



Hazel Wood
High School



Senior Attendance Officer

Candidate Pack



Part of the

Oak



Learning Partnership

Senior Attendance Officer

Welcome from the Headteacher

Dear Candidate,

I am privileged to be the Headteacher of Hazel Wood High School. This is a truly inclusive and diverse community where we foster a culture of mutual respect, responsibility and aspiration.

I am immensely proud of our most recent Ofsted inspection, which graded Hazel Wood High School as "Good" in all areas. This outstanding achievement is a testament to the dedication, hard work, and commitment of our exceptional staff, students, and parents/carers who collectively contribute to our school's success. The Ofsted report commends our school for its calm and purposeful learning environment, carefully thought-out programme that promotes personal development, good student progress, and positive school ethos. Our talented and passionate teaching staff consistently go above and beyond to provide stimulating and engaging lessons, having high expectations and fostering a love for learning within our students. The report highlights the outstanding support and guidance our staff provide to every student, ensuring they receive the tailored attention they deserve.

The cumulative impact of all our school improvement work has resulted in us being the most improved school in our area. Attainment and progress indicators at Key Stage 4 have dramatically improved and our Progress 8 score is now above average; student numbers are healthy across all year groups, attendance levels have dramatically improved, and exclusions are falling. Our school has a good reputation for being caring and inclusive and is highly regarded by its local community.

We have high expectations of our staff and a great emphasis on pupil care, which includes a particular focus on outstanding quality teaching and learning, with the aim of achieving excellent outcomes for all students. At Hazel Wood, we place emphasis on effective behaviour management and high-quality teaching, and we support staff to actively apply these within the classroom every day. This, in turn, facilitates the students' ability to understand and meet our expectations.



Senior Attendance Officer

Welcome from the Headteacher

We believe that all our students deserve the very best education that we can provide, and our teaching staff aspire to raise the standards and quality of teaching and learning. This is encouraged through inspiring, and supporting, colleagues with bespoke CPD; and by ensuring that best practice is shared and embedded. Having the right team in place is essential to this. Therefore, we are seeking to appoint an exceptional Senior Attendance Officer to help us continue this work.

This key role involves providing both operational and administrative support to drive improved attendance across the school. The successful candidate will work closely with parents and carers to support them in addressing barriers to attendance, ensuring that all students have the best possible access to learning and can achieve their full potential.

As a part of the Oak Learning Partnership, we are proud of what we have achieved so far and excited by the continuous improvements and changes here at Hazel Wood High. This is an exciting opportunity to work in a forward thinking school, to make a contribution towards shaping its future and build on its successes. This appointment will form a key element in the next phase on our journey to outstanding. If you would like to join our excellent team, then we would like to hear more about you.

Visits to the school, prior to application, are both welcomed and encouraged. Please contact the school on **0161 797 6543** or by e-mailing [**enquiries@hazelwood.oaklp.co.uk**](mailto:enquiries@hazelwood.oaklp.co.uk) to arrange an appointment.

We ask that you do not send CV's, please complete and send your application form and a personal statement to hr@oaklp.co.uk

We encourage you to visit our website to discover more about our values, ethos, and the amazing work we do at Hazel Wood. [**www.hazelwoodhigh.co.uk**](http://www.hazelwoodhigh.co.uk)

I hope that when you have read the information enclosed, you will be encouraged to apply for this important post. We look forward to receiving your application.

Adele Hulton
Headteacher at Hazel Wood High School



"Pupils are happy to attend this school. They wear their uniform with pride. Leaders have high expectations of pupils' behaviour. In the main, this ensures a calm and purposeful learning environment for pupils. Pupils benefit from being part of a diverse and respectful school community".

**Ofsted Report,
March 2023.**

Inclusion is at the
heart of our trust

Introduction to Our Trust

Dear Candidate,

Thank you for your interest in this post at Hazel Wood High School, part of Oak Learning Partnership.

Our trust is cross phase and consists of primary, special, and secondary schools. We have a vision to transform lives through a highly inclusive approach. 'Inclusion is at the heart of our trust'. Which means we are compassionately rigorous and support all of pupils to reach their full potential, we have unconditional positive regard, leave no one behind and everyone is welcome.

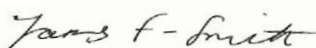
Our schools work closely with one another; they collaborate with purpose, support each other and share collective systems across both educational and business provisions. But it's also important to us that each school has their own identity and individuality. We make sure we focus on impact and ensure clarity and consistency from our leaders, always making sure common sense is at the heart of our decision making.

Our people matter; we understand that we can only achieve our vision by recruiting the right people and providing them with the support, training and time they need in order to allow them to flourish and be the best they can be. Whatever role an individual undertakes within our organisation, they are contributing to our collective aim of transforming lives. We invest heavily in our people ensuring they feel valued, and their well-being is always considered. We understand that if staff feel valued and if the impact they are having is recognised, they can perform at their best.

We are laying strong foundations for growing the Trust and have a clear vision, this role is a key part of our growth strategy and could be an excellent opportunity for the right candidate ready for their next step. We are a values driven organisation, are highly ambitious, passionate about doing things with integrity and have a healthy sense of humour.

If you want to make a difference to young people and join a trust at an exciting part of its journey, we would love to hear from you.

For further information about the trust please visit our website:
www.oaklp.co.uk



James Franklin-Smith
CEO of Oak Learning Partnership

Oak 
Learning Partnership

oaklp.co.uk





"Leaders have identified the important knowledge that they want pupils to know and remember. They have ordered learning carefully to allow pupils to build their knowledge logically over time. Teachers are experts in their subjects, and they use their subject knowledge well to devise appropriate learning activities for pupils. Teachers' consistent application of leaders' behaviour policy means that learning is rarely disrupted by poor behaviour".

Ofsted Report,
March 2023.

Senior Attendance Officer

Salary: Grade 9, SCP 18 to 23, actual salary £26,824 - £29,288

Hours: 37 hours per week, term time only plus 5 additional days.

Job Description

Normal place of work: Hazel Wood High School, although you may be asked to contribute towards trust wide projects.

Normal working hours: 37 hours per week, term time only plus 5 additional days.

PURPOSE OF THE POST

- To lead the school attendance strategy in providing operational and administrative support to promote whole school attendance.
- To support parents/carers to improve their children's attendance thereby improving their access to learning, enabling all children and young people to maximise their educational opportunities.

DUTIES AND RESPONSIBILITIES

- Apply the school attendance and punctuality policy, including giving guidance and support to school staff.
- To line manage Attendance Officer
- To assist in meeting agreed targets and outcomes within the Partnership.
- To identify those children in need of support by reason of their absence from school.
- To assist in safeguarding students through working in partnership with other agencies.
- To arrange and attend meetings as appropriate.
- Undertake home visits as part of ongoing work to engage parents/carers in working together to support students.
- Use a range of assessment and intervention strategies, to support students and families.
- Identify and follow school and Local Authority procedures regarding children going missing from education.
- Attend and contribute to inclusion and attendance meetings and to identify students with attendance related difficulties.
- Identify those cases that should be referred to the Local Authority for court proceedings or Penalty Notices.
- Prepare reports and appropriate evidence as required, acting as a witness in the Magistrates Court if required.
- To prepare and maintain appropriate case notes and records to enable the production of comprehensive statistics on outcomes of intervention, legal sanctions, etc.
- Attend and contribute to RAG and Deep Support meetings.
- To prepare and analyse regular data reports for the SLT, Deep Support team and Partnership.
- To liaise with parents regarding absence and attendance including enquiries, meetings in the school and the home address, leave of absence requests, admissions, exclusion and home education.

- To implement and maintain systems of praise and recognition for good and improved attendance.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Have due regard for personal health and safety in the course of their duties including risk assessing home visits and other out of school duties.
- Participate in Performance Management and undertake review of Attendance Officer

ADDITIONAL RESPONSIBILITIES

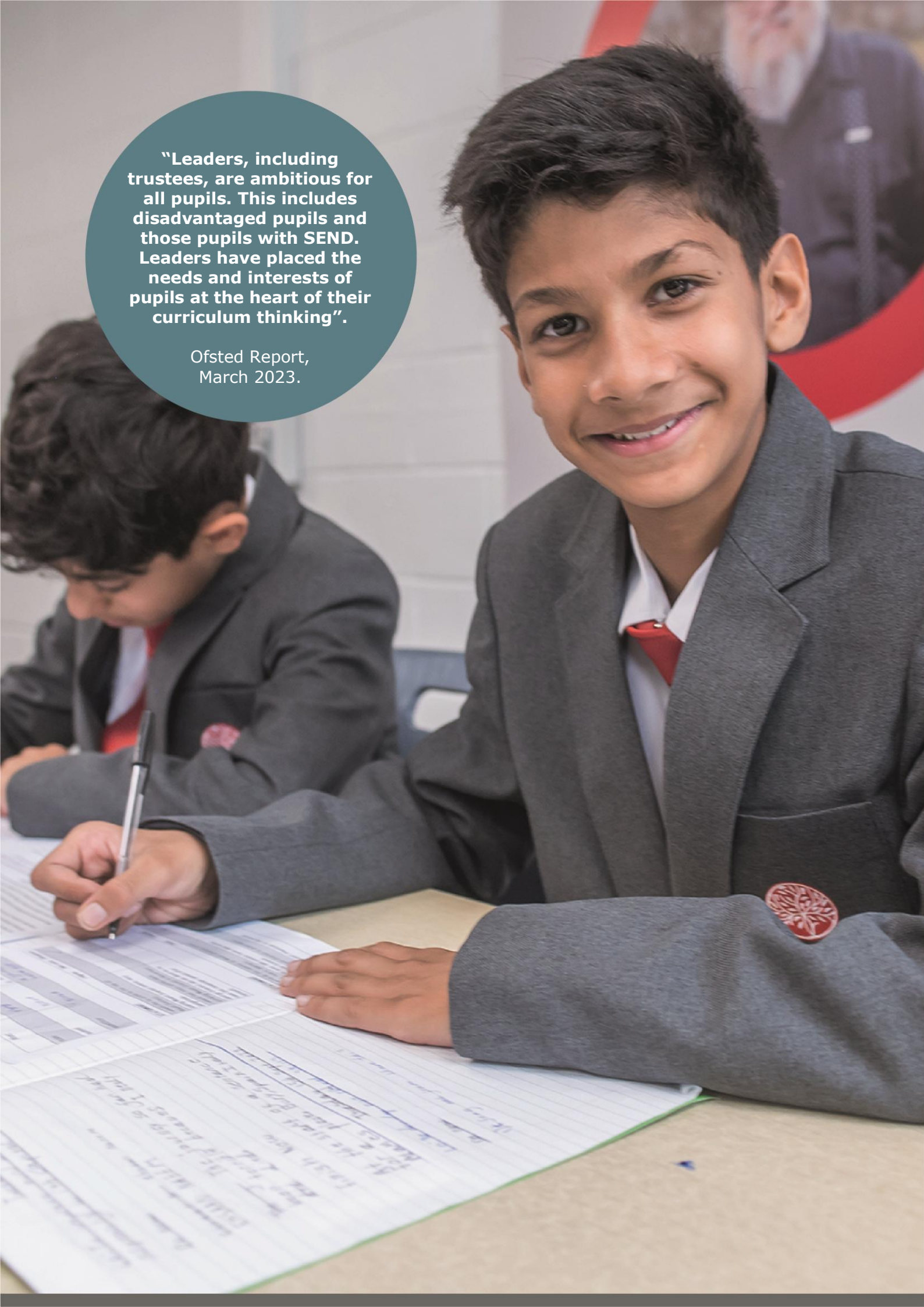
- Deal with any immediate problems or emergencies according to the school's policies and procedures.
- Respect confidential issues linked to home/students/teacher/school work following the Partnership's Data Protection and Freedom of Information Policy.
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable.
- To comply with the school's Child Safeguarding Procedures, including regular liaison with the school's Designated Safeguarding Lead over any safeguarding issues or concerns.
- To comply with school policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the school and Partnership.

Senior Attendance Officer Person Specification

CRITERIA	Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
ESSENTIAL	DESIRABLE	
<ul style="list-style-type: none"> • *Insert* GCSE A* - C English and Maths (or equivalent). • Willingness and ability to obtain and/or enhance qualifications and training for development in the post. • Experience and knowledge of issues affecting students and young people and to offer supportive assistance. • Record keeping. • Report writing. • Ability to effectively communicate with a wide range of audiences, verbally and in writing. • Ability to use standard ICT packages including Microsoft Office and SIMS. • Excellent time management and organisational skills. • Resilience and an ability to work in difficult situations, including dealing with conflict. • Ability to build effective working relationships with all stakeholders, including professionals, students and parents. • Ability to undertake assessments and write reports to a high standard. • Ability to work well under pressure and manage competing deadlines. • Ability to relate to students in a sympathetic manner and to recognise potential child safeguarding issues. • Understanding of School child safeguarding procedures. • Full Drivers Licence. • 	<ul style="list-style-type: none"> • A relevant Level 3 qualification. • Level 3 Child Safeguarding qualification. • Experience of working in a school environment. • Knowledge of the legislative framework that underpins school attendance and the work of an Attendance Officer • Knowledge of safeguarding principles and legislation. 	

"Leaders, including trustees, are ambitious for all pupils. This includes disadvantaged pupils and those pupils with SEND. Leaders have placed the needs and interests of pupils at the heart of their curriculum thinking".

Ofsted Report,
March 2023.





Hazel Wood
High School

Hazel Wood High School

Hazel Avenue
Bury
Lancashire
BL9 7QT

0161 797 6543

enquiries@hazelwood.oaklp.co.uk

www.hazelwoodhigh.co.uk



Part of the

Oak



Learning Partnership