



Welcome to Colne Valley High School where we are currently looking to appoint a new Attendance Officer. This is an exciting time to join Colne Valley High School's journey as we begin a new chapter with Great Heights Academy Trust.

Great Heights Academy Trust strive to always provide an inspirational, positive, and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm, and mutual respect. We aim to nurture academic, personal, spiritual, and social development in a caring and professional manner so that all can achieve their full potential, and all can reach GREAT heights.

At Colne Valley High School we are a warm, welcoming community that works together to achieve the best possible outcomes for every single child in our community.



Attendance Officer

CANDIDATE INFORMATION PACK



► Welcome

Dear Colleague

We are delighted that you are considering the position of Attendance Officer at Colne Valley High School.

We are seeking to recruit an individual for our secondary school who has the inspiration, drive, and motivation to make a difference to the lives of young people. It is a unique moment in time to join our wonderful team as we continue our exciting journey with Great Heights Academy Trust.

Here at Colne Valley, we are proud to have high expectations of all students. We know that students rise to the challenge when adults believe in them and expect big things from them. We are also proud that we can offer a wide range of support for SEND, wellbeing and safeguarding for when students may want or need it.

Schools work best in partnership with home and our aim is to build strong relationships that support all members of the community. We look forward to getting to know all students and their families as they progress through the years.

Our RITA values of Respect, Integrity, Teamwork and Aspiration underpin all work at CVHS; students, parents and staff will see and hear these everywhere around the school. These values allow our students to develop into confident, kind, collaborative and successful young people; they are at the heart of what we do.

Thank you for taking the time to read this information pack and apply to our school, we look forward to reading your application, best of luck to all.

► Overview of the Position for Colne Valley High School

Colne Valley High School are seeking highly driven and talented individuals to join our thriving Multi-Academy Trust which is fully committed to making a difference to the life chances of our pupils. We are keen to hear from candidates who have a successful background in working with young people and who are capable of playing a major role in our evolving plan to deliver exceptional 2-18 provision for the pupils in our growing MAT.

We want to hear from individuals who have the qualities and drive to make the most of this unique moment in time. The successful applicants should have a strong track record of impact and share the Trust's vision. You will need to be an articulate and strong communicator with proven strengths in engaging, inspiring and motivating students and young people at all levels.

► About the Trust

The Trust currently comprises of six primary schools: three in Calderdale (The Greetland Academy, West Vale Academy and Bowling Green Academy), one in Leeds (Raynville Academy) and two in Kirklees (Carlinghow Academy and Marsden Junior School). We currently have two secondary schools (The Mirfield Free Grammar and Colne Valley High School). We also have a Trust Head Office based at Riverside Mills in Elland.

To find out more about our Trust, please view our [Stakeholder Overview](#).

The successful candidates will join a highly collaborative network of leaders and managers. Each academy is different, reflecting the particular aspirations and leadership style of its Principal and local community needs.

Great Heights Academy Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974: pre-employment checks will be carried out; references will be sought, and successful candidates will be subject to an enhanced DBS check, an online search, and other relevant checks with statutory bodies.



▶ Our Trust Vision

Our Trust vision has school improvement at its heart that will benefit all children in Trust schools.

▶ We aim to

- ✔ Develop an effective partnership of schools that share a commitment to raising standards.
- ✔ Strengthen the partnership by valuing the uniqueness of each school and expecting all schools to contribute.
- ✔ Foster relationships based on mutual respect with a balance of autonomy and accountability.
- ✔ Share expertise – both best practice and best practitioners.
- ✔ Develop all teachers and leaders through effective professional development.
- ✔ This Trust vision drives both our School Improvement Strategy and our Strategy for Growth.

▶ Our Vision and Values Statement

The Great Heights Academy Trust strives to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all achieve their full potential and all can reach GREAT heights.

Our mantra across our partnerships embraces the following themes:

G

Great teaching and learning opportunities for all in the partnership

R

Real life opportunities to develop an understanding of the wider world

E

Enthuse a love of learning and mutual respect

A

Academic development to nurture potential for all

T

Thorough accountability

GHAT has access to a wide support network through our designations. These offer support to all of our schools.

Current Trust Academies and Designations

JOB DESCRIPTION

Position:	Attendance Officer
Department:	Pastoral
Pay range:	Grade 7
Hours of work:	37 hours per week, term time plus 5 days
Responsible to:	Deputy Principal

Prime Objectives of the Post

To provide a specialist service to help the school to raise achievement by improving school attendance and punctuality and to meet our attendance targets.

To promote positive attitudes by pupils and their families towards education and ensure that parents are made fully aware of their statutory responsibilities, particularly where there is persistent absence.

To make unsupervised home visits and attend meetings, both at school and off-site.

Statutory Requirements

- It is aligned to the Local Government Terms and Conditions, set out in the statutory guidance.

Membership of the Trust:

- To be an ambassador for the developing MAT, ensuring both internal and external colleagues are aware of the vision, culture and ethos within the trust.
- To contribute to the delivery of the MAT school improvement offer and subsequent gains of being in Great Heights Academy Trust.
- To ensure all trust systems, policies, processes and procedures are adhered to as requested from the Trust post holders.

Range of duties:

1. To advise the school on strategies to promote the regular and punctual attendance of all pupils and assist with the implementation of agreed strategies.
2. Update school records, analyse attendance data and provide reports to senior managers and other professionals. Disseminate information, both internally and externally in a timely fashion.
3. Meet with school staff, pupils, and parents to establish the reasons for non-attendance/poor punctuality and agree a plan with appropriate strategies and timescales to tackle the issues.
4. Contact the families in response to allocated referrals through home visits and/or meetings in school.
5. Liaise with the Education Welfare Officer. Prepare the appropriate paperwork and present information as required to enable the school to meet its' obligations and statutory responsibilities. This will include requesting penalty fine notices.
6. Be fully aware of and carry out all work in line with Child Protection/Safeguarding Procedures.
7. Liaise and work with external organisations, as required.



8. Keep accurate, clear, and concise records of all interventions, home visits and consultations and update information on the school's attendance system.
9. Manage your own workload in line with the school priorities.
10. Maintain a good working knowledge of the statutory framework and any policies and procedures relating to school attendance, child employment, Child Protection and Special Educational Needs etc. in order to be able to offer informed advice to parents, school staff and others.
11. Liaise with Pastoral Support and advise on all matters relating to attendance and where necessary take a lead role in developing work processes to improve school attendance.
12. Work on initiatives which raise the awareness of the whole school community on the importance of good school attendance.
13. Co-ordinate the work of any colleagues that might assist with the running of strategies to improve attendance.
14. To monitor attendance of off-site pupils including KS3 PRU, KS4 Alternative Provision and Managed Transfers.
15. To supervise late detentions and mentor 'hard to reach' pupils.
16. To support whole school attendance initiatives.
17. To monitor vulnerable pupils such as LAC, PLAC and children open to Children's Social Care To comply with the schools' Health and Safety Policy and associated safe working procedures and guidelines.

General:

- To uphold the Nolan principles of public life.
- To take part in any CPD activities appropriate to the role.
- Attend school events as required.
- Assist in school emergencies, as required.
- Attend relevant meetings and training sessions.
- To undertake any other professional duties as required by the CEO/Board/Principal

Safeguarding

As part of your wider duties and responsibilities you are required to promote and actively support the Trust's responsibilities and policies towards safeguarding and promoting the welfare of children, young people, and vulnerable adults. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse, and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

Notes:

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year, and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Person Specification: Attendance Officer

Key to identification: A = Application I = Interview R = Reference

Qualifications/Training	Essential	Desirable	A/I/R
Minimum of a grade C (level 4 equivalent) in GCSE English and Maths	✓		A/I
Relevant professional training or development	✓		A/I
Recent safeguarding training	✓		A/I
Full driving licence	✓		A/I
Experience	Essential	Desirable	A/I/R
Experience identifying interventions to raise attendance of pupils	✓		A/I/R
Working with primary or secondary aged children	✓		A/I/R
Experience of working in an educational establishment	✓		A/I/R
Experience of working collaboratively with colleagues		✓	A/I/R
Working with a range of external agencies		✓	A/I/R
Collaborative and supportive work with parents and students		✓	A/I/R
Experience analysing and producing reports and identifying key insights		✓	A/I/R
Experience with attendance systems		✓	A/I/R
Knowledge and understanding	Essential	Desirable	A/I/R
Demonstrate awareness of legislation relating to school attendance	✓		A/I/R
Knowledge of possible interventions to raise attendance	✓		A/I/R
Knowledge of the potential barriers to high attendance that pupils may face	✓		A/I/R
Understanding and awareness of data protection and confidentiality procedures	✓		A/I/R
Flexible approach to supporting children and families	✓		A/I/R
Skills and abilities	Essential	Desirable	A/I/R
Good listening skills	✓		A/I/R
Effective written and verbal communication skills	✓		A/I/R
To work and communicate effectively with colleagues, students, and parents	✓		A/I/R
Ability to use IT systems with a good knowledge of Excel	✓		A/I/R
Willingness to provide the best possible opportunities for all pupils	✓		A/I/R
Organised, proactive and self-motivated	✓		A/I/R
To demonstrate good administrative skills including report writing	✓		A/I/R



Commitment to upholding and promoting the ethos and values of the school	✓		A/I/R
To demonstrate the ability to work flexibly with adaptability	✓		A/I/R
To demonstrate a willingness to undertake training	✓		A/I/R
To identify and liaise with appropriate resources and agencies of support	✓		A/I/R
Be able to work well under pressure, prioritise tasks and meet deadlines	✓		A/I/R
Ability to always maintain confidentiality.	✓		A/I/R
Committed to safeguarding, equality, diversity, and inclusion	✓		A/I/R



► **Reasons to work at Colne Valley High School**



A fantastic team

A highly skilled, loyal and supportive team of staff and senior leaders.



Professional development

Bespoke professional development to ensure that you as an employee, 'reach great heights'.



Career Opportunities

Career opportunities across the MAT.



Cycle to work scheme

Tax free cycle scheme.



Holiday package

The Trust provides staff with a generous holiday entitlement.



Pension scheme

Contributory pension through West Yorkshire Pension Fund/Teachers' Pensions.

