



Attendance &
Inclusion Officer
January 2025

NEWLAND SCHOOL FOR GIRLS

Cottingham Road, Kingston Upon Hull, HU6 7RU
Tel: 01482 343098 Fax: 01482 441416 E-mail: nsg_admin@thrivetrust.uk
www.newlandschool.co.uk
PRIDE ASPIRE EXCELLENCE



Headteacher: Vicky Callaghan

Dear Candidate

Newland School for Girls is a diverse, highly aspirational and academically high achieving school. We are rightly proud of being all-girls, serving and educating young ladies in Hull for over 100 years. We encourage every student to have high aspirations and the ambition to succeed.

We offer a unique educational experience in the city and girls who are part of our school become part of the strong network of Newland Old Girls, within the city and beyond. We promote the traditional values of respect, care for each other and self-discipline, while celebrating the school's diverse talents, abilities and cultures. Our students work together in a well-ordered, harmonious and happy community drawn from all cultures and backgrounds across the city.

We place a high value on care and nurture to enable all our students to make rapid academic progress and grow into caring and responsible young adults. Our students have a keen appreciation of moral values, a lively sense of purpose and a justified pride in themselves. They value highly the support they receive from teachers, the challenge they receive in lessons and the tolerance and respect all students have for each other in their school community. We have high levels of attendance and punctuality. Our students are successful, personable and motivated to learn. "Students' good behaviour and highly positive attitudes to learning are underpinned by good promotion of spiritual, moral, social and cultural education." We place a high value on the development of character alongside, a student's ability to achieve excellent examination results.

Newland is a school you can teach in. It is not without its challenges but we work hard as a staff team to ensure consistency and rigour in the education and support we provide. We are invested in the work we do and the impact we have collectively. Every employee is a part of that team and contributes to the outcomes of the students.

I hope that your research has enabled you to see what we have to offer and that by applying you want to be part of this success culture.

Yours sincerely
V Callaghan





Welcome to Newland School for Girls

Newland SFG is an 11-16 all girls Academy with a partial brand new BSF building linked to our 1900's listed building.

We have approximately 670 students on roll. We are a very popular school in the city with many parents hoping for a place for their child.



Newland School for Girls, Cottingham Road, Kingston upon Hull HU6 7RU
Telephone: 01482 - 343098 Email: jobs@thrivetrust.uk



Examination Results 2024

2024 has been another fantastic year for Newland. Yet again our results have improved and continue to showcase the strength in depth across all subjects, with 15 different subjects with pupils achieving grade 9.

Key Stage 4 GCSE Results 2024

Performance Measure	2023/24
Attainment 8 Score	43.35
4+ inc Maths and English	61%
5+ inc Maths and English	41%
Ebacc Entry	48%
Ebacc APS	3.95



Newland School for Girls continues to provide the highest quality education for its students. 27% of all grades awarded this year were at a 7 or better and 3%, above the national average, of all grades awarded were at the top level, Grade 9. As a school we are rightly proud of our students' achievement.





**Welcome from
Thrive Co-operative
Learning Trust Chief
Executive Officer
(CEO), Jonathan
Roe**

On behalf of Thrive Co-operative Learning Trust, I would like to thank you for your interest in working with us.

Our mission is to *inspire pupils to thrive in life*. We work cooperatively as a multi-academy trust to enable each pupil, school, and community to reach their fullest potential, and to aspire living our co-operative values.

We hope that you would like to join us in this mission.




Our Values



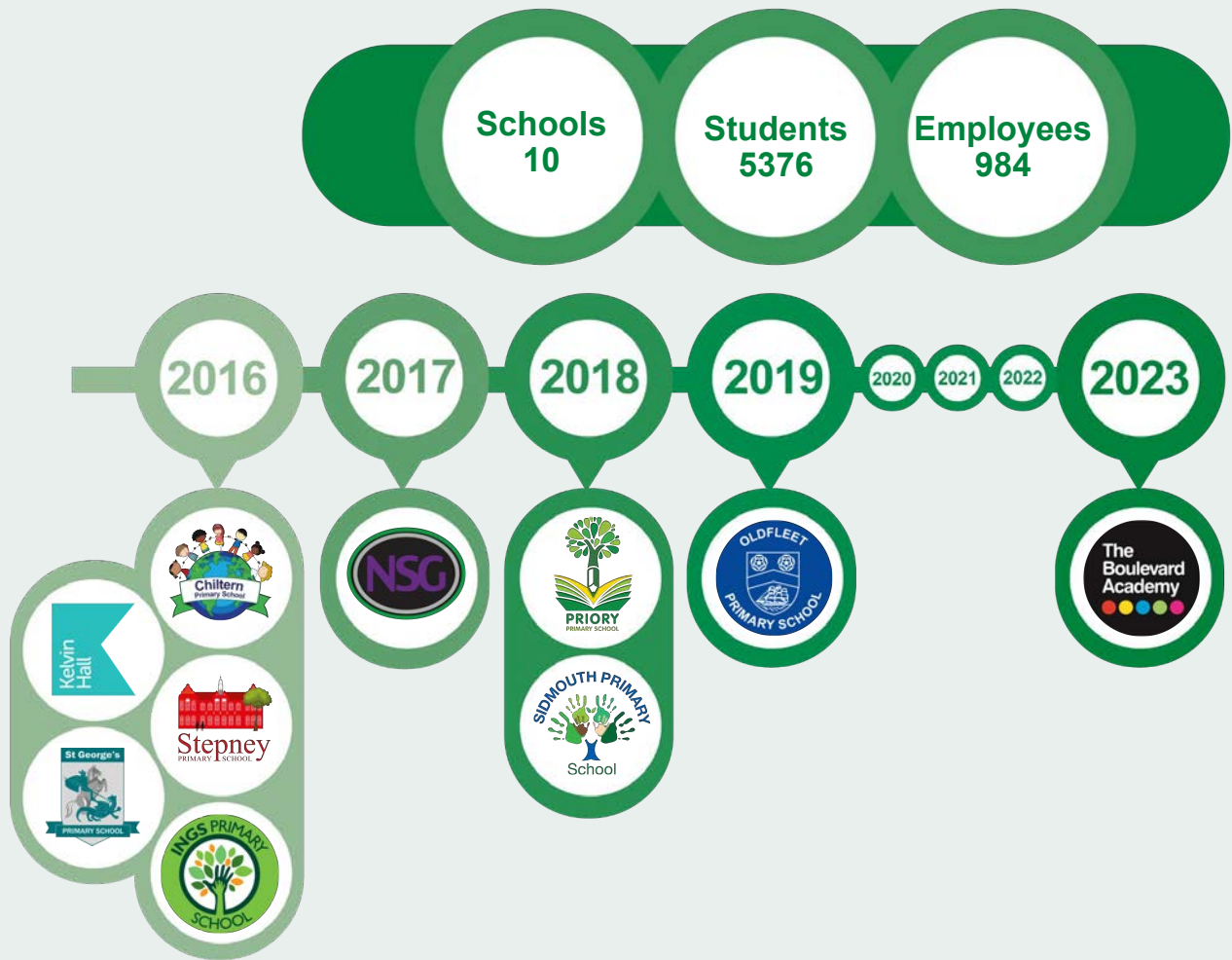
Thrive Mission Statement *Inspiring pupils to thrive in life*

Thrive Co-operative Learning Trust **understands thriving to mean learning**, and learning to mean **growing in knowledge, self-reliance and in responsibility towards others**. Achieving this will allow pupils and staff to **develop a sense of agency and co-agency**, which is the awareness that we are powerful and can affect change, that life is something to be grasped rather than something that happens, and that we have maximum impact when **we work together for the common good**. This sense of agency plays out at three scales as it affects the future of **the individual, their community (local and national), and their planet**.

View our Thrive Charter here... 



Our Journey so far...



Our Partners

Our ongoing partnerships with the following organisations



Our partnership with the Reach Foundation is leading us to develop a 'Cradle to Career' model across our three schools in HU3 - and later across the whole of Thrive.



Our recent partnership with C3 Group has brought us closer to achieving our goal of net-zero emissions, reinforcing our pledge to create a more sustainable future for our students, staff, and the wider community.



Yorkshire 100 aims to identify 100 future school leaders and take them on a development journey of peer-led support and cutting edge national and international school development.



Coop Schools provides services and support for the network of cooperative schools, strengthening school improvement and local accountability.



Registered Office Address:
Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire HU5 4QH
Tel: (01482) 342229 | Email: jobs@thrivetrust.uk



Attendance & Inclusion Officer
Salary: Grade 6, scp 13 to 19, (actual salary £23,801 to £26,255)
37 hours per week,
Monday - Thursday 8:00 to 16:00pm, Friday 8:00am to 15:30pm, term time only plus one day
Permanent
ASAP

The Thrive Co-operative Learning Trust is responsible for ten schools across Hull; three secondary and seven primary. A Thrive school is one that is a dynamic community of staff, pupils and their families all focussed on one thing - *inspiring pupils to thrive in life*.

Newland School for Girls is seeking to appoint an attendance and inclusion officer to join their pastoral team. Candidates will manage the day to day administration of attendance and punctuality and therefore should have

§ Excellent communication skills and the ability to work as part of a team

§ The ability to work on your own initiative

§ The ability to produce accurate reports and understand data

Part of the job role will be conducting home visits and therefore a clean driving licence and car are essential.

Closing date: Friday 24th January 2025, 12 noon

Interview date: To be determined

As part of Thrive Co-operative Learning Trust commitment to safer recruitment processes and in accordance with statutory guidance: [Keeping Children Safe in Education](#) an online search will be carried out on all shortlisted candidates.

Please note, we do not accept CVs, applications must be submitted using our application form.

Our commitment to Safeguarding: Thrive Co-operative 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. Each school has a robust Safeguarding Policy and all staff receive training relevant to their role at induction and throughout their employment.

A candidate's suitability to work with children will be explored at all stages of the recruitment process. The successful applicant will, in accordance with statutory guidance, be subject to a comprehensive pre-employment checking process including receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS), a Children's Barred List check, a Section 128 Management Check if relevant, Prohibition check and overseas checks as applicable, identity check, medical clearance, proof of qualifications, satisfactory references and a check regarding their eligibility to work in the UK.

This role involves contact with children and provides regular access to children, therefore it is 'regulated activity'. As such, this post is exempt from the Rehabilitation of Offenders Act - 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Our commitment to equality and diversity: Thrive Co-operative Learning Trust recognises and celebrates the diversity of its schools and their communities. There is a shared commitment across the Trust to develop further a culture of respect, where discrimination is not tolerated, and individuals are treated equitably and fairly and feel a sense of belonging.

Please visit [Thrive Trust website](#) to view our Job Applicants Privacy Notice, which explains how we collect, store, and use personal data about individuals applying for jobs at our school.



Job Description

Post Title	Attendance & Family Officer
Grade	6
Location	Newland School for Girls
Reporting to	Deputy Headteacher

Key Responsibilities

1. To manage day to day administration of school attendance and punctuality
2. To work with other members of the pastoral team and under the guidance of the deputy Headteacher to provide support and intervention strategies to meet the needs of students across all year groups with regards to attendance.
3. To promote and safeguard the welfare of pupils by following up causes of concern in collaboration with other members of the Pastoral Team
4. To plan and develop systems, procedure and policies as needed regarding student attendance, records, information and data, producing analysis and reports under the guidance of Senior Leaders.
5. To support pupils and parents to ensure high levels of attendance, liaising with Pastoral Managers and the Senior Leadership Team to remove barriers to attendance, allowing all students to make good progress relative to their starting point.
6. To arrange meetings with parents and carers at school and off site as necessary to develop and implement plans and discuss issues of concern.
7. To undertake home visits to support parents and families in identifying social, emotional and educational problems, providing advice and assistance to families as needed
8. To work with Pastoral Managers on the development of coherent strategies within Pastoral Support Plans and Attendance Plans.
9. To plan programmes appropriate to pupil need, coordinating and managing structured programmes for identified pupils where attendance is a barrier to learning.
10. To work as a team with the Pastoral managers to deliver programmes to pupils, monitoring success and adjusting programmes and targets as needed.
11. To produce and implement relevant care plans and be responsible for ensuring effective implementation.

1. To liaise with outside agencies to support students in maintaining good attendance.
2. To act as a key link between external providers, the school and pupils and their families
3. To retain and update student records and notes of meetings and/or intervention with students to ensure an accurate record of support, concerns and celebrations which can be relied on as a timely record by teaching staff and managers.
4. To initiate appropriate legal action where necessary to ensure the school is carrying out its statutory responsibility in respect of students.

General Roles and Responsibilities

- To promote and safeguard the welfare of children, young people and/or vulnerable adults
- To take part in any relevant training courses or CPD as needed
- To use initiative in acting in accordance with school policies and procedures
- To act professionally at all times in dealing with parents and external agencies
- To uphold the ethos and values of the school and Trust, including promoting a positive image of the school at all times
- To work flexibly as a team of Pastoral Managers to cover any role within the team, as needed
- To carry out any other relevant and appropriate duties and responsibilities, as allocated by Senior Leaders at the school or by YHCLT staff

Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

Responsibilities for Staff:	None
Responsibilities for Customers/Clients:	Safeguarding and promoting the welfare of children.
Responsibility for Budgets/Financial Resources:	None
Responsibility for Physical Resources:	None



		E	D	How Identified
Qualifications	Level 2 Maths & English	✓		Interview
	Clean Driving License (Car Owner)	✓		
	IT Qualification		✓	Interview
Skills & Abilities	Motivation to work with young people and their families	✓		AF, Interview, References
	Ability to work as part of a team as well as individually.	✓		
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	Ability to work under own initiative, to identify work priorities and manage own work to meet targets and deadlines with the minimum of supervision	✓		
	Excellent organisational and time management skills	✓		
	Ability to work under own initiative, to identify work priorities and manage own work to meet targets and deadlines with the minimum of supervision	✓		
	Flexible approach to working arrangements to meet each pupil and the school's needs, as may be required to alter working hours to meet the operational needs of the school	✓		
	Ability to work under pressure and in emotional and demanding circumstances, involving parents and children	✓		
	Ability to analyse and interpret attendance data and to use data to inform strategic planning		✓	
	Flexible approach to working arrangements to meet each pupil and the school's needs, as may be required to alter working hours to meet the operational needs of the school	✓		
Ability to deal with difficult and complex situation, which could involve sensitive issues	✓			



Knowledge	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		AF, I
	Broad experience of working with families and young people in a school environment.	✓		
	Experience of working with outside agencies and stakeholders of the school to improve achievement and wellbeing of pupils at the school.	✓		
	Experience of working with pupils' attendance and behaviour issues		✓	
	Broad experience of working with young people with multiple disadvantages	✓		
	Direct experience of working with partners from a wide range of organisations		✓	
	Working knowledge of relevant policies/codes of practice and relevant legislation		✓	
	Understanding of principles of child development and learning processes		✓	
Interpersonal/ Communication Skills: Verbal Skills	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	✓		AF, I
Written Skills	Able to provide clear, accurate and detailed written reports, including provision of complicated and sensitive information to a range of audiences	✓		AF, References
Personal Qualities	Commitment to their on-going professional development and learning, and to the regular training/ development of their team	✓		Interview
Disclosure & Barring Service	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		(after short listing)



How to apply



Application forms can be downloaded from our website and should be returned to people@thrivetrust.uk by the closing date below.

Should you wish to have an informal and completely confidential discussion please contact Emma Martinson, Deputy Head via email on martinsone@thrivetrust.uk if you would like to arrange a visit to the school, please contact via email (edwardsh@thrivetrust.uk) or telephone Newland School for Girls 01482 343098.

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Interview date: To be determined



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