



HOUSTONE  
SCHOOL

# WHY WORK FOR HOUSTONE SCHOOL

## ABOUT US

We have big ambitions for the school and it will become a national beacon of excellence, achieving the highest outcomes and enabling our pupils to make unrivalled progress.

In September 2023, we moved into our brand new, purpose-built facilities that have been designed to maximise space, enabling our leaders and teachers to provide exceptional quality learning to pupils and embed professional development into the very fabric of the school.

## SAFEGUARDING

"We believe in the safeguarding and welfare of children and expect all staff to share this view."

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service. We are an equal opportunities employer.

The Department of Education (DfE) has set out statutory guidance 'Keeping Children Safe in Education' for schools and colleges on safeguarding. Safeguarding is defined in paragraph 4 as: "Protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes."

The definition of 'children' includes everyone under the age of 18.

## WE LOOK FORWARD TO HEARING FROM YOU

Please read the information in this pack. If you are interested in this job opportunity, please apply online today via our career site on: [www.advantageschools.co.uk/join-us/work-for-us](http://www.advantageschools.co.uk/join-us/work-for-us)

If you have any questions about the role or would like to visit the school, please contact **HR Recruitment, Jay Powell on 01582 211 226** or [jpowell@advantageschools.co.uk](mailto:jpowell@advantageschools.co.uk)

If you decide to apply, you should include a supporting statement with your application form giving your reasons for applying for the post, addressing information you have read in the pack with particular reference to the person specification and outline any relevant experience you would bring to Advantage Schools. Thank you, we appreciate how much energy goes into it.



# MEET OUR LEADERSHIP

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Dear Applicant,

I'm delighted that you are interested in applying for a position at Houstone School.

Houstone School is a brand new school which opened in September 2022. Uniquely for a free school, we opened with pupils in Years 7-10 in 2022, and from September 2023 we have pupils in all year groups. We have no time to spare in ensuring our pupils are achieving the academic success they deserve.

We pride ourselves on being a genuinely comprehensive school that provides a knowledge-based education for pupils of all backgrounds. We teach an unashamedly academic curriculum consisting of the best that has been thought and said. Pupils study English, Maths, Science, Spanish, History, Geography, Computer Science, Art, Drama, Music, Religious Education and PE during their time at the school.

At Houstone, our values of aspiration, endeavour, and respect, underpinned by very high expectations and drive in everything that we do. We have a powerful culture which is warm but strict, based on clear routines, systems, and structures. As a result, our teachers enjoy their teaching with impeccable behaviour in lessons and hardworking, highly motivated pupils.

We hold dear belief that every single child and young person, given the right circumstances, is capable of achieving extraordinary things. We're therefore looking for people who want to be the best. You will be excellent in the classroom and as a leader, and hence an inspiring character who is willing to lead by example.

You will be joining an experienced, knowledgeable and supportive team of senior leaders who are committed to making a positive difference for the families we serve. We are looking for a person who can be instrumental in building our school from humble beginnings into something exceptional. Houstone School should be willing to accept responsibility at the highest level for all aspects of the running of the school and be able to offer strategic leadership to bolster our offer.

At Houstone we will show what can be achieved when schools refuse to accept excuses and expect the best from every pupil. That said, we recognise that there is much to learn as we aim to become a national leader among UK schools. This post therefore represents a great opportunity to be part of something truly quite special.

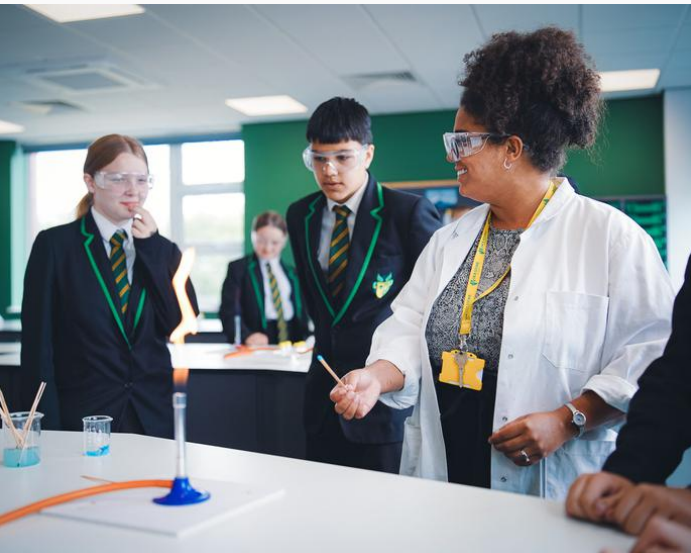
**With very best wishes,**

**Elizabeth English**  
**Principal | Houstone School**





# VISION



## INTEGRITY, AMBITION, EXCELLENCE

We are a unique family of schools, sharing our practice and beliefs to enable young people to achieve the very highest standards.

At Advantage Schools, we provide exceptional opportunities for all to be knowledgeable with experiences that broaden horizons. We ensure our children, students and adults cultivate a strong self-belief so that they can flourish and develop into successful, well- rounded, self-respecting people.

Our commitment to this vision can be demonstrated by our values.

### INTEGRITY

We provide a caring, nurturing environment where children and young adults feel happy, healthy and supported. Our academies will be places of safety, enabling pupils to develop courage, strong ambition and be the best that they can be.

We act honestly and transparently, advocating for pupils even when this causes difficulties.

We work together to share innovative practice and to provide a wealth of opportunities for all pupils and staff.

We focus on the development of all our colleagues through quality recruitment and retention, with excellent opportunities for clear and dynamic career progression.

### AMBITION

We provide exceptional lessons enabling our pupils to be highly successful.

We share the most impactful approaches to teaching, curriculum and assessment, ensuring an interesting, inclusive and challenging education is on offer in each of our schools.

Our aim is to guarantee excellent 2-19 provision, with clear progression routes for all. You can expect excellent behaviour and conduct at all times, allowing all to make progress and achieve.

### EXCELLENCE

We enable all of our pupils to develop and flourish, through close working and regular communication with our families and local community.

Our Cross-Trust focus is to ensure children are supported to meet ambitious targets and to provide exciting opportunities both inside and outside of the classroom.

# ABOUT HOUSTONE SCHOOL

Houstone School offers:

- A longer school day (8.25am-4pm)
- A disciplined “can do” culture that allows every pupil to be known, feel safe and to be cared for.
- An intensive focus on the basics of Maths and English.
- An academic, knowledge-rich curriculum for all.
- A comprehensive timetable of enrichment opportunity for pupils built into the school day.
- Music for all – all pupils taught an instrument from Year 7.
- Enhanced support for pupils with lower attendance.
- A focus on preparing every single pupil to attend a good university.

We have access to some of the best professional learning in the country, both through the Advantage Schools Knowledge Exchange and partnerships with organisations such as Ambition Institute. As a result, we can attract and retain some of the best staff in the country, so you would find yourself working with a strong team of thoughtful and expert teachers and school leaders, whilst also benefitting from the full support of the central Advantage Schools Trust team.

The successful candidate will be intrinsic in further developing a school that will offer families a genuine choice of an excellent education for their child, including:

A disciplined “can do” culture then allows every pupil to be known, feel safe, and be cared for.

An intensive focus on the basics of reading, writing and maths.

An academic, knowledge-rich curriculum that values the distinctiveness of subject disciplines.

Excellent quality, evidence-based classroom practice.

High quality PSHE provision.

Plentiful, high quality enrichment opportunities, including trips, visits, after-school clubs and sporting fixtures.

For more information about Houstone and the school curriculum, please visit the website:

[www.houstoneschool.co.uk](http://www.houstoneschool.co.uk)



# STAFF BENEFITS

We offer a fantastic range of benefits across our trust, supporting our staff in a variety of ways. From an extensive **Wellbeing package**, you can be reassured that we have your best interests at heart.



Whole trust training events



Free eye test vouchers



Staff recognition with reward shopping vouchers



Enhanced pension employer's contribution & death in service payment



Refer a friend £500 bonus scheme



Support for all staff with an experienced licensed counsellor



Cycle to work scheme



We are in the process of a big benefit review. Watch this space!

## CAREER PROGRESSION

At Advantage Schools, we are committed to helping every colleague grow, thrive, and achieve their full potential. Supporting career progression is at the heart of what we do.

To empower our staff, we provide fully funded opportunities to study for NPQs, along with tailored middle leader training for eligible colleagues. Additionally, we offer a wide range of CPD training through various platforms, including The National College, giving all staff access to an extensive selection of professional development courses.

Join us and take your career to the next level with our exceptional development opportunities!

The  
National  
College®



# INTEGRITY, AMBITION, EXCELLENCE

Welcome to Advantage Schools; a high-performing family of ten schools.

We unashamedly believe in high attainment. Our schools seek to transform the life-chances of the young people in our care. We do this through very high expectations – of behaviour and conduct, of hard work and of determination and perseverance – alongside the very best knowledge-based curriculum.

At Advantage Schools, we commit to ensuring that pupils will be able to learn in an environment that is free from disruption so that they can chase their dreams and fulfil the aspirations they share with parents and colleagues. A broad curriculum places pupils in a strong position to question and debate the world around them, making them intellectually resilient and prepares them for citizenship in a democratic society. We believe this is a right of all pupils and one which is empowering.

We also pride ourselves on the additional opportunities available to pupils outside of the classroom. Our extensive extra-curricular programmes include residentials, sports and music so that we develop well-rounded young people.

Our schools work together to provide teachers and support staff with the best possible training. In partnership with families, we work hard to ensure that pupils have the widest possible opportunities in their lives.

Our schools' doors are open in every sense:

- we are in the centre of our communities, inviting them in regularly and celebrating the richness of our local area and those we serve;
- we collaborate with other professionals and schools, sharing our work to benefit pupils across the country;
- we celebrate what we do while maintaining humility in accepting feedback so that we can continue to improve.

We run our schools in the best interests of the pupils, guided by our principle that *"it must be good enough for our own children or those that we care deeply about to be good enough for our pupils"*.

***"Educating children, serving the community, achieving exceptional outcomes."***

**Stuart Lock**  
**Chief Executive**



# RECRUITMENT BOOKLET



HOUSTONE  
SCHOOL



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**SEE MORE AT**

[WWW.ADVANTAGESCHOOLS.CO.UK](http://WWW.ADVANTAGESCHOOLS.CO.UK)





## **Attendance Officer**

We are looking to recruit an experienced and committed Attendance Officer to join our Pastoral Office support team. We are seeking an individual with very high expectations who is passionate about working with young people and is ambitious to see them achieve. You will be a resilient team player with a can-do attitude, will be flexible, organised and able to use your own initiative and problem-solve.

Our Attendance Officer is a key member of our Pastoral Office support team. The role involves collecting, recording, monitoring and reporting data on attendance and punctuality, and supporting our pastoral work to improve and maintain these in support of students so that they achieve the very best outcomes from their time at school.

Joining Houstone School as an Attendance Officer is a fantastic opportunity to be part of our story – providing transformational experiences for thousands of pupils, developing our staff to be the very best they can be, and influencing the wider system by demonstrating first-hand what is achievable

### **Key Duties**

- To monitor and report on whole-school attendance data, analysing data to identify key areas of concern. To work closely with pupils, staff, parents and carers to reduce levels of absence and act appropriately when persistent absence becomes a safeguarding issue.
- Follow up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school procedures initiate and oversee the administration of absence procedures, for example letters home, attendance clinics and engagement with local authorities/other external agencies and partners.
- To manage any safeguarding issues regarding attendance alongside the Pastoral/team/Designated Safeguarding Lead.

### **JOB SPECIFICS**

**Start date:** asap

**Salary:** AS 7-11 FTE £26,712- £28,451 Actual pro rata salary £20,361- £21,687

**Contract:** Permanent, Full time, Term time + INSET, 39 weeks per year, 32.5 hrs per week

The Trust reserves the right to interview and appoint a suitable candidate before the deadline date



## JOB DESCRIPTION

**Job Title:** Attendance Officer

**Reports to:** Assistant Principal – Behaviour, Attendance and Culture

### Job Context:

The Attendance Officer plays a vital role in ensuring high levels of attendance and punctuality are secured for all pupils attending Houstone School. Excellent attendance is fundamental to educational success, as regular school presence enables pupils to fully access learning, build knowledge progressively, develop social skills, and achieve their academic potential. The postholder works tirelessly to get pupils into school every day, promoting a calm, orderly, safe and supportive environment where pupils want to attend and thrive. This involves recognising and supporting students with poor attendance on a daily basis, working in strong family partnerships to build trusting relationships, collaboratively understanding and removing barriers to attendance with pupils, families, staff and external partners, and implementing strategies aligned with the DfE statutory guidance *Working together to improve school attendance*.

### Overall Responsibilities:

- To ensure high levels of attendance and punctuality are secured for all pupils attending Houstone School.
- To monitor and report on whole-school attendance data, analysing data to identify key areas of concern, in line with the Department for Education's statutory guidance *Working together to improve school attendance*.
- To work closely and collaboratively with pupils, staff, parents and carers to reduce levels of absence, building trusting relationships and addressing barriers to attendance and acting appropriately when persistent absence becomes a safeguarding issue.
- Follow up on any unexplained absences with parents/carers on the first day of absence, escalating issues as appropriate in line with school procedures. Initiate and oversee the administration of absence procedures, for example letters home, attendance clinics, parenting contracts, and engagement with Education Welfare Officer, local authorities/other external agencies and partners and conducting home visits.
- To manage any safeguarding issues regarding attendance alongside the Pastoral team/Designated Safeguarding Lead.

### Main Duties:

- Support all members of staff (but in particular class teachers, the Pastoral team, Heads of Year and the Education Welfare Officer) in the continuing efforts to raise and sustain attendance and punctuality levels through the maintenance and control of information gained through electronic registration, checking that registers are taken correctly and following up any queries or issues.
- Operate the school's Management Information System (Arbor) for the development and production of reports and analysis of information of attendance statistics  
Ensure that families are contacted on the first day of a pupil's absence in accordance with the school's Attendance Policy
- Responsible for the authorisation of absences procedure and entry of data. This will include the responsibility for decision making and the undertaking of authorisation of absences and punctuality in accordance with the  
Attendance Handbook and Attendance Policy following receipt of information from home, as well as taking appropriate action upon information gained on attendance issues



- Follow the absence procedures and sending absence letters, referral and Penalty Notices etc
- Be responsible for discouraging, highlighting and processing holiday requests during term time for pupils. Administer student holiday requests forms and communicate in writing with the parents whether the leave is authorised or not authorized
- Request Penalty Notices by working with the Local Authority.
- Meet regularly with the Senior Leadership Team and Education Welfare Officer to consider patterns of absences and lateness and to suggest strategies for improvement
- Prepare regular attendance statistics required by the school, Local Authority and Department of Education, using a range of applications
- Prepare various other reports, as and when required using the MIS
- Manage rewards, certification and initiatives for pupils.

### **Monitoring and reporting**

- Produce and interpret attendance data for school leaders and Education Welfare Officer, identifying key statistics, reasons for absence and any patterns of concern
- Act as first line contact to parents/carers in relation to attendance and truancy
- Track attendance of vulnerable groups of pupils and share information with school leaders
- Identify pupils that need additional support to improve their attendance
- Accurately input absences, including reasons for absence into the school MIS
- Monitor attendance, interpret statistical data to identify issues / Patterns of non-attendance with individual students
- Work with school leaders to identify appropriate interventions to improve attendance for particular groups or individual pupils
- Lead daily or weekly check-ins to review progress and the impact of support/interventions
- Work with school leaders to develop and revise the school's attendance policy
- Implement children missing education (CME) procedures when appropriate
- Provide regular reports to attendance organisations to raise awareness of emerging at-risk pupils
- Work with Education Welfare Officer in gathering school attendance data for register checks and Persistence Absence
- Communicate with school staff to update them on student attendance
- Meet with Education Welfare Officer and School Leads on attendance matters
- Produce a daily absence list for use in a fire call
- To log incidents on CPOMS as required in a safeguarding capacity
- Undertake general administrative duties as required by the school

### **Working with parents/carers**

- Coordinate meetings with pupils and parents/carers to implement interventions and track progress
- Build positive relations with parents/carers to encourage family involvement in their child's attendance
- Identify, and where possible, mitigate potential barriers to attendance in partnership with families
- Carry out home visits, where necessary, to address attendance concerns for individual pupils
- Carry out effective phone calls to encourage pupil attendance at school





### **Professional development**

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school. Participate in attendance team meetings with the Education Welfare Officer and attend any training as required

### **Statutory duties**

#### **Confidentiality**

- During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of the school or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person(s) or organisations.

#### **Safeguarding**

- To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns in line with School procedures.

#### **Equality and Diversity**

- To be responsible for promoting equality and diversity in line with School procedures.

#### **Health and Safety**

- To be responsible for following health and safety requirements in line with School policy and procedures and to act as a fire warden or first aider as required.

#### **GDPR – Data Protection**

- To be responsible for following GDPR requirements in line with School policies and procedures.

#### **Training and development**

- To participate proactively in training and development including qualification development required in the job role.



## PERSON SPECIFICATION

**Job Title:** Attendance Officer

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>English/Maths at GCSE grade A-C or equivalent</li> <li>Previous experience of working in a school environment</li> <li>Previous knowledge and experience of Attendance in a school environment</li> </ul>	<ul style="list-style-type: none"> <li>Safeguarding Training</li> <li>Equality and Diversity training</li> <li>Managing medication training</li> <li>First Aid training</li> </ul>
<b>Knowledge/ Experience</b>	<ul style="list-style-type: none"> <li>Experience of working effectively with people from diverse backgrounds, promoting equality and diversity, and addressing barriers to attendance</li> <li>Evidence of establishing effective, trusting relationships with staff, pupils, parents/carers and external stakeholders</li> <li>Understanding of confidentiality, data protection (GDPR) and safeguarding in relation to attendance matters</li> <li>Knowledge of school attendance regulations, including the authorisation of absences and term- time holidays</li> <li>Experience in analysing attendance data to identify patterns, trends and concerns, particularly for vulnerable groups</li> <li>Working knowledge of Microsoft Office, databases, report preparation and a school Management Information System (MIS)</li> <li>Understanding of the principles in DfE statutory guidance working together to improve school attendance, including a support-first approach and collaborative working with families</li> </ul>	<ul style="list-style-type: none"> <li>Experience in working in areas of disadvantage to increase pupil attendance</li> <li>Knowledge of Arbor</li> <li>Knowledge of CPOMS including management of the system</li> <li>Experience of minute taking</li> <li>Experience of operating a telephone system and telephone management system</li> </ul>



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<b>Skills/Abilities</b>	<ul style="list-style-type: none"><li>• Ability to make a positive contribution to the team, valuing and respecting others' expertise and contribution whilst also having the confidence and strength of character to make decisions based on available information</li><li>• Ability to promote the school's reputation and carry out school business appropriately and professionally at all times</li><li>• Ability to communicate effectively and confidently face-to-face, on the telephone and in writing</li><li>• Ability to form and maintain good working relationships and must be punctual and reliable</li><li>• Ability to produce documents that are grammatically correct, proofread and spell checked</li><li>• Ability to priorities own workload and juggle a range of tasks and deadlines effectively communicating changing priorities to those involved</li><li>• Ability to work on own initiative</li><li>• Drive, Energy and vision</li><li>• Efficient, methodical and organised</li><li>• Calm under Pressure</li><li>• Reliable with a high dress of confidentiality and integrity</li><li>• Responsibility for promoting and</li></ul>	
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<b>Special Requirements</b>	<p>safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns</p> <ul style="list-style-type: none"><li>• Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults</li><li>• Willingness to continuously update skills and knowledge, including DfE attendance publications</li><li>• Awareness of Health &amp; Safety requirements relevant to the Job</li><li>• Must be a resilient character with a flexible approach to work</li></ul>	
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