk to arrange a mutually convenient time.

Interview

Interviews will take place on **Wednesday 11th November 2026**. 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

The Garibaldi School 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.

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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 few 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. 94% of our academies are now judged by Ofsted as Good or Outstanding, compared to 47% that weren't when they joined us. Nova's KS2 SATs performance is strong whilst 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**.

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 19 academies (six primaries, 12 secondaries and one sixth form college), which includes our two partner schools in the Madani Schools Federation in Leicester.

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.

nova Education Trust

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.

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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.

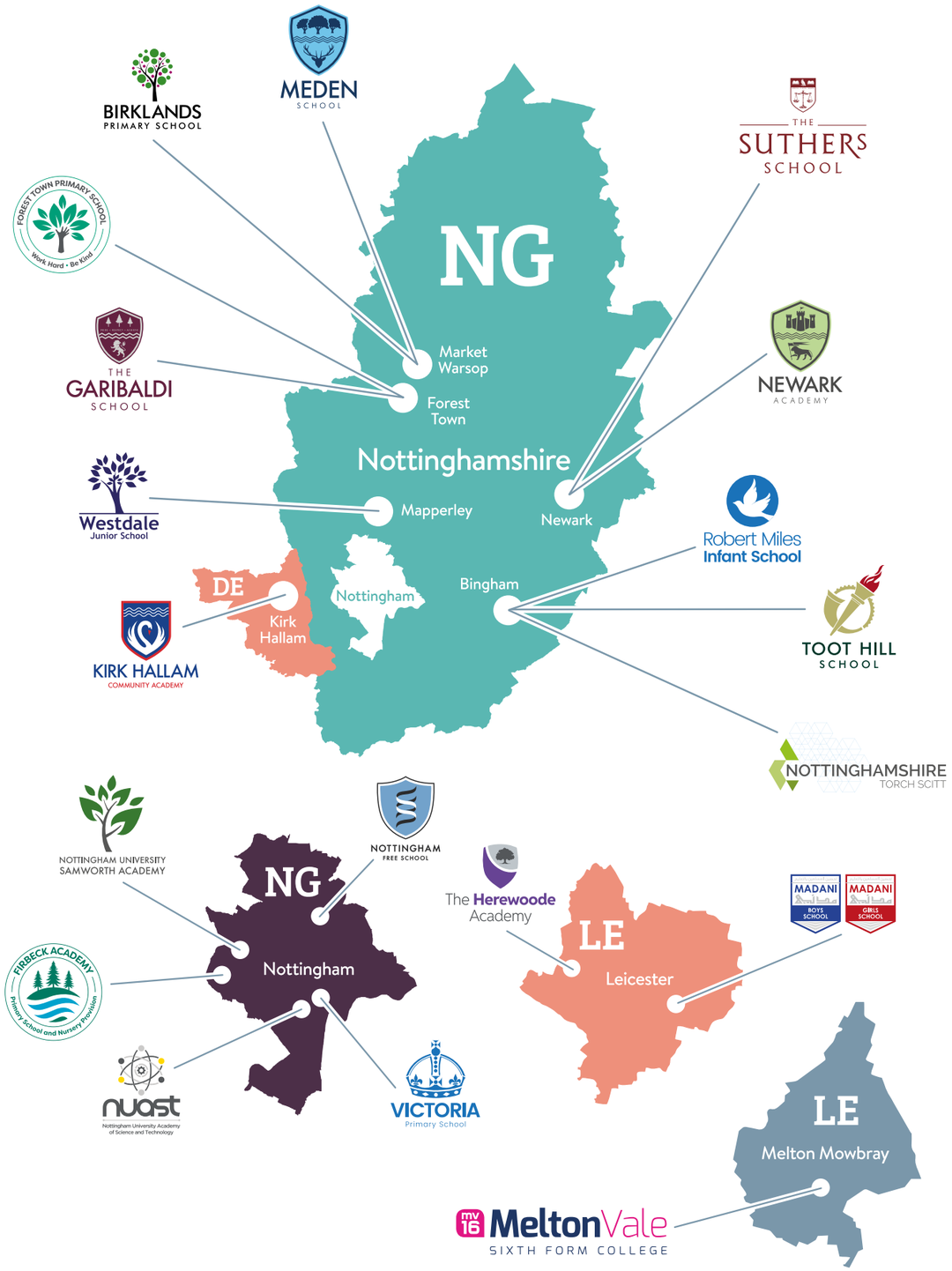
Partnership: By listening to our whole communities, opening conversations and providing opportunities for everyone's voice to be heard.

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



nova Education Trust

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 central 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 Executive Leadership Team, with the CEO, meet weekly to support the development and improvement of the trust and deliver three Head Teacher training and briefing sessions as scheduled throughout the academic year.

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.

THE GARIBALDI SCHOOL

Ofsted Good Provider

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Paddy Cassidy
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Ashfaq Rahman
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