

# Attendance Officer



Grade N7: Actual Salary Range: £32,824 to £35,983 pa  
37 hours per week, Term time only plus 5 training days and 10 Additional days, open to part-time, flexible or and hybrid working patterns. Permanent  
Located at Studio West or Kenton School

**Closing Date:** 9am on 14 July 2026

**CANDIDATE  
INFORMATION PACK**



**ACHIEVEMENT, STUDENTS & LEADERS MATTER**

Tel: 0191 214 2201

[www.northernleaderstrust.org](http://www.northernleaderstrust.org)

Registered Office Address: Kenton School, Drayton Road, Newcastle Upon Tyne, NE3 3RU

# INTRODUCTION

## From the Chief Executive Officer

Dear Applicant

Northern Leaders Trust, formerly Kenton Schools Academy Trust, formed in 2014, is a growing, passionate Trust in the North East of England. Our eyes are firmly fixed on providing the best education possible for young people in our city, our region and nationally.

Students are at the centre of everything we do. Through collaboration, every aspect of our work is of high quality. Our academies deliver an ambitious and inclusive curriculum that enables all students to excel academically and socially.

Ensuring student attendance stays above national and regional benchmarks is a key priority for us and we are therefore seeking applications for this exciting role to support us in the delivery of our attendance improvement strategy. The role will involve monitoring and reporting on student attendance and absence, conducting home visits and working with students and families to identify and seek to remove barriers to good attendance.

If you are the person we are looking for you will possess:

- A proven track record undertaking attendance or pastoral work in a secondary school environment.
- The ability to analyse and interpret data to inform practice.
- The ability to produce and report on attendance data to the Trust Attendance Manager, schools and trust leaders.
- Excellent interpersonal skills with the ability to challenge robustly and professionally.
- A determined approach with the creativity to develop and deliver new strategies and approaches to secure good attendance across all year groups.

If you have the skills, commitment and enthusiasm to succeed in this role, we want to hear from you. In return we can offer you,

- Access to the Local Government Pension Scheme
- Salary sacrifice schemes including, car and cycle to work schemes
- Free on-site parking
- Free gym access at Kenton School

We look forward to receiving your application.

Yours sincerely

Lee Kirtley,  
Chief Executive Officer

# Trust Attendance Officer

## Job Description

Pay Range: N7

Responsible to:  
Director of Attendance and  
Inclusion



### Job Purpose

To focus on preventative and early intervention activities to facilitate understanding between parents, carers and school staff about the needs of children and young people.

To lead on the coordination of referrals, arranging action and reviewing service for vulnerable children and families.

To provide support to promote academy attendance strategies

### Main Responsibilities

The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

### Main Duties

1. To implement attendance and punctuality and child protection policy and procedures and provide guidance and support where necessary
2. Encourage good practice by promoting and championing the child protection and attendance and punctuality policy and procedures
3. Respond appropriately to any disclosures/concerns in order to safeguard children through joint work with other agencies, arranging and attending meetings as appropriate
4. To work directly with children in need and parents/carers to assess need and plan interventions in order to improve children's attendance and to prevent children becoming looked after and / or suffering significant harm
5. To maintain accurate, confidential and up-to-date documentation on all cases of safeguarding, child protection, attendance case notes and report where required
6. Where required, liaise with statutory agencies and ensure they have access to all necessary information
7. To support achievement of expected standards of behaviour within the academy, using methods including regular learning walks and use of the consequences system
8. To initiate and refer children to outside agencies and co-ordinate referrals
9. To initiate and lead on multi-agency referrals for children and complete and maintain case studies.
10. When appropriate, to act as lead professional and coordinate team around the child meetings
11. To support the care of children where their arrangements are at risk of breakdown
12. To discuss the reasons for absence with parents/carers whilst offering support where appropriate and arranging/leading meetings on site and at the child's home
13. To ensure that the 'first day response' actions are completed for every child absent from the academy and that accurate records are maintained

## JOB DESCRIPTION

### Main Duties continued

11. To ensure that vulnerable pupils who are victims of abuse are supported appropriately and sensitively and that all actions assigned to the academy from planning and interventions meetings are successfully carried out and monitored
12. To work with identified pupil premium groups and their families to narrow the attainment gap
13. Prepare and attend child protection conferences and planning and review meetings whilst working closely with colleagues in children's services as required, some of which may take place out of normal working hours
14. Plan and complete professional assessments of need and risk in respect of parents and carers using the using relevant procedures for children in need and at risk of significant harm
15. To support the work of the Haven provision and undertake small group work to encourage reintegration back into school.
16. To maintain confidentiality at all times
17. To liaise and coordinate with colleagues and outside organisations regarding the
18. early help assessment and to coordinate and monitor all referrals and recommendations with the academy
19. To send out appropriate correspondence to parents/carers regarding absence, attendance and behaviour
20. To complete regular home visit and when required transport children which will involve the use your own vehicle with suitable business insurance.
21. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality
22. Safeguarding
23. To follow all safeguarding and child protection policies and procedures
24. This role wholly or mainly involves working with children
25. To participate in wider trust meetings and working groups as required



## GCSE Results Day

Our 2025 GCSE results reflect the many positive changes that have taken place in the academy over the last year. All students are given the best possible support and advice and encouraged to follow their passion, whatever that might be.

# Trust Attendance Officer

## Person Specification

### **Part A: Application Stage**

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

#### **Essential**

1. A proven track record of working effectively in a pastoral role in a secondary school setting.
2. Ability to input, analyse and interpret statistical data in relation to attendance.
3. Demonstrable experience working effectively with children and their parents/carers.
4. Experience working collaboratively with other agencies.
5. Understanding of the issues related to persistent absence and impact upon outcomes for children.
6. Ability to display an understanding of social/welfare issues as they affect children, families and schools.
7. Awareness of legislation relating to school attendance, safeguarding and welfare and the protection of children.
8. Ability to deal effectively with challenging situations.
9. Ability to motivate and inspire attendance team in order to maximise impact of team
10. Ability to work effectively on own initiative with minimal supervision and as part of a team
11. Effective written communication and ICT skills
12. Full driving licence
13. Access to Car and Business Insurance

#### **Desirable**

14. Experience supervising a team.
15. Experience developing and implementing strategies to improve student attendance levels.

# Trust Attendance Officer

## Person Specification

### Part B: Assessment Stage Continued

#### Essential

1. All criteria listed under part A
2. Effective communication skills
3. Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including:
  - a. motivation to work with children and young people
  - b. ability to form and maintain appropriate relationships and personal boundaries with children and young people
  - c. emotional resilience in working with challenging behaviours
  - d. attitude to use of authority and maintaining discipline
4. No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

### Assessment/Selection Methods

The above will be assessed through a selection process of student-based activities and formal interview.

### Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

- 1 Enhanced Certificate of Disclosure from the Disclosure and Barring Service\*
- 2 Additional criminal record checks if applicant has lived outside the UK
- 3 Children's Barred List Check\*
- 6 Medical clearance
- 7 Identify and Right to work in the UK check
- 7 A minimum of two satisfactory references from current and previous employers (or education establishment if applicant not in employment).

\*All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website ([www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974](http://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)).

This post is classed as being in 'Regulated Activity' as defined in Keeping Children Safe in Education 2021, therefore in addition to the DBS check, a check of the Children's Barred List will also be conducted as part of the pre-employment screening process



## A-Level Results Day

Northern Leaders Trust is laying the foundations now for a period of solid growth over the coming years. These results are just the start of this journey.

# About our Trust

Northern Leaders Trust; Formed in 2014, our Trust currently incorporates both Kenton School and Studio West, an innovative 11-19 studio school.

Under the leadership of Chief Executive Officer Lee Kirtley, the Trust's main objectives are encompassed in its vision statement, which is 'Students are at the centre of everything we do. Through collaboration, every aspect of our work is of high quality. Our academies deliver an ambitious and inclusive curriculum. This enables all students to have high aspirations and to excel academically and socially.'

Each academy is unique and retains its own identity whilst aligning with our Trust vision and values. Each academy's motto summarises this.

Kenton School

**'All Different, All Equal.'**

Studio West

**'Learning that connects.'**

## Our Trustees

Over the last three years, the Trust Board, comprising of 3 members and 7 Trustees has delivered major improvements to the governance, leadership and financial health of the Trust.

Our Trustees come from a variety of different education and business backgrounds, driving the strategic vision of the Trust and our schools. The Trust and its schools are supported by a strong central services team covering core Trust functions, such as HR, Finance, Data and ICT.

## TRUST SHARED VALUES

### Shared Expectations – The One Trust Rule

Every student and adult is expected to behave in a responsible manner both to themselves and others, showing consideration, courtesy and respect for other people and their wellbeing at all times.

#### **Integrity**

We act with honesty, transparency, and strong moral purpose in all that we do. Our decisions are guided by what is right for children and young people. We take responsibility for our actions, build trust through openness, and demonstrate consistency between our words and behaviours. We model ethical leadership so that students and staff feel safe, respected, and confident in our fairness.

#### **Ambition**

We are relentlessly ambitious for every student and every member of staff, regardless of starting point or background. We believe that all can achieve highly and are proud to create an aspirational culture. We challenge limits, remove barriers, and provide the support needed so that excellence is both expected and attainable.

#### **Belonging**

We create environments where every individual feels known, valued, safe, and proud to be part of our Trust community. We recognise that belonging strengthens wellbeing, engagement, and success. Through inclusive practice and strong relationships, we ensure that diversity is respected, voices are heard, and connections with families and communities are meaningful and sustained.

#### **Collaboration**

We believe we are stronger together. Collaboration is central to improving outcomes, developing expertise, and sustaining excellence. We work purposefully within and between schools, across trusts, and with wider stakeholders to share knowledge, solve challenges, and create opportunities for all. Professional generosity and collective responsibility underpin our approach.

# About our Schools

## Studio West



Studio West opened in 2014 as a 13 to 19 studio school but, with effect from September 2017 and due to local, popular demand, a change in age range was agreed with the DfE and the school began to admit students in Year 7.

The school now has around 540 students with a PAN of 90 and is expected to reach 650 at full capacity.

The ethos of Studio West is enshrined in 'Learning that connects.' The principle that learning must constantly connect school with the real world and the full range of work-related learning and career progression, towards university, an apprenticeship or other destination tailored to the needs of the individual.

Graded as 'Good' by Ofsted in early 2019, we are one of the most successful studio schools in the Country. We use the full range of work-related learning and career progression alongside academic prowess to prepare students for university, an apprenticeship, further training and employment - tailored to the needs of the individual.



For further information, please visit our website [www.northernleaderstrust.org](http://www.northernleaderstrust.org)

# About our Schools

## Kenton School



**Kenton School is a vibrant and inclusive secondary school at the heart of the community in which we serve.**

With just over 1800 students, Kenton is amongst the largest schools in the North East. However, despite the size, the school prides itself on retaining a family atmosphere, where students feel not only challenged through quality first teaching and learning but supported and motivated by the strong pastoral team.

Our Kenton team are passionate about providing the very best education possible for young people in our city, our region and nationally and our strong and committed team share our vision of ensuring all our students not only reach their potential but that they are confident, happy and resilient students who treat each other with compassion and respect.

We aim to provide a broad curriculum, focussing on educating our students for their future in the modern world, not the past or even just the present. We also believe strongly in developing the creativity of our students and this is demonstrated through our commitment to delivering arts courses as a core subject.



For further information, please visit our website

[www.northernleadertrust.org](http://www.northernleadertrust.org)

# Additional Information for Applicants

## Conditions of Service

The conditions of service applicable to the post are those determined by the National Joint Council for Local Government Services (the National Agreement) and locally agreed terms and conditions set by Northern Leaders Trust

## Working Hours

The working hours for the post are 37 per week, with current working pattern of 8 am to 4 pm Monday to Thursday and 8 am to 3.30 pm on Fridays (with a 30 minute unpaid lunch break each day). The post is term time only which equates to 38 working weeks per year.

In addition, staff will be contracted to work 5 additional training days (allocated at the start of each year – one or more of which will be disaggregated into ‘twilight’ evening sessions), plus 10 additional ‘on call’ days. On call days are to be worked during the school holiday periods at times allocated by the line manager.

## Annual Leave Entitlement

As this is a term time only post, annual leave entitlement is incorporated into annual salary. This equates to an additional 5.74 weeks pay (25 days plus 8 public holidays pro rata to weeks worked) for staff with less than 5 years’ continuous local government service, and 6.57 weeks pay (29 days plus 8 public holidays pro rata) for staff with 5 years’ or more continuous local government service.

## Safeguarding

Northern Leaders Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff at school.

## Rehabilitation of Offenders

All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are ‘protected’. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website [www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974](http://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974).

# Additional Information for Applicants

## **Pay and Grading**

The grade of the post is N7, equivalent to local government pay spine points 25 –29, with current corresponding full-time salary of £36,363 to £ 39,862 pa. The actual salary for this post, based on 37 hours per week including annual leave entitlement as outlined above and 5 training days is as follows:-

Less than 5 years' continuous local government service:  
£32,824 to £35,983 pa

5 or more years' continuous local government service:  
£33,412 to £36,627 pa

## **Pension Scheme**

On appointment, new associate staff will be automatically joined into the Local Government Pension Scheme (unless they choose to opt out). Further information can be found at [www.twpf.info](http://www.twpf.info).

## **Status**

Permanent

## **Location**

This is a trust role so this post will work in both our schools, Kenton and Studio West.

## **Probationary Period**

New entrants to Northern Leaders Trust are subject to a six month probationary period.

## **Equal Opportunities**

The school is opposed to any form of unfair discrimination and is publicly committed to be an equal opportunity employer.



### **Application Process**

If you feel you have the experience, skills and attributes to succeed as part of our team, please download and complete our application form and return it to [hr@northernleaderstrust.org](mailto:hr@northernleaderstrust.org)



Kenton School, Drayton Road,  
Newcastle upon Tyne, NE3 3RU



Learning that Connects

Studio West, West Denton Way,  
Newcastle upon Tyne, NE5 2SZ