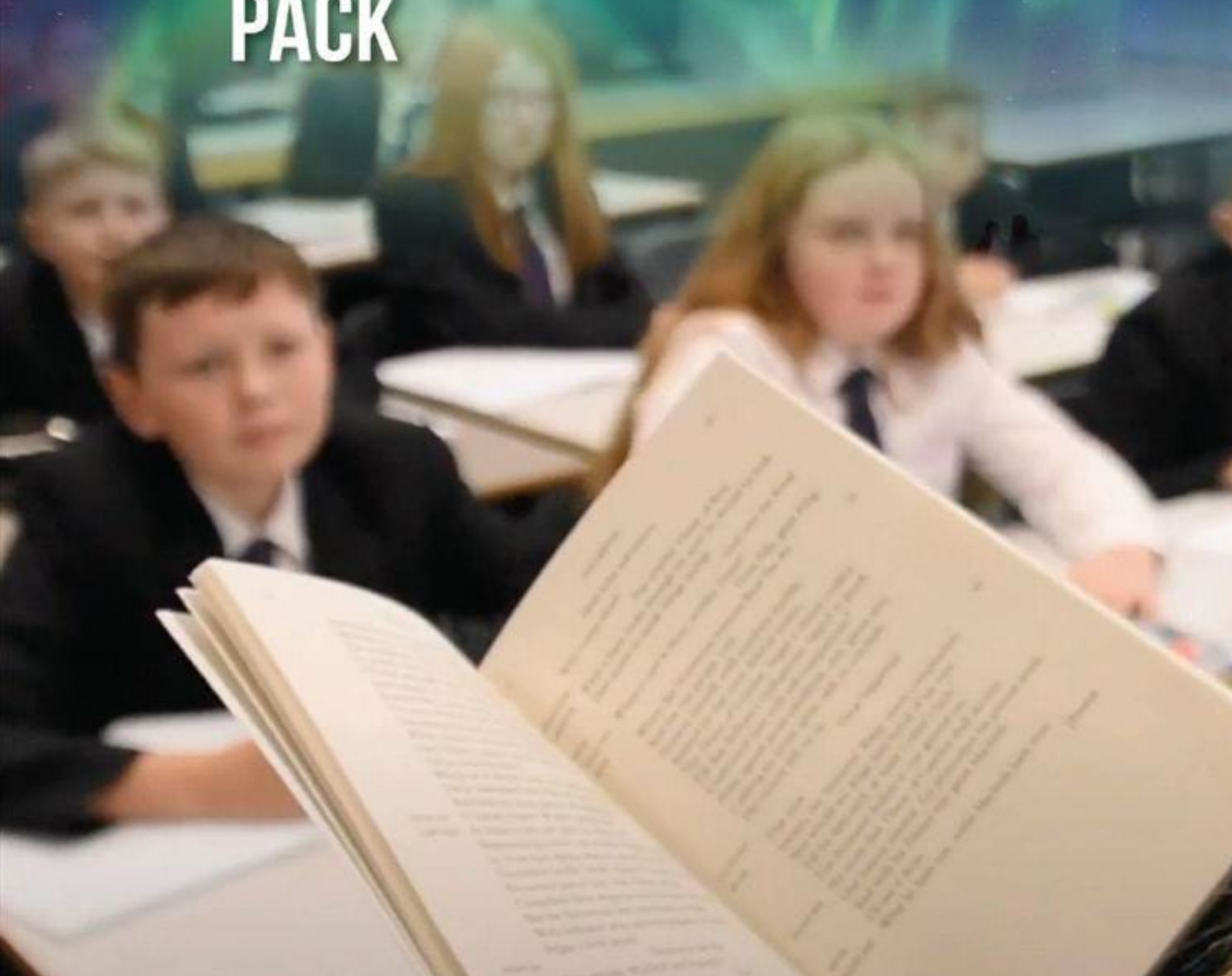




**Northern
Lights**
LEARNING TRUST

**ATTENDANCE OFFICER
VENERABLE BEDE CE ACADEMY**

APPLICATION PACK



Northern Lights



We are a Multi-Academy Trust currently comprising ten schools – primary and secondary – and over 4,200 children and young people in an area stretching from Teesside through to Wearside.



We are a Teaching School Hub, one of 87 DfE centres of excellence for teacher training and development, focused on some of the best schools and multi-academy trusts in the country.



We are an Early Years Stronger Practice Hub, set up by the DfE to provide advice, share good practice and offer evidence-based professional development for early years practitioners.

OUR SCHOOLS



Benedict Biscop CE Academy
Sunderland



Dame Dorothy Primary School
Sunderland



Grange Primary School
Hartlepool



Hart Primary School
Hartlepool



Holley Park Academy
Washington, Sunderland



Ian Ramsey CE Academy
Stockton-on-Tees



St Aidan's CE Academy
Darlington



St. Helen's Primary School
Hartlepool



St. Peter's Elwick CE Primary School,
Hartlepool



Venerable Bede CE Academy
Sunderland

Every Northern Lights school has its own values and its own vision and that's really important to us because all of our schools are there to serve our community but equally, our Trust is there to serve each other.

We do that with humility and with an openness because at Northern Lights it's not all about the academic – that is really important to us – but we know, as a Trust, we are successful if we have ensured that in an holistic way our children and young people have had every opportunity to experience, to flourish, to thrive, to understand the wonder and the joy of the world around them.

– Jo Heaton OBE, Chief Executive, Northern Lights Learning Trust



Welcome from the CEO

Thank you for your interest in the position of Attendance Officer within Northern Lights Learning Trust.

We are a growing Multi-Academy Trust that is currently made up of 3 secondaries and 7 primaries across Wearside and Teesside, with our central offices based in Seaham. We educate over 4200 pupils and employ over 600 members of staff and serve a diverse range of schools and communities. Each of our schools have their own individual ethos, values and vision, which sit together as part of our Northern Lights vision of 'Shining Together and Stronger Together'. As a CofE MAT, our schools are a mixture of Church and non-Church schools that range in size and levels of disadvantage. We see this diversity as a real strength to learn from and work with each other.

As a Multi-Academy Trust we are at the heart of the current educational landscape, as a designated DfE Centre of Excellence as a Teaching School Hub and DfE Early Years Hub, responsible for teacher development across all ages and phases of education, working with over 300 schools. We are collaborative in our approach and value professional development highly in all we do.

We are looking for someone whose values align with us as a Trust and has the drive and ambition to work collaboratively to provide the best opportunities and outcomes for our young people.

We look forward to receiving your application.

Yours faithfully

Jo Heaton
Chief Executive Officer



Welcome from the Head of School

Thank you for your interest in the post of Attendance Officer at Venerable Bede, where it is my privilege to serve as Head of School. We are a popular secondary school serving our local community. We sit on the border of Ryhope, Silksworth and Doxford Wards in Sunderland, but we have pupils who attend our school from across the City and beyond. It is our goal to provide an inclusive education, within the context of our local community, in which the rights of everyone are respected, regardless of personal beliefs. We are proud to be a school at the heart of our community.

We are a medium sized secondary school, built to accommodate 900 pupils. Our fundamental aim is to equip our pupils with the qualifications and skills which they will need to take their place in a modern British society. We hope that we play our part in helping our pupils understand how to live "Life in all its fullness" (John 10:10). Our mission statement is "To create a stimulating, secure and caring environment within which all members of our community will realise their potential in the light of the Christian Gospel." This is embodied in our school motto: "Soar to the Heights Together".

We want all of our pupils to reach their full potential. For each of our pupils we hope that with the guidance and support of their families and teachers, each of them will be able to develop their individual talents and fulfil their lifelong goals. I firmly believe that all children should have equal chance of success. It should be our goal in schools to enable all pupils to thrive, instilling in them a thirst for knowledge, and enabling them to understand how they play their part in unlocking their potential.

Thank you for your interest in our academy. Visits to the school are welcome, by prior agreement. Please contact Donna Mitchell on 0191 5239745 to express an interest.

Tracey Burgess
Head of School

Attendance Officer x2

Permanent position required as soon as possible
school

NJC SCP 3-4

(£24,796 - £25,185) pro rata (FTE)

37 hour per week, term time only, plus 5 inset days

We are seeking 2 dedicated and proactive Attendance Officers to join our team. The successful candidates will play a vital role in promoting excellent attendance and punctuality across the school, ensuring that every pupil has the best possible chance to succeed.

The successful Candidate should:

- Demonstrate high expectations of yourself and others.
- Enjoy working collaboratively, being innovative and creative
- Have the skills and knowledge to ensure the school is a safe environment
- Possess excellent organisational skills
- Have an excellent understanding when dealing with children and adults
- Keep calm under pressure whilst maintaining confidentiality
- Have an enthusiasm which would allow you to be supportive of the Trust and school's ethos.

If this is you, we would really welcome your application.

In return you will receive:

- A supportive working environment that puts people at the heart of the organisation
- The opportunity to work as part of a growing Trust and shape this role
- Continuous professional development
- A range of Trust initiatives that improve wellbeing. Current initiatives include an annual wellbeing day.
- National Terms and Conditions of Employment
- Teachers' Pension Scheme/ Local Government Pension Scheme

Employee welfare and benefits package including:

- 24-hour GP access
- Nurse support service
- Mental health services, including stress management, mental health first aid training and bereavement support
- Free Flu vaccinations
- Counselling Services
- Physiotherapy
- Financial wellbeing coaching
- Maternity and Paternity support
- Menopause support
- Access to useful wellbeing resources
- Cycle to work scheme
- Lifestyle savings including discounts on shops, food and drink and days out

CLOSING DATE:

Applications must be received by: Friday 16th January 2026, noon.

Shortlisting will take place on: TBC

Interviews will take place on: TBC

HOW TO APPLY:

Letters of application should be returned, along with a Northern Lights Learning Trust application form, to recruitment@nllt.co.uk or by post to Northern Lights Learning Trust, Spectrum Business Park, Lighthouse View, Building 2, Seaham, SR7 7PR.

Applications will only be considered on receipt of an application form, CV's and other forms of application will not be accepted. For further information, please contact the school on 0191 5239745.

Details of the school can be found on the school website:

www.venerablebede.co.uk

JOB DESCRIPTION

Post: Attendance Officer

Responsible to: Deputy Headteacher

Responsible for: Providing support for Pupils, Teachers, Head Teacher.

Salary band: NJC SCP 3-4 (£24,796 - £25,1850 Pro Rata (FTE)

Start date: TBC

Key purpose of the role:

To promote regular school attendance, enabling pupils to gain maximum benefit from educational opportunities by working in partnership with carers, schools, and other agencies. The post involves attendance management duties, together with absence monitoring and supporting SLT with pupil punctuality. The ability to report and record accurately is essential for this role, together with excellent communication, word processing and general IT skills.

KEY RESPONSIBILITIES

Administration

- Ensure daily attendance registers are accurate and complete, follow up with staff regarding any incomplete data.
- Follow up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school procedure.
- Support the Data Manager with the attendance returns for the school census.
- Take part in projects related to improving school attendance.
- Recording of registers via lesson monitor as required.
- Take absence messages from the telephone, text, email or Edulink.
- Attend regular meetings and liaise with Heads of Year and Pastoral Managers regarding pupil's attendance and referred pupils.
- Work in partnership with parents/carers, school and the Local Authority on matters relating to school attendance and punctuality.
- To support the school systems in identifying pupils within defined age groups with actual or potential attendance related difficulties.
- To provide advice, assistance and support to parents/carers and pupils on school attendance issues and, where appropriate, signpost them towards other assistance and support that may be available from the Local Authority and other agencies.
- To maintain records, statistics, and case files; prepare and present reports as necessary.

- Maintain accurate records of communications with parent/carers and relevant interventions.
- Build and refresh knowledge of the school's MIS and other relevant systems.
- Arrange and attend meetings between key academy staff and parents/carers, taking minutes when required.
- Organisation of punctuality detentions.
- Any other duties of a related nature which might be reasonable and allocated by the school.
- Any other duties as requested by the Head /Deputy Head Teacher.

Monitoring & Reporting

- Prepare attendance for Ofsted.
- Produce and interpret attendance reports for school leaders. Evaluate and identify key statistics, reasons for absence and any patterns of concern.
- Track attendance of vulnerable groups of pupils and share information with school leaders.
- Identify pupils that need additional support to improve their attendance.
- Work with school leaders to identify appropriate interventions to improve attendance for groups or individual pupils.
- Work with school leaders to develop and revise the school's attendance policy.
- Implement EHA processes and support plans, complete referrals to agencies as appropriate.
- Complete reports for attendance case conferences.
- Attend multi-agency meetings and Attendance Case Conferences and provide feedback to the academy.
- Identify support required to improve attendance and reduce persistent absenteeism on an individual and whole academy level.
- Evaluate the impact of attendance strategies.

Working with Parents/Carers

- Co-ordinate meetings with pupils and parents/carers to implement interventions and track progress.
- Build positive relationships with parents/carers to encourage family involvement in their child's attendance.
- Carry out home visits where necessary to address attendance concerns for individual pupils.

First Aid

- As a member of the first aid team, to carry out First Aid at Work duties as required for staff, pupils, and visitors.

Professional Development

- Take opportunities to build the appropriate skills, qualifications and/or experience needed for the role, with support from the school.
- Take part in the school's appraisal procedures.

Support for the Academy:

- Contribute to the overall ethos/work/aims of the Academy.
- To support the wider academy as required, answer the telephone, assist with main reception, liaise with parents/carers.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- Attend all relevant team/staff/Academy meetings.
- Participate in training and other learning activities and performance development as required.
- Show a duty of care and take appropriate action to always comply with Health & Safety requirements.
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.
- Duty supervision as required.
- Undertake First Aid duty as required to support the Academy.
- Participate in statutory and other training as required; comply with all Northern Lights Learning Trust policies.

Other Duties:

- Maintain accurate records of communications with parent/carers and relevant interventions.
- Build and refresh knowledge of the school's MIS and other relevant systems.
- Arrange and attend meetings between key academy staff and parents/carers, taking minutes when required.
- Organisation of punctuality detentions.
- Any other duties of a related nature which might be reasonable and allocated by the school.
- Any other duties as requested by the Head /Deputy Head Teacher.

PERSON SPECIFICATION

ATTENDANCE OFFICER

CATEGORY	ESSENTIAL	DE SIRABLE	METHOD OF ASSESSMENT
APPLICATION FORM	1. Completed NLLT application form (A)		Application
QUALIFICATIONS	2. GCSE in Maths and English grade A-C or equivalent,	3. Evidence of recent and relevant professional development (A) 4. Full, clean driving licence. (A) 5. First Aid qualification (or willing to undertake training)	Application
EXPERIENCE	1. Experience of using Microsoft Office and other MIS systems, e.g., SIMs. (A) 2. Awareness of legislation relating to school attendance or willingness to learn. (A, I)		Application Interview References
SKILLS AND KNOWLEDGE	1. Excellent communication skills, and the ability to form strong relationships with all stakeholder		Application Interview References

	<p>groups. (A, I, R)</p> <ol style="list-style-type: none"> 2. Ability to raise aspirations of pupils and inspire them to work towards shared goals (I, R). 3. Ability to effectively manage change (I, R) 4. Highly organised, able to multi-task and prioritise effectively. (I, R) 5. Ability to manage people, projects, and resources effectively. (I, R) 6. Ability to work on own initiative and as part of a team. (I, R) 7. Ability to prepare and write reports and produce factual and statistical information as required. (I) 		
PERSONAL QUALITIES	<ol style="list-style-type: none"> 1. High levels of enthusiasm, motivation, and a commitment to working with children (I, R). 2. Professional role model. (R) 3. Forms and maintains appropriate relationships 		<p>Interview References Application</p>

	<p>and personal boundaries with pupils. (I, R)</p> <p>4. Personal integrity and honesty. (R)</p> <p>5. Emotional resilience and ability to work under pressure. (I, R)</p> <p>6. Uphold the Christian ethos of the Academy. (A, I)</p>		
OTHER	<p>1. Recommendation from both referees.</p> <p>2. Fully enhanced DBS clearance with children's barred list check</p>		References Enhanced DBS certificate

References:

References will be requested prior to interview, unless there are exceptional circumstances, and the applicant does not give consent to do so on the application form. Please contact us to discuss further if you do not consent.

DBS:

Northern Lights Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Safeguarding:

Northern Lights Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. To fulfil this

responsibility effectively, all professionals should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

Pre-employment occupational health:

Pre-employment occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required. In some circumstances, an appointment with Occupational Health may be required to assess fitness for the role.

Equal opportunities:

Northern Lights Learning Trust are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community. Applicants with disabilities will be granted an interview if the essential job criteria are met.

Artificial Intelligence and Recruitment at Northern Lights Learning Trust

Northern Lights Learning Trust is committed to embracing innovation while maintaining fairness and integrity in our recruitment processes. We recognise that candidates may choose to use AI tools to support the preparation of their applications. While this is acceptable, we expect all submissions to reflect the applicant's own experiences, values, and suitability for the role and it is essential that AI is used appropriately.

AI must not be used to:

- provide misleading or false information at any stage of the application journey
- inflate or invent qualifications, skills or experience
- complete assessments as part of the recruitment process
- create generic responses and copy them into your application

If you have any questions about the use of AI in your recruitment process with us, please email: hradmin@nllt.co.uk