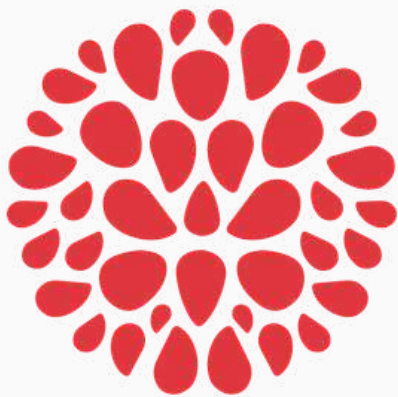




ADVANTAGE
SCHOOLS



THE CHALK
HILLS ACADEMY

WHY WORK FOR US?

ABOUT ADVANTAGE SCHOOLS

At Advantage Schools, we aim to provide all children with the highest quality of teaching of an excellent curriculum, which enables them to become highly educated and active participants of society.

You'll be working alongside an expert team of colleagues within a forward thinking, collaborative and supportive trust.

We provide sector-leading professional development offer and extensive networking opportunities, and excellent opportunities to develop and grow in a successful and expanding trust.

ABOUT THE ROLE AND YOUR APPLICATION

This post would suit a highly motivated individual whose values are aligned with ours. You need to want this school to be the best, full stop.

You will be well supported in developing your competencies as a valued member of our trust wide education team and you'll be working alongside a smart group of friendly and supportive colleagues in order to achieve our ambitions collectively.

To apply, you should include a letter with your application form on no more than two sides of A4, giving your reasons to 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 the trust. Please do not send a generic letter; we really are looking for someone who is prepared to respond to us as an individual trust. You can be sure we will take time and care in reading your letter; we appreciate how much energy goes into it.

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

SAFEGUARDING

The safeguarding and welfare of children is paramount and all our staff share this view. Applicants must be willing to undergo safeguarding and child protection checks including with past employers and the Disclosure and Barring Service.

ABOUT THE CHALK HILLS ACADEMY

- £35 million state of the art building with well-equipped classrooms, in an Ofsted rated 'Good' school.
- Unparalleled CPD opportunities catered to your development needs
- Excellent opportunities to develop and grow in a successful and expanding academy
- Employee of the month scheme, winning shopping vouchers
- Fantastic staff benefits that make a difference to your work-life balance
- An academy 'Social and Wellbeing' team.



WHAT OUR STAFF SAY

LEARNING SUPPORT ASSISTANT

My favourite part of the job is working with such a diverse, motivated and responsive group of learners. Seeing the pupils progress both in their learning and personal development, giving them the confidence to transfer their newly acquired skills into further learning, is the most rewarding thing anyone can do.

MIDDLE LEADER

At The Chalk Hills Academy, every single child matters and every single child's future matters. Working with such a fantastic team of teaching colleagues, prepared to step in and deliver outstanding teaching to every single child matters; to give every single child that chance of a future full of opportunities.

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





TEACHING & LEARNING AT THE CHALK HILLS ACADEMY

At The Chalk Hills Academy we have defined what excellence looks like and the behaviours required to achieve it. Our lessons consist of 5 parts, providing consistency and structure. A clearly thought-out lesson has set steps that need to be achieved, with parts in between to be filled with more knowledge through scaffolding and challenge. Engaging with pupils about expectations, content and outcomes also helps to boost pupil confidence in the current subject or topic.

At Chalk, we believe in teaching in bite-size chunks and checking for understanding throughout. We deploy various Assessment for Learning techniques to assess pupils' understanding of what has been taught. This includes question and answer and formative verbal and written feedback, including 'live marking'. We conduct regular re-cap quizzes to help pupils recall previously taught key objectives and memory content. This is done primarily during lesson starters.

We know that homework develops study habits and independent learning. At Chalk, pupils are expected to do homework in order to rehearse core knowledge. This can be tracked and monitored, not only by teachers, but also by parents and carers.

Our explicit teaching of effective study strategies prepares pupils for the requirements of independent study and revision as they progress higher up the school and beyond. Out of hours preparation sessions and the Homework Club allow pupils to study in focused environments with access to print and electronic resources. Assessment information is used to set challenging work and ambitious targets for pupils to track their progress over time, to report to parents, and to shape specific interventions for anyone who may fall behind.

We have a Teaching & Learning Team which includes Lead Practitioners who provide training and support to teachers at all levels, not because our teachers are not excellent already, but because we know we can always improve. We are research-informed and we prioritise sharing best practice and principles of high-quality teaching. Leaders at The Chalk Hills Academy are passionate about teaching and learning, teachers at The Chalk Hills Academy are passionate about their subject and pupils at The Chalk Hills Academy therefore develop the same passion for their subjects and for their journey of life-long learning.

ADVANTAGE SCHOOLS VALUES



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, pupils 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.

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**, to an onsite car wash, you can be reassured that we have your best interests at heart.



Whole trust training events



Free eye test vouchers



Refer a friend £500 bonus scheme



Staff recognition with reward shopping vouchers



Enhanced pension employer's contribution & death in service payment



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

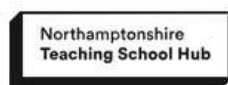


Support for all staff with an experienced licensed counsellor



Cycle to work scheme

EDUCATIONAL PARTNERSHIPS



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 partnerships and platforms, 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!



All colleagues have access to Perkbox, our Employee Benefits Programme, offering them a huge range of perks from vouchers, hot drinks, cinema tickets, gym classes and so much more. It also offers a substantial **wellbeing package**.



MEDICAL

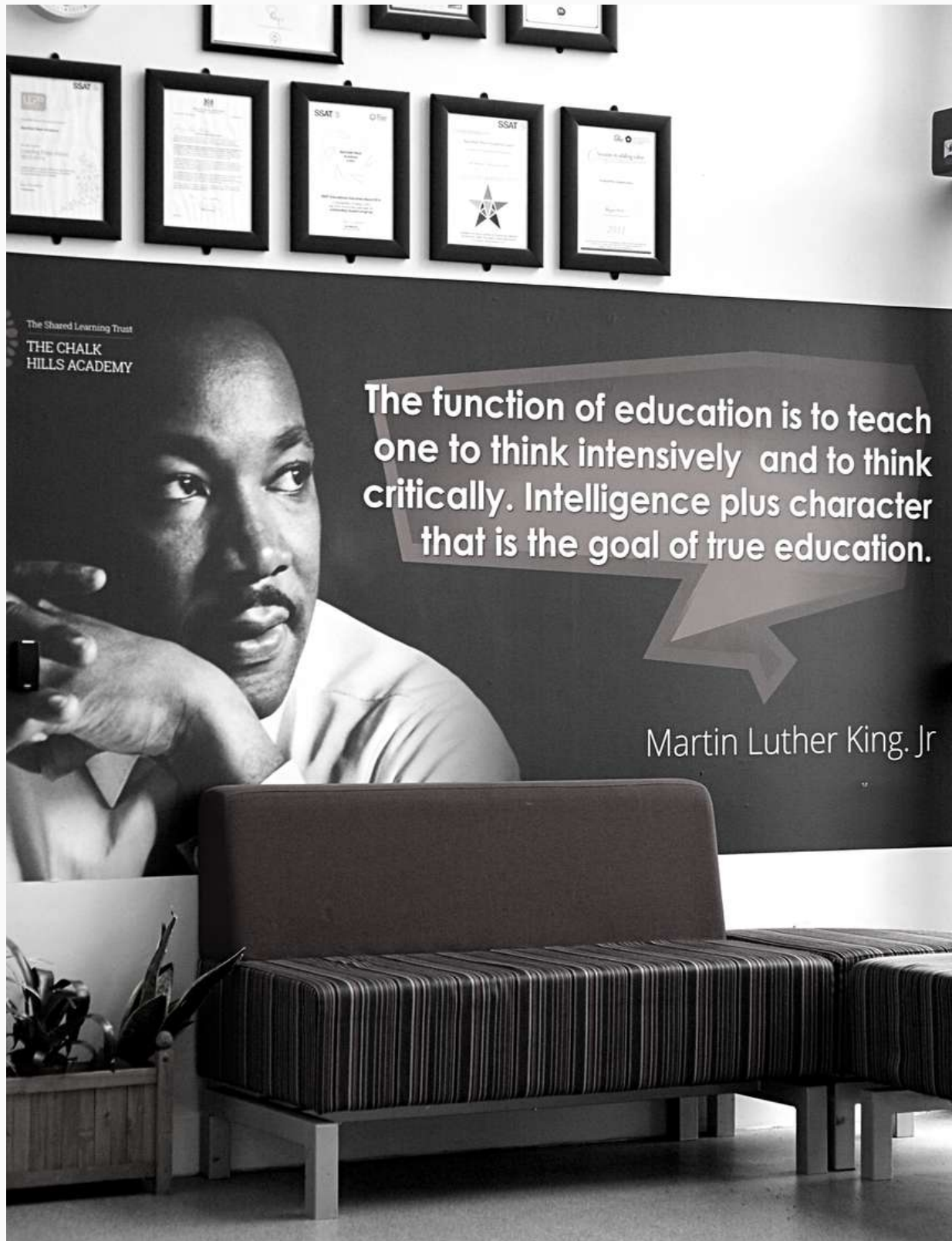
Perkbox also provides 24/7 access to GP appointments, confidential support and guidance through the Employee Assistance Programme.

Colleagues have access to a team of fully qualified counsellors and advisors, with support for a range of emotional, legal and financial issues, along with a wellbeing portal, full of resources and videos

RECRUITMENT BOOKLET



THE CHALK
HILLS ACADEMY



SEE MORE AT

WWW.ADVANTAGESCHOOLS.CO.UK



Attendance Officer

We are looking to recruit an outstanding and committed professional to join our highly effective Attendance team that believes young people deserve the very best quality of education.

As part of a whole school approach for Attendance management, you will support all aspects of the school's communication with parents and internal support from the Attendance Team and Vice Principal.

Communication is key to parental engagement which improves the liaison between staff, students and parental stakeholders

The Attendance team is friendly and cohesive and works with teachers and other support staff, 'going the extra mile' to ensure that we provide the very best for our pupils and families. It is important to us that you buy-in to and share the ethos and vision of the school.

We want someone 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.

The successful candidate will have:

- Strong administrative and data analysis experience, demonstrating the ability to not only manage records accurately but also interpret data trends to proactively suggest forward-thinking attendance and punctuality strategies.
- Excellent communication and resilience skills, specifically showing proven experience in managing difficult, sensitive, or confrontational conversations with parents and carers.
- The candidate will work alongside an experienced Attendance officer and SLT Vice Principal in improving whole school attendance and punctuality.
- Training will be provided for the role.
- Chalk Hills is a dynamic forward-thinking academy with lots of opportunities for staff.
- Staff benefits include free tea and coffee throughout the day, free use of state-of-the-art school gym facilities, staff wellbeing events, free parcel collection and drop off, Perk box discount scheme and employee of the month scheme

JOB SPECIFICS

Start date asap

Salary AS 21-25 FTE £33,452-£36,672 pro rata £27,673-£30,020

Job role Permanent, Full time, Term Time +5 INSET days, 39 weeks per year,
37 hrs per week, Mon-Thu 7.45am-3.45pm Fri 3:15pm, 30 minutes for lunch

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

Job Description

Job Title: Attendance Officer

Reports To: Vice Principal (Attendance)

Job Purpose

To monitor, promote, and improve student attendance and punctuality across the school. The Attendance Officer plays a critical role in identifying students with poor attendance or chronic lateness, engaging with their families to remove barriers, and developing proactive strategies to ensure students arrive to school and lessons on time.

Key Responsibilities

1. Daily Administration and Punctuality Management

- Coordinate and manage the daily late desk, recording late arrivals, determining reasons for lateness, and issuing immediate sanctions in line with the behaviour policy.
- Monitor daily attendance registers to ensure they are completed accurately and on time by teaching staff.
- Conduct "first-day calling" for all students who are absent without a provided reason, prioritising vulnerable children.
- Update the school's Management Information System (Arbor) with accurate absence and lateness codes (e.g., L and U codes).
- Process and track leave of absence requests, ensuring parents receive timely responses.

2. Intervention, Campaigns, and Family Support

- Develop and implement school-wide initiatives, assemblies, and reward campaigns to promote the importance of arriving to school every day and on time.
- Implement specific interventions for repeat latecomers, such as morning check-ins, punctuality report cards, or breakfast club referrals.
- Identify students whose attendance is falling below school targets or who are at risk of becoming persistent absentees (PA).
- Communicate proactively with parents and carers via phone, letter, or face-to-face meetings to discuss attendance and punctuality concerns.
- Organize and lead intervention meetings with students, parents, and pastoral staff to create personalized support plans for arriving on time.
- Conduct home visits for unexplained absences or severe punctuality issues, often alongside a member of the pastoral team.

3. Data Analysis and Reporting

- Produce weekly, half-termly, and annual attendance and punctuality reports for the Senior Leadership Team (SLT).
- Analyse data to identify patterns or trends in attendance and lateness (e.g., specific year groups, bus route issues, recurring days of the week) and report these to relevant staff to tackle logistical barriers.
- Maintain accurate records of all communications, detentions, and interventions regarding student attendance and punctuality.

4. Compliance and Multi-Agency Working

- Ensure all attendance and punctuality procedures comply with the Trust Attendance Manual and work closely with the Trust Attendance team.
- Ensure all attendance and punctuality procedures comply with local authority guidelines and the Department for Education's statutory guidance.
- Liaise closely with external agencies, including the Local Authority, Social Care, and local transport providers (if lateness is linked to public transit issues).
- Understand and implement the school's safeguarding policies, acting as a crucial link in identifying children missing in education (CME).

Person Specification

Qualifications and Training

- A good standard of education, including GCSEs in English and Mathematics at Grade C/4 or above (or equivalent).
- Further qualifications in administration, education, or social care are desirable.
- Up-to-date safeguarding training (willingness to undertake this immediately upon appointment is essential).

Experience

- Previous experience working in an educational setting or working with children and young people.
- Experience in an administrative role.
- Proven experience in handling difficult conversations and enforcing rules (such as late detentions) fairly and consistently.
- Familiarity with school Management Information Systems (Arbor) is highly desirable.

Skills and Attributes

- Communication: Excellent verbal and written communication skills; able to speak authoritatively but empathetically with parents and students.
- Analytical: Strong IT skills with the ability to interpret data, spot punctuality trends, and generate reports.
- Resilience: Ability to remain calm, firm, and professional in challenging or confrontational situations, particularly during the morning rush.
- Organisation: Outstanding time-management skills with the ability to prioritise a busy daily workload.
- Discretion: Strict adherence to confidentiality and data protection (GDPR) when handling sensitive family information.