



**Attendance Welfare  
Officer Lead  
October 2025**





Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire, HU5 4QH

Telephone: 01482 342229

Email: [info@kelvinhall.net](mailto:info@kelvinhall.net)

Website: [www.kelvinhall.net](http://www.kelvinhall.net)

Headteacher: Mr J Shaw

Deputy Headteachers: Mrs C Grandidge, Mrs L Piercy

## Welcome letter from the Headteacher

Dear Applicant,

Thank you for enquiring about the position of Attendance Welfare Officer Lead at Kelvin Hall School. The successful candidate will be joining the school at a very exciting time in our development. We are looking for someone who can take us forward and build upon our sound foundations.

Kelvin Hall is a mixed 11-16 school on the outskirts of the city of Hull. We are a much larger than average secondary school. We have approximately 1640 pupils on roll with a year 7 intake of 320 pupils. We stand on the same campus as Wyke Sixth Form College where many of our Year 11 students progress.

Our success and reputation is built on our cooperative values and highly inclusive approach to children and their education. We have a strong ethos of working in partnership with all stakeholders, ensuring we are very ambitious for all our children. We are committed to ensuring that we provide children with the right academic teaching and supportive pastoral care to ensure that all children have the greatest opportunity to succeed.

The successful candidate must share our collaborative approach and values, promoting a strong team and partnership ethos and must believe in a self-improving and sustainable system of school improvement that shares our moral purpose.

If you firmly believe that you share our commitment and desire to provide the best life opportunities for our children, then we would very much welcome an application from you.

If you would like to have an initial discussion regarding this role, then please email the school for the attention of the **Headteacher, James Shaw**, at [info@kelvinhall.net](mailto:info@kelvinhall.net) or contact the school on 01482 342229.

Yours faithfully

**James Shaw**  
Headteacher







## Welcome to Kelvin Hall School

We are a very successful 11-16 mixed comprehensive school with approximately 1640 students on roll. We are a popular first choice of school for families in Hull and the East Riding of Yorkshire and are a very successful school academically.

We are one of two secondary schools in a developing Multi-Academy Trust (Thrive Co-operative Learning Trust) that currently consists of 10 schools.

We are proud to be working in partnership with Newland School for Girls and The Boulevard Academy in the secondary Trust.



# Senior Leadership Team



**Christopher Leng**  
Director of Secondary Education



**James Shaw**  
Headteacher



**Claire Grandidge**  
Deputy Headteacher  
DSL



**Lauren Piercy**  
Deputy Headteacher



**Jayne Graham**  
SEND



**Jo Andrews**  
Inclusion



**Rachel Hilton**  
Personal  
Development



**Claire Keddy**  
Developing  
Teaching



**Caroline Dawes**  
Key Stage 3

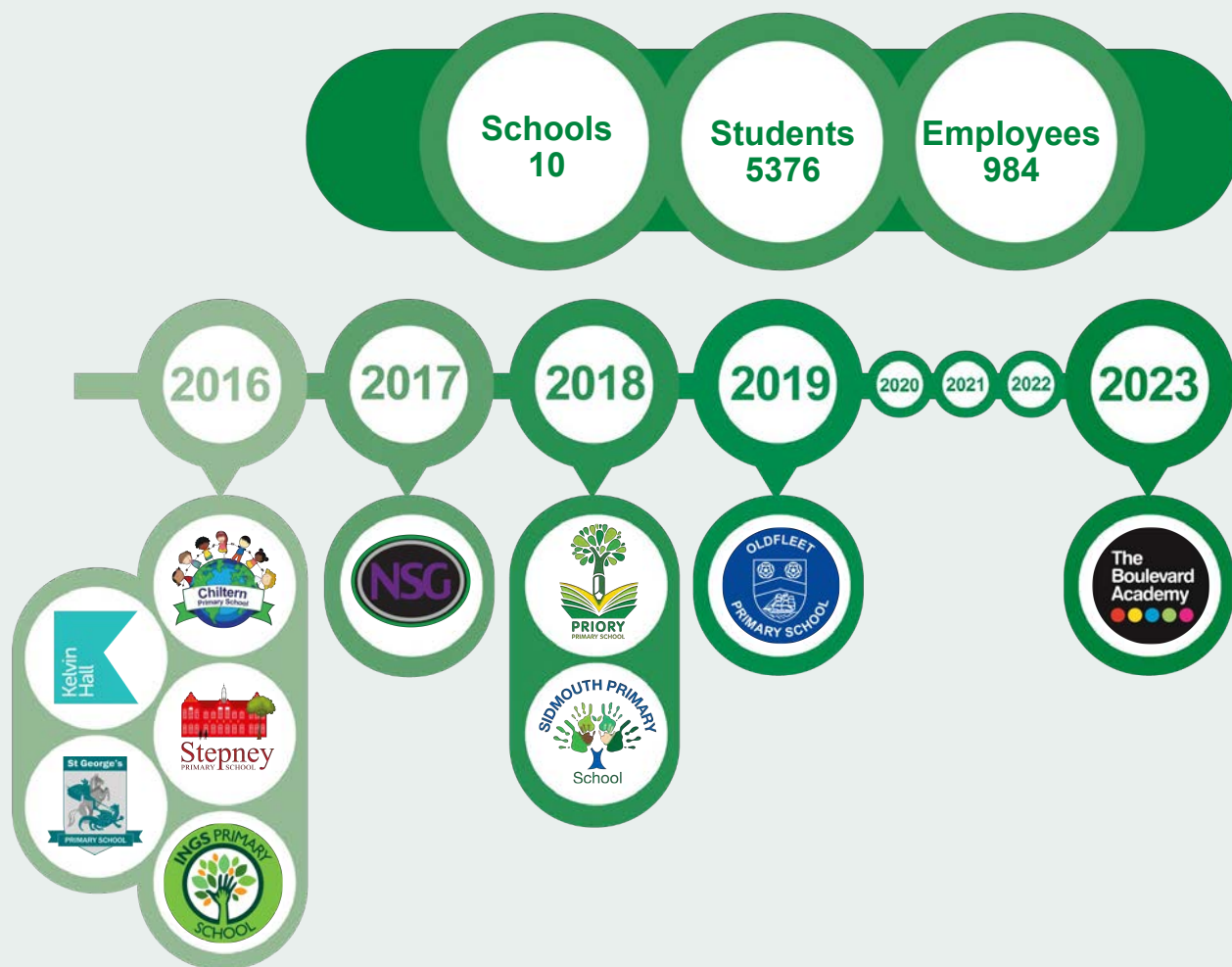


**Emily Sansam**  
Key Stage 4



**Craig Suddaby**  
Behaviour  
and Culture

# Our Journey so far...

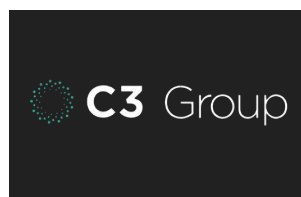


## Our Partners

Our ongoing partnerships with the following organisations



Our partnership with the Reach Foundation is leading us to develop a 'Cradle to Career' model across our three schools in HU3 - and later across the whole of Thrive.



Our recent partnership with C3 Group has brought us closer to achieving our goal of net-zero emissions, reinforcing our pledge to create a more sustainable future for our students, staff, and the wider community.



Yorkshire 100 aims to identify 100 future school leaders and take them on a development journey of peer-led support and cutting edge national and international school development.



Coop Schools provides services and support for the network of cooperative schools, strengthening school improvement and local accountability.



Registered Office Address:

Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire HU5 4QH

Tel: (01482) 342229 | Email: [jobs@thrivetrust.uk](mailto:jobs@thrivetrust.uk)



**Attendance Welfare Officer Lead**  
**Grade 6, Scp 13 - 19 (£25,077 - £27,663 actual salary)**  
**37 hours per week, term time only plus 5 training days**  
**Monday to Thursday 8am to 4pm, Friday 8am to 3.30pm, (30 minutes unpaid lunch break)**  
**Permanent**  
**Start Date: As soon as possible**

Kelvin Hall School is part of Thrive Cooperative Learning Trust, formerly YHCLT. Founded in September 2016, it is now responsible for 10 schools across Hull, including 3 secondary schools and 7 primary schools.

We are looking for someone to lead, with the support of the senior management team, the implementation of the whole school attendance policy. The role will involve investigating and following-up students' absence from school and promoting outstanding attendance, whilst working as part of the student support team in safeguarding and supporting students, particularly those who are vulnerable.

You will provide a specialist service to assist the school in meeting our obligations and targets in relation to school attendance and persistent absence, ensuring parents are made fully aware of their statutory responsibilities. You will possess excellent communication skills and work closely with parents, carers and the pastoral team to promote excellent attendance and reduce levels of absence, ensuring attendance data is maintained accurately and is checked daily for the safety of all students. Experience of working in a school environment is desirable.

Kelvin Hall School a very successful and expanding 11-16 mixed comprehensive school with approximately 1640 students on roll. We are a popular first choice of school for families in Hull and the East Riding of Yorkshire and are a very successful school academically. We are committed to ensure that all schools in the Thrive Co-operative Learning Trust have access to high quality support services to underpin the excellent work our schools do in educating our pupils.

We will offer you:

- An inclusive, successful school and outstanding Multi-Academy Trust to work in.
- Friendly, motivated and enthusiastic students.
- A 21st Century building with 'state of the art' facilities.
- A Development Programme aimed at both new and experienced teachers.

We recognise the importance of a visit when considering an application. Should you wish to have an informal and completely confidential discussion or to arrange a visit, please contact Mrs Helen Harrison (PA to the Executive Team) via email at [info@kelvinhall.net](mailto:info@kelvinhall.net) or telephone Kelvin Hall School on 01482 342229 to arrange this.

**Closing date: Monday 20th October 2025, 9:00am**

**Interviews: Week commencing Monday 20th October 2025**

As part of Thrive Co-operative Learning Trust commitment to safer recruitment processes and in accordance with statutory guidance: [Keeping Children Safe in Education](#) an online search will be carried out on all shortlisted candidates.

**Please note, we do not accept CVs, applications must be submitted using our application form.**

**Our commitment to Safeguarding:** Thrive Co-operative Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Each school has a robust Safeguarding Policy and all staff receive training relevant to their role at induction and throughout their employment.

A candidate's suitability to work with children will be explored at all stages of the recruitment process. The successful applicant will, in accordance with statutory guidance, be subject to a comprehensive pre-employment checking process including receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS), a Children's Barred List check, a Section 128 Management Check if relevant, Prohibition check and overseas checks as applicable, identity check, medical clearance, proof of qualifications, satisfactory references and a check regarding their eligibility to work in the UK.

This role involves contact with children and provides regular access to children, therefore it is 'regulated activity'. As such, this post is exempt from the Rehabilitation of Offenders Act - 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

**Our commitment to equality and diversity:** Thrive Co-operative Learning Trust recognises and celebrates the diversity of its schools and their communities. There is a shared commitment across the Trust to develop further a culture of respect, where discrimination is not tolerated, and individuals are treated equitably and fairly and feel a sense of belonging.

Please visit [Thrive Trust website](#) to view our Job Applicants Privacy Notice, which explains how we collect, store, and use personal data about individuals applying for jobs at our school.



# Job Description

Post Title	Attendance Welfare Officer Lead
Grade	6
Location	Kelvin Hall School
Reporting to	Deputy Headteacher / Assistant Headteacher Attendance

## Purpose of Role

To lead the implementation and development of the school attendance policy and monitor attendance levels as required. To investigate and follow-up students' absence from school and promote outstanding attendance, whilst working as part of the student support team in safeguarding and supporting students, particularly those who are vulnerable. Provide a specialist service to assist the school in meeting their obligations and targets in relation to school attendance, especially persistent absence, ensuring that parents are made fully aware of their statutory responsibilities.

## Key Responsibilities

- To promote and safeguard the welfare of children and young people.
- Establish and maintain effective relationships with students in order to support them effectively, this will include challenging the individuals current attitude with attendance.
- Raise the aspirations of students and promote the benefits of participation in learning, aiming to build confidence and resilience in students.
- Facilitate learning activities in groups with students to raise wellbeing and attendance.
- Lead where relevant, with the monitoring, evaluation and reporting on the effectiveness of the attendance team in achieving national benchmarks for secondary school attendance accountability measures.
- To reflect on practice and engage in continuous professional development to further develop the skills and knowledge required for professional practice and to keep up to date with developments in the sector.
- To involve parents and carers, where relevant, to support their child and attend school.
- Maintain and develop partnership links with external stakeholders creating networks to support our students.
- Lead an efficient and effective attendance team which aims to improve attendance by promoting all initiatives related to contacting families on the first day of absence, and advising appropriate staff on the outcomes.
- Arrange and attend meetings with parents/carers at school or at home as necessary to develop and implement plans and discuss issues of concern.
- To be responsible for the monitoring of all attendance registers within the school and the production of related statistics/graphs for the Local Authority, Senior Leadership Team and other key staff.
- To be responsible for implementing the school attendance policy including sanctions which may lead to preparation of resources and liaising with the Local Authority promoting fixed penalty notices.
- To check registers on a daily basis and follow up incomplete registers with the teachers responsible.
- To monitor the attendance of lessons throughout the day using SIMS lesson monitor.

- To lead in improving attendance by coordinating the contacting of families on the first day of absence by either telephone or the school's text messaging service. To deal with messages accordingly and check voicemails.
- To coordinate the recording of pupils that are late and to notify parents accordingly.
- To be responsible for the monitoring of the school's text messaging system. To monitor rejected messages and invalid contact numbers and send letters accordingly. Also to use the text messaging system to communicate important and urgent messages to parents.
- To identify pupils whose attendance is showing signs of deterioration or their sickness is following a particular pattern and refer to the appropriate Pastoral Year Leader.
- To deal with the student services reception which may involve dealing with student sickness and relaying messages from parents to pupils.
- Any other duties of a similar nature and level of responsibility as requested by the Data Manager, Senior Leadership Team or Head teacher.
- Ensure the safe disposal of confidential waste.
- Carry out all duties in the strictest confidence and in compliance with the General Data Protection Regulation (GDPR).
- To carry out your duties in line with the School's policy on Equality and diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

## Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

<b>Responsibilities for Staff:</b>	Responsibility for team of three
<b>Responsibilities for Customers/Clients:</b>	Safeguarding and promoting the welfare of children. Provide guidance and support to parents and students with regard to student attendance and/or punctuality.
<b>Responsibility for Budgets/Financial Resources:</b>	None
<b>Responsibility for Physical Resources:</b>	Responsible for the day to day running of the text messaging service



		E	D	How Identified
<b>Qualifications</b>	Grade 4 or above (or equivalent) in English and Maths	✓		Certificates
	NVQ Level 3 or equivalent/above in in business/ administration or education related qualification	✓		
<b>Relevant Experience</b>	Experience of working in an education environment	✓		AF, I
	Experience of working in a general administrative setting	✓		
	Experience of working in partnership with a wide range of key stakeholders including schools		✓	
	Experience of engaging and referring young people to a range of support providers.		✓	
<b>Skills &amp; Abilities</b>	Motivation to work with children and young people	✓		AF, I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	Ability to work under pressure, independently and use own initiative	✓		
	Ability to plan effective actions for pupils at risk of underachieving	✓		
	Ability to access or lead courses and training for parents	✓		
	Ability to work under own initiative and be proactive as well as reactive in behavior management	✓		
<b>Knowledge</b>	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		AF, I
	Knowledge of the range of support services to support children and families		✓	
	Knowledge of the local education and training offer and commitment to regularly update this knowledge.		✓	
	Knowledge of school attendance issues	✓		
	Knowledge of relevant policies, codes of practice and an awareness of relevant legislation		✓	
<b>Interpersonal/ Communication Skills: Verbal Skills</b>	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	✓		AF, I
	High level of verbal communication, including group and one to one delivery.	✓		
<b>Written Skills</b>	High level of written communication to include producing reports and differentiated advice and guidance materials.	✓		AF, I
<b>Personal Qualities</b>	To be prepared to undertake relevant and statutory school training	✓		AF, I
	Commitment to continued professional development	✓		
	Willingness to assist in training and development of other members of staff	✓		
	An accurate and well organised approach to work and the ability to work towards deadlines	✓		
	High level of drive, motivation, enthusiasm in leading a team and high expectations of pupils	✓		
	Ability to show respect and courtesy at all times, and form good relationships, and with other professionals, pupils and parents	✓		
<b>Disclosure &amp; Barring Service</b>	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		(after short listing)

# How to apply



Application forms can be downloaded from TES or Eteach and should be returned via email to [people@thrivetrust.uk](mailto:people@thrivetrust.uk)

We recognise the importance of a visit when considering an application. Should you wish to have an informal and completely confidential discussion or to arrange a visit, please contact Mrs Helen Harrison (PA to the Executive Team) via email at [info@kelvinhall.net](mailto:info@kelvinhall.net) or telephone Kelvin Hall School on 01482 342229 to arrange this.

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