



# Recruitment Pack

**ATTENDANCE ADMINISTRATOR  
(MATERNITY COVER)**

**JUNE 2022**



**The Halifax Academy**

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



At The Halifax Academy we have the courage to do things differently. Our ground-breaking approach to education takes children through five phases from reception to year 11, creating a fully integrated school journey from ages 4- 16. This is your chance to join a friendly, community- focused through school and founding Academy of the Impact Education Trust, helping us to shape the future of education.

The position of Attendance Administrator (maternity cover) offers the right candidate, an opportunity to work as part of our Wellbeing team, to improve student attendance. As an Wellbeing team, we epitomise the Academy's 'Heart. Mind. Connect.' values and seek to help our students make moral, spiritual and intellectual sense of the world.

We are a high performing team with strong values, work ethic and mutual sense of purpose. We care about the little things, enjoy learning together and share unrelentingly high standards. We are incredibly proud that our school has been awarded the Investors in People Platinum Award – the only through school in the country to attain this level.

We are looking for someone who can bring something special to our school.

The Halifax Academy is a different kind of school and we are looking for people who are committed to exploring new approaches, and reshaping education. As Headteacher of our through school, I genuinely believe (and constantly remind the students) that I have the best job in the world. If you would like to be able to say that too, then this could be the role for you.

A handwritten signature in blue ink, appearing to read 'Matt Perry', is positioned above the printed name.

Matt Perry  
Headteacher

# The Halifax Academy has three key values;

## Heart, Mind, Connect



### Heart



#### Creativity

Creativity is mistakes  
- Grayson Perry



#### Self Worth

You are your best thing  
- Toni Morrison



#### Kindness

If you find it in your heart to care  
for somebody else, you will have  
succeeded - Maya Angelou



### Mind



#### Effort

Quality is never an accident. It is  
always the result of intelligent  
effort - John Ruskin



#### Understanding

Nothing in life is to be feared, it is  
only to be understood. Now is the  
time to understand more so that  
we may fear less - Marie Curie



#### Wisdom

Never mistake knowledge for  
wisdom. One helps you make a  
living, the other helps you make a  
life - Eleanor Roosevelt



### Connect



#### Courage

You must never be fearful about  
what you are doing when it is  
right - Rosa Parks



#### Changing the World

No one is too small to make a  
difference - Greta Thunberg



#### Advocacy

I raise my voice - not so I can  
shout, but so that those without  
a voice can be heard -  
Malala Yousafzai



# Our Approach to 4 – 16 education

Core Leadership  
HR, Finance and Strategic Coherence

Whole School Achievement

Quality of Education  
(CPDL and TLAC)

Student Wellbeing, Culture and Ethos  
(Safeguarding, Student Leadership, Wellbeing  
and Attendance)

Quality of Education Primary  
(CPDL and TLAC)

Student Services and Support

(Cover, Exams, Timetable, Data, Finance, HR, Site, IT, Stakeholders)

## Humanities and Communications

- English
- Geography
- History
- RE
- Languages
- Business Studies

## STEAM

- Science
- Mathematics
- Computing

## Performance

- Art & Design
- Photography
- Technology
- Music
- PE

## Inclusion

- Impact
- Accelerator

## Primary

- Phase 1
- Phase 2
- Year 6





# Teaching & Learning at The Halifax Academy

## Voice

Talk is important at our school where pupils are encouraged to find their own voice to change the world. We teach pupils how to speak with clarity and conviction, how to listen carefully and how to take part in powerful and productive conversations. Talk infuses every aspect of our school curriculum whether that be storytelling, role play, performing or listening carefully to each other. We enable pupils to learn about what matters, and to understand how to effect real change in their school, their community and the world.

## Coaching

Coaching lies at the heart of our professional development. We provide staff, across all roles, with the time and space to take part in meaningful professional conversations. The ability to reflect on what we do and how we do it, and to collaborate with our peers, drives our approach to school improvement, and in particular to classroom expertise. We know that however excellent our current approach, we can always improve.

## Subject Specialism

We use every opportunity to connect students with subject specialists both inside and outside the school. The through-school approach helps us to offer students the chance to see their learning through the eyes of experts and to experience learning which has been developed and delivered by specialists.

## Creativity

We are a school that loves art and see creativity as a vital tool for developing imagination, building relationships, exploring the world around us and encouraging problem solving skills. Our art curriculum has been developed by specialists and is delivered across all year groups by our highly successful team of practitioners. Pupils are supported in taking risks, giving and receiving feedback and producing beautiful outcomes.

## Wellbeing

Our curriculum teaches pupils to be well in mind and body, and to build happy relationships with others within the school and wider community. We encourage students to collaborate with each other and teach emotional intelligence and empathy. We connect pupils with nature through carefully designed outdoor areas and through the use of natural learning resources throughout the curriculum. We care about staff wellbeing and work hard to make sure teachers are happy and thrive.

# Valued Developing Staff

At The Halifax Academy, we take staff development and wellbeing extremely seriously. We are a school made up of people who want to give pupils 'a voice to change the world.' To do this we believe in creativity with rigour; finding new approaches and different ways of thinking, implementing them with excellence, and constantly testing, reviewing and reflecting on our practice.

The ways we support staff personal and professional development are as follows:

- We offer a teacher enquiry model of professional development, that engages teachers as researchers of their own practice, using coaching as the drum beat of professional life. Teachers work in collaborative coaching trios exploring a range of themes, relevant to themselves and their pupils.
- All staff have the opportunity to take part in a Learning Enquiry to reflect on an aspect of the school's work and to make a genuine impact on policy and classroom practice.
- We make sure that teachers have the time, space and resources to learn, reflect and take risks.
- We take a long-term view of learning, not expecting quick fixes, and recognising that changing professional practice can be difficult and that it takes time to show real impact on learning.
- We check in regularly on teacher wellbeing, and are committed to the idea that you can both innovate and thrive, if challenged, nurtured and supported through a carefully managed culture of feedback. All staff have regular Valued conversations and are encouraged to shape their own professional learning. We aim to help all staff become the best professionals they can be, developing them in the round by focusing on behaviours, skills and knowledge.
- We offer a wide range of leadership opportunities and there are many opportunities for individuals to access leadership courses; the school is a partner of Best Practice Network, delivering a wide range of courses including NPQSL and NPQML.

As a leader at the Halifax Academy:

- You will join a high achieving and successful senior leadership team that works across the through school.
- You will be supported by a team of experts to develop your leadership
- You will be line managed by the Headteacher of the school and supported on a day- to -day basis by both the Headteacher and Deputy Headteacher
- You will join a culture where 'Creativity is mistakes' and will be supported to be brave and innovative in your approach
- We take time to listen and understand people and you will be part of a kind, caring and nurturing culture
- We understand that learning is messy and leadership is difficult and will be supported through the more challenging problems that school leaders face.
- You will join a team that cares deeply about children and staff who believe in and practise ethical leadership.



# What we are looking for....

We are committed to the ongoing development of our staff and believe in developing leaders at all levels, in all roles. Valued, our professional learning review, is built around our values of Heart, Mind, Connect, allowing individuals to drive their own learning. Staff take ownership of their development through self-evaluation against professional standards and by using The Ethical Leadership Framework as a tool for positive behaviours. We want all colleagues to be inspired and supported to realise their full potential.

## CREATIVITY

### Living out our values - MIND

- We will develop our problem solving skills and resourcefulness to enable staff and students alike to challenge themselves, release their creativity and achieve to their full potential.
- We will provide opportunities to stretch individuals in order for them to take responsibility for their own learning and develop independent thought, in order to take on different and challenging roles within our school and communities.
- We will ask questions and learn from one another and develop our critical analysis skills to make sound, reason-based decisions and judgements.

- **DEFINITION** Ability to adapt to and work with a variety of situations, individuals and groups - able to think on your feet and not being disconcerted or stopped by the unexpected.
- **WHY IS IT IMPORTANT?** To respond to the different and changing demands and work across a range of activities, now and in the future. Flexibility in interpreting rules, procedures and policy to ensure the needs of both staff and students are met to maximise their contribution.

## BELIEF

### Living out our values - CONNECT

- We will provide clarity of vision which will enable us to develop shared goals with everyone feeling empowered to pass on their skills and knowledge to the benefit of the wider community.
- We will develop inspiring leaders with the emotional intelligence to work collaboratively with and respect people from a diverse range of cultures and backgrounds.
- We will ensure everyone is part of the team with clear roles and expectations.

- **DEFINITION** This is about encouraging, inspiring and supporting others to develop self-belief and the capability to help them realise their full potential. It involves being totally clear with others about what has to be achieved, to what standard, by when, within what budget (where appropriate), and then making their accountability for making it happen clear.
- **WHY IS IT IMPORTANT?** Leaders are responsible for ensuring their teams understand what is required and why, for providing or arranging appropriate support and coaching and delegating appropriately so that individuals are confident to take on more responsibility. It is important to ensure objectives are achieved and that everyone is doing their job to the required standard. A key part of the success of the school is managing poor performance when this is not happening.

## COURAGE

### Living out our values - HEART

- We will expect and value integrity and people should feel safe to speak up for what they believe and know their voice will be heard.
- We will develop a keen sense of what is right and wrong and seek to tackle injustice wherever we find it, whilst ensuring we are tolerant of different views.

- **DEFINITION** This is about having the belief in one's ability to do the job, providing opinion or judgement when necessary and being prepared to take a decisive course of action.
- **WHY IS IT IMPORTANT?** This behaviour is particularly important to those jobs where individuals are placed in challenging circumstances and where their opinion or advice may be questioned. It enables individuals to stand their ground and to work independently without constantly referring to others for advice. Individuals who demonstrate courage are prepared to take on new or different challenges in their role. Courage is about having confidence in one's knowledge and ability and the resilience to do difficult things because it is right to do them.

## UNDERSTANDING

### Living out our values - CONNECT

- We will develop inspiring leaders with the emotional intelligence to work collaboratively with and respect people from a diverse range of cultures and backgrounds.
- We will promote and value effective teamwork.
- We will ensure everyone is part of the team with clear roles and expectations.

- **DEFINITION** Successful teamwork is about working co-operatively to achieve shared goals. It is built on self awareness and an understanding of how you and others work within a team, the impact of behaviour and strengths and limitations.
- **WHY IS IT IMPORTANT?** Within The Halifax Academy, we must work co-operatively together, sharing best practice, breaking down barriers, and communicating fully on new initiatives and priorities. Understanding oneself enables individuals better to understand and relate to one another.



# Job Description

<b>Post Title</b>	Attendance Administrator (maternity cover)
<b>Reporting to</b>	Senior Attendance Officer
<b>Salary</b>	Scale 4, Point 7-11

## **Primary objective of the post:**

To work under the guidance and direction of the Senior Attendance Officer to improve student attendance, by engaging with students and their families and carers. Contributing to the Academy, meeting requirements with regards to attendance and persistent absence. Encourage and promote a positive attitude towards education and attendance by students and parents/carers.

## **Main duties and responsibilities:**

- To assist the Senior Attendance Officer in all aspects of attendance including the accurate monitoring, recording and reporting of all student absence, and to ensure all information/data relating to student absence and punctuality is analysed and acted upon in an appropriate manner, and shared with staff as required.
- To use Academy absence procedures and systems to raise attendance and challenge persistent absence.
- Communicate effectively within the Academy and engage with parents/carers to establish reasons for absence and facilitate students' return to school, making home visits where required.
- To liaise with external agencies, such as Calderdale Education Welfare
- Service, in relation to non-attendance and education welfare for students
- To be aware of good practice with regards to attendance, absence, education welfare and safeguarding
- To assist the Senior Attendance Officer with raising the profile of good attendance throughout the Academy to students, staff and parents/carers
- Deal with student illness in school, always considering students' attendance
- Be flexible with regards to working outside of school hours as required to meet the needs of the role
- To carry out other tasks that are essential to the post's core purpose

Please note that this is illustrative of the general nature and level or responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out, which would be determined by the Line Manager or Head teacher.

## **All members of staff are expected to:**

- Have proper and professional regard for the ethos, policies, and practices of the school.
- Have regard for the need to safeguard pupils' wellbeing and health & safety by following relevant statutory guidance, along with school policies and completing mandatory training on an annual basis.
- Demonstrate positive attitudes, values and behaviours.
- Demonstrate and maintain high levels of professionalism
- Share responsibility for ensuring that their own knowledge and understanding is relevant and up to date.
- Support equal opportunities measures and promote anti-discriminatory practice



# Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE	IDENTIFIED
<b>Knowledge &amp; Understanding</b> (including any relevant or required qualifications)	At least 2 GCSEs at Grade C/Level 4 or equivalent, including Mathematics and English  Administration experience	Knowledge of statutory provisions relating to education welfare and non-attendance  Experience of working in an educational setting for minimum of two years	Application Form Interview Certificates
<b>Personal and Professional Conduct</b>	Have regard for the need to safeguard pupils' wellbeing and health, following school policies and completing mandatory training as required  Demonstrate positive attitudes, values and behaviours  Willingness to undertake delegated duties when requested	Recent and relevant CPD activities  Understanding of legislation that impacts on the protection of children	Application Form Interview References
<b>Working with others</b>	Good verbal and written communication skills  Good interpersonal skills with children and adults  Ability to work as part of a team  Good organisational skills  Ability to remain calm and positive under pressure	Experience of working with ethnic minority and/or EAL pupils  Experience of working with disaffected, vulnerable students and their families	Application Form Interview