



Heworth Grange
School

Enriching Lives, Inspiring Ambitions

BUILD YOUR DREAM CAREER

Join our Team!



RECRUITMENT PACK

Attendance Manager

Heworth Grange School, Gateshead

EXCELLENCE AND EQUITY WITH INTEGRITY

WELCOME FROM THE CEO



Dear Candidate,

Thank you for your interest in the position of Attendance Manager at Consilium Academies.

At Consilium, we are on a mission to being an excellent trust with excellent schools – we would love you to join us in that mission.

We are a values driven trust and bring this to life every day though our commitment to excellence, equity and integrity.

We recognise the unique value of everyone, whether they are staff or students and are dedicated to ensuring that every member of our Trust reaches their full potential. To achieve this, we collaborate with stakeholders and external organisations to build relationships that enhance opportunities for all members across the Trust.

We have a commitment to ensure each and every staff member is supported to achieve their goals within their career and have the skills and development to flourish. This commitment is reflected in our Centre for Professional Learning, where colleagues have access to tailored training opportunities and resources to meet their specific needs.

We firmly believe that every student, regardless of their background deserves an excellent education and an equal opportunity to fulfil their potential. This vision guides us in creating an environment where every pupil can thrive.

As part of our Trust, our academies align with collective aims, including prioritising holistic development of pupils academically, socially and emotionally. We aim to instil a passion for lifelong learning and continual improvement among our academies, staff and students, empowering them to pursue their aspirations and ambitions. Our goal is to create a family of academies that is inclusive and embraces diversity, fostering a supportive community where all members feel inspired and empowered to succeed.

We look forward to your application, thank you for your interest in joining the Consilium family.

Mr Michael McCarthy
Chief Executive Officer of Consilium Academies.

ABOUT THE SCHOOL



Heworth Grange is proud to be part of Consilium Academies' Multi-Academy Trust (MAT). As part of Consilium, we are dedicated to working towards the Consilium mission of providing an inclusive partnership with our community where lives are enriched by providing care, experience and opportunity, and where every student benefits from the same opportunities to succeed.

We are guided by four key drivers.

Every child- No Excuses

At Heworth Grange, we want every single student to achieve their potential. We go the extra mile for our students and understand that some of our students will require more support to overcome barriers to learning than others. We work collaboratively to problem solve and find the best therapeutic and academic solutions for our students to achieve the best possible outcomes.

High Expectations

We know that expecting the best from all our students is integral to them achieving a world class education. We strive day in and day out to ensure the highest standards of behaviour where everyone can learn and develop in a safe and secure environment. We also work tirelessly to embed the importance of attendance as a vital employability skill and work collaboratively with parents and carers to ensure all students attend school.

Engaging Learning

We know that great teaching and learning everyday will make the difference for our students and will support them to achieve their very best. We want to ensure all students are fully engaged and inspired by the learning experiences at Heworth Grange and as educators we fully commit to professional development to ensure we are continuously developing and providing the best experiences for our students.

No Islands

We know that there is strength in unity and at Heworth Grange we do not want anyone to feel like an island. We care for each other and we support each other, this means that we learn better. Our No Islands culture means that we work collaboratively with parents, carers, outside agencies, governors and other Trust schools. We value relationships above all else because we know that trust is vital to the success of our organisation. We put students and staff at the heart of our decision making, ensuring everyone benefits from continuous improvement. We ensure that our staff have access to great professional development so that we continue to grow in expertise and provide the very best education for our young people.

We want to do everything in our power to ensure that the students at Heworth Grange leave school with the academic qualifications and personal skills to become happy and successful adults in their own right. We want our students to develop a life-long love of learning and to have the confidence to make a difference in their community as positive, proactive citizens within our society.

ABOUT THE TRUST



Consilium Academies is a Multi-Academy Trust dedicated to Excellence and Equity with Integrity. Consisting of eight schools across three hubs in Salford, South Yorkshire, and the North East of England, our culture is built on support, guidance, capacity building, and fostering a collaborative approach to school improvement.

Our Trust is committed to the highest standards of curriculum, teaching, and learning, leading to excellent outcomes for our pupils. This commitment extends to our staff, with a focus on high-quality learning, professional development, and an uncompromising approach to support and growth.

Schools within the Trust are encouraged to engage in rigorous self-evaluation and take swift action to address any areas of underperformance, guided by our School Improvement Framework.

Our Key Areas of Focus:

- **Expert Knowledge:** We prioritise school-to-school support, fostering expert knowledge, and providing effective assistance to our schools.
- **Ambitious Curriculum:** Our schools share a common language for curriculum development, with a focus on Enriching Lives, Inspiring Ambitions, and embedding Equity, Diversity, and Inclusion throughout.
- **Effective Pedagogy:** Our research-focused approach seeks impactful teaching methods, a shared language for pedagogy, and developing partnerships with external experts.
- **Purposeful Practice:** We respect each school's identity while promoting a shared understanding of high-quality practice and staff development.
- **Rigorous Assessment & Intervention:** We implement evidence-based benchmarking and targeted support through Rapid Action Plans, maintaining a relentless focus on achieving strong outcomes for all students.
- **Rich Culture:** Guided by Excellence, Equity, and Integrity, we aim to identify, attract, develop, and retain expertise at all levels, ensuring our schools contribute to the Trust's success over time.

Led by our Chief Executive Officer, Michael McCarthy, our Central Team provides direct services, accountability, leadership, and management to our schools. We operate a strong partnership model, where our partner schools play a crucial role in the Trust's continual growth and development.

Our collaborative approach respects each school's individual identity, empowering them to focus on student achievement and success while being part of a supportive network committed to excellence.

BENEFITS



As a Trust, we want our staff to feel supported and valued. Whether you are a teacher or member of the support team, we want your work to have a positive impact on your health and wellbeing.



A CONTRIBUTORY PENSION SCHEME, MEANING WE'LL SAVE TOGETHER

34 DAYS ANNUAL LEAVE + BANK HOLIDAYS FOR SUPPORT STAFF (PRO-RATED FOR PART-TIME) & 36 HOUR WORKING WEEK FOR FULL-TIME SUPPORT STAFF



EMPLOYEE ASSISTANCE PROGRAM WITH ACCESS TO COUNSELLING AND CBT 24 HOURS A DAY, 7 DAYS A WEEK

A CPD OFFER FOR EVERY MEMBER OF STAFF; TO HELP YOU PERFORM AS WELL AS YOU CAN IN YOUR ROLE, TO HELP YOU REACH YOUR CAREER ASPIRATION



FREE MEMBERSHIP TO VIVUP. WITH HUNDREDS OF EXCLUSIVE OFFERS AND DISCOUNTS AVAILABLE ONLINE AND IN STORE.

ACCESS TO THE LEADING HOME ELECTRONICS LEASE SCHEME, EXCLUSIVE TO PUBLIC SECTOR EMPLOYEES



ENHANCED CONTRACTUAL SICK PAY IN LINE WITH THE BURGUNDY BOOK AND GREEN BOOK, PROTECTING YOU AND YOUR FAMILY

AUTOMATIC PAY PROGRESSION FOR ALL STAFF IN LINE WITH THEIR CURRENT GRADING STRUCTURE



JOB DESCRIPTION



JOB TITLE:	Attendance Manager
CONTRACT:	Permanent
WORKING PATTERN:	36 hours Term Time plus 5 days
GRADE:	Grade 9
ACTUAL SALARY:	£33,408.61 - £35,722.48
MAIN PURPOSE OF THE ROLE	
To lead, develop and implement attendance strategies across the academy, using specialist knowledge of attendance legislation, safeguarding and pupil welfare to analyse complex attendance issues, coordinate multi-agency interventions and drive sustained improvements in attendance, particularly for vulnerable and persistently absent pupils.	
CORE RESPONSIBILITIES & TASKS	
Strategic Leadership of Attendance • Lead on the development, implementation and evaluation of whole-school attendance strategies • Ensure attendance practice is compliant with current legislation, statutory guidance and Trust policy • Monitor trends and identify priority cohorts, implementing targeted interventions • Implement attendance incentive schemes, organise late detention sessions and develop reward systems re attendance Case Management & Intervention • Take lead responsibility for managing complex and persistent absence cases • Assess underlying social, emotional and safeguarding factors affecting attendance • Develop and implement tailored intervention plans to support reintegration and sustained attendance • Make independent decisions on appropriate escalation routes in line with school and local authority policy Multi-Agency Working • Coordinate and lead communication with external agencies (e.g. EWO, social care, safeguarding teams) • Represent the academy at attendance panel meetings and case conferences • Ensure effective joint working to address barriers to attendance Advisory & Professional Support • Provide specialist advice and guidance to senior leaders, Heads of Year and staff on attendance matters • Challenge and support staff to ensure consistent implementation of attendance procedures • Deliver briefings and training to staff on attendance expectations and processes Monitoring, Data & Reporting • Analyse attendance data to identify patterns, risks and trends • Produce detailed reports for senior leaders on attendance performance and interventions • Maintain accurate and confidential records in line with statutory requirements • To check and remind staff where necessary to complete registers to ensure all missing marks/absences are accounted for Parental Engagement & Enforcement • Build constructive but appropriately challenging relationships with parents/carers • Lead discussions regarding attendance concerns, including difficult and sensitive conversations • To work proactively with parents/carers regarding home visits to reduce issues affecting attendance levels and make home visits as and when required, keeping clear and concise records of all consultations • Initiate enforcement processes (e.g. penalty notices) in line with delegated authority Vulnerable Pupils • Lead monitoring of attendance for vulnerable groups (e.g. SEND, disadvantaged, safeguarding cases) • Ensure timely identification of pupils at risk of persistent absence	

- Implement targeted support to improve engagement and attendance outcomes

Line Management Responsibilities

- Provide day-to-day supervision and guidance to Attendance Officers and Workers.
- Allocate tasks and monitor work within agreed frameworks
- Contribute to the induction and development of staff
- Provide feedback to line manager regarding staff performance

General

- Undertake any other reasonable duties commensurate with the grade of the post, as directed by the Headteacher or Operations Manager.

CORPORATE RESPONSIBILITIES

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust.
- To plan, monitor and review health and safety within areas of personal control.
- To participate in the Trust's Professional Development Review process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues

ADDITIONAL NOTES

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust.

PERSON SPECIFICATION



Qualifications and CPD	Essential	Desirable
GCSE (or equivalent) in English & Maths	X	
Relevant qualification in education, safeguarding, pastoral or related field		X
Evidence of ongoing professional development	X	
First Aid qualification or willing to train		X
Experience	Essential	Desirable
Significant experience working within an educational or related pastoral environment	X	
Experience of working directly with pupils, parents/carers and external agencies	X	
Experience of managing complex or sensitive cases involving vulnerable individuals	X	
Experience of analysing data and using it to inform interventions and improve outcomes	X	
Experience of contributing to or leading initiatives to improve attendance or engagement	X	
Experience of multi-agency working (e.g. EWO, safeguarding, external partners)	X	
Experience of delivering guidance, support or training to staff	X	
Experience of working with MIS systems (e.g. Arbor or similar)		X
Knowledge	Essential	Desirable
Detailed knowledge of attendance legislation, statutory guidance and school-based procedures	X	
Strong understanding of safeguarding principles and the impact of attendance on pupil welfare	X	
Knowledge of factors affecting pupil attendance, including social, emotional and economic influences	X	
Knowledge of data systems and the use of data to drive school improvement	X	
Awareness of SEND, inclusion and barriers to learning	X	
Personal Attributes	Essential	Desirable
Commitment to safeguarding and promoting the welfare of children and young people	X	
Ability to maintain confidentiality and handle sensitive information appropriately	X	
Resilient, calm and professional in challenging situations	X	
Empathetic and approachable, with strong interpersonal awareness	X	
Flexible and adaptable approach to work	X	
Commitment to equality, diversity and inclusion	X	
Other Requirements	Essential	Desirable
Willingness and ability to undertake home visits where required	X	
Ability to work flexibly to meet the needs of the role	X	
Access to own vehicle and a full driving licence (for home visits)	X	
English Fluency	Essential	Desirable
Possessing a relevant qualification for the role attained as part of education in the UK or full taught in English by a recognized institution abroad	X	
Passing an English spoken language competency test or possessing a relevant spoken English qualification at CEFR Level B1 or above, taught in English by a recognized institution abroad.	X	