

Haslingden High School and Sixth Form

Attendance and Punctuality Improvement Worker

# APPLICATION PACK



HEADTEACHER: MR R CLARKE (BA HONS)



# VACANCY INFORMATION

## Attendance and Punctuality Improvement Worker

Required ASAP

Term time + 3 inset days + 5 days  
08:00 – 16:00 Monday – Friday with ½ hour for lunch  
08:00 - 15:30 Friday with ½ hour for lunch

Grade 6, Point 11 – 19  
Less than 5 years' service, £24,794 - £28,248  
More than 5 years' service, £25,474 - £29,023

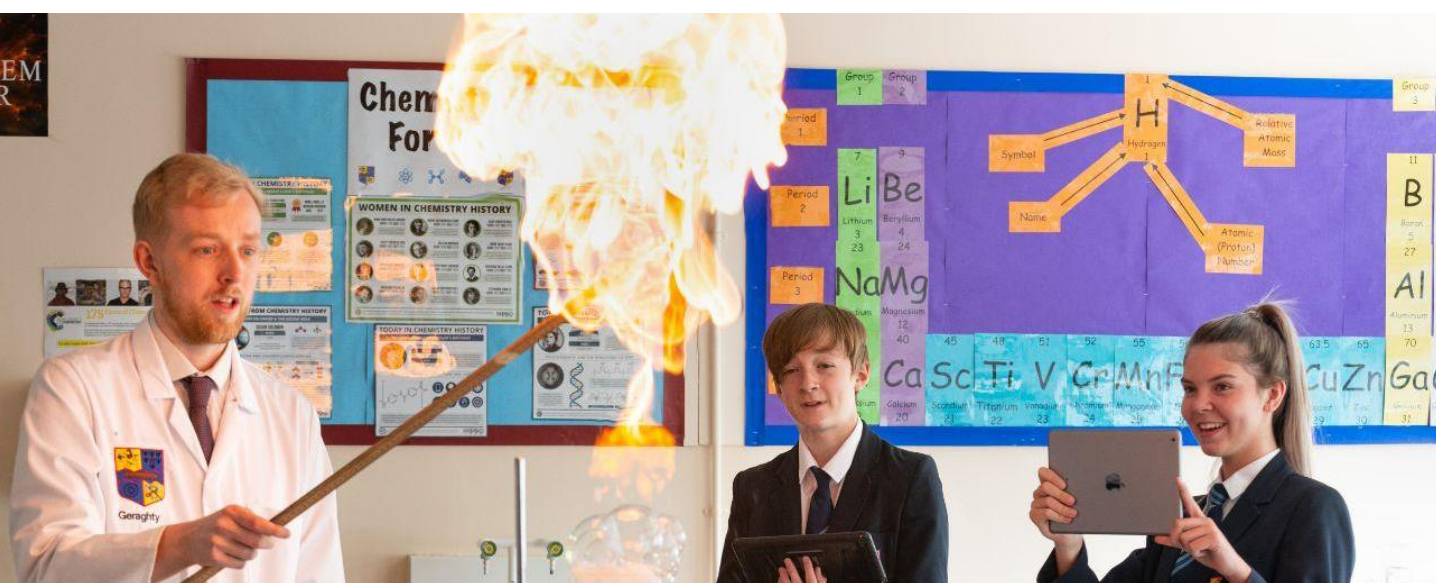
We are currently seeking to appoint a hardworking, committed and enthusiastic individual as an Attendance and Punctuality Improvement worker. We are looking for someone who enjoys working as part of a team and prides themselves on a high standard of work. A sense of humour, a smile and empathy for young people and colleagues are all essential characteristics needed to be successful in this post. If this sounds like you, we look forward to reading your application.

Further details and an application form are available on our website: [www.haslingdenhigh.com/vacancies/](http://www.haslingdenhigh.com/vacancies/)

Haslingden High School & Sixth Form is committed to safeguarding and promoting the welfare of children and young people and takes its statutory duties and responsibilities in this context very seriously. We fully expect everyone working in or behalf of the school to share our commitment. As such, this post is subject to satisfactory DBS clearance and references.

**Closing date for applications: Friday 26 June 2026**

**Interview date: Thursday 2 July 2026**



# Haslingden High School and Sixth Form

Headteacher: Russell Clarke (BA Hons)



Dear Applicant

Thank you for your interest in the post of Attendance and Punctuality Improvement worker at Haslingden High School and Sixth Form.

I am extremely proud to be the headteacher at Haslingden High School and Sixth Form, a successful, caring and high performing 11-18 school in the beautiful Rossendale Valley. The school is regularly heavily oversubscribed for the 270 places available in Year 7 each September. We have a thriving sixth form with approximately 250 students studying mainly a range of Level 3 courses each year. We are a truly comprehensive school welcoming students of all backgrounds and abilities and are the largest maintained school in Lancashire, with over 1600 students on roll. There are just under 100 members of the teaching staff and approximately 70 support staff. Our supportive, experienced governing body plays a crucial role in our success and provides clear direction, remaining heavily involved in the life of the school.

Our overarching aim is Achievement for All: for all our students to be safe, happy and successful, developing as individuals into caring, responsible citizens equipped for life in the 21st century. This is underpinned by the five school aims and we invite you to look at these closely when considering your application.

We strive to create successful learners and we believe that we achieve this by offering an exciting, ambitious and inclusive curriculum. The consistently high-quality teaching and learning, taking place in a safe, supportive environment provides the basis upon which our students grow. We are passionate about providing access to a wide range of opportunities and experiences beyond the taught curriculum, guiding and helping students to become kind, resilient and ethical individuals who will make a positive contribution to their local community and beyond. We hope that you will also share this passion and on reading the whole school curriculum rationale, you feel it closely aligns to your own vision for education.

Students' physical, mental and emotional wellbeing is at the forefront of everything we do. We recognise the importance of working in partnership with parents and external agencies to deliver a personalised approach to care, guidance and support that will ensure students feel safe and happy and that they are empowered to make informed choices, both now and in the future.

At Haslingden High School, success is defined in its broadest sense: students achieve a wide range of qualifications which equip them with the skills and knowledge to enable them to be ambitious, resilient and capable learners. They are able to embrace change, and leave us as well-rounded individuals with a strong set of values and beliefs.

We are proud of our collective achievements – our examination success, our well designed and expertly delivered curriculum, the depth and diversity of our extra-curricular programme and our desire to contribute to our community. We are committed to the pursuit of the highest possible academic, personal and moral standards and to the development of informed citizens with lively, enquiring minds.

This commitment is underpinned by a belief in hard work and a culture of care, respect and support for others. If you share our ethos and feel that you want to join our dedicated staff to help us achieve our aims together, then we believe that Haslingden High School and Sixth Form is the place for you.

The successful applicant will find caring, friendly and supportive colleagues, committed to providing the very best life chances for all our students. We look forward to receiving your completed application form, together with a letter of application which should be no more than 2 sides. This should demonstrate how your skills, experience and vision make you a strong candidate for this position and clearly outline your strengths in relation to the role. The closing date for applications is Friday 26 June at 9.00am with interviews to be held Thursday 2 July 2026.

Haslingden High School and Sixth Form is committed to safeguarding and promoting the welfare of children and young people and takes its statutory duties and responsibilities in this context very seriously. We fully expect everyone working in or on behalf of the school to share our commitment. As such, this post is subject to satisfactory enhanced DBS clearance and references.

Yours faithfully

A handwritten signature in black ink, appearing to read 'R Clarke'. The signature is fluid and cursive.

Mr R Clarke  
Headteacher



## OUR SCHOOL AIMS

Achievement for All: for all our students to be safe, happy and successful, developing as individuals into caring, responsible citizens equipped for life in the 21st century

### We strive to:

**Create successful learners**, who achieve the best possible qualifications, alongside equipping them with the skills and motivation to overcome future challenges

**Ensure all students experience an exciting, ambitious and inclusive curriculum** that is well-planned, broad, diverse and expertly delivered. Our curriculum will inspire and motivate all students to want to know and remember more, allowing them to become lifelong learners

**Provide access to a wide range of opportunities** and experiences beyond the taught curriculum, enabling all our students to leave our school with high aspirations

**Work in partnership to offer a personalised approach to care, guidance and support** that will ensure all students feel and know how to keep themselves safe and happy. Students' physical, mental and emotional wellbeing is at the forefront of everything we do, empowering them to make informed choices

**Guide students, helping them to become kind, resilient and ethical individuals** who will make a positive contribution to their local community and beyond. They will embrace change and leave as well-rounded individuals with a strong set of values and beliefs

# JOB DESCRIPTION



<b>POST TITLE:</b>	Attendance and Punctuality Improvement worker
<b>GRADE:</b>	Grade 6
<b>CAR USER:</b>	Yes
<b>LOCATION:</b>	Haslingden High School & Sixth Form
<b>RESPONSIBLE TO:</b>	Heads of School / Deputy Headteacher
<b>STAFF RESPONSIBLE FOR:</b>	None
<b>JOB PURPOSE:</b>	<b>The main objectives to be achieved by the Postholder</b>
<p>Actively promote the ECM outcomes to ensure that our students are healthy; safe; enjoy and achieve; make a positive contribution and achieve economic well-being.</p>	
<b>MAIN ACTIVITIES</b>	<b>What the Postholder will actually do What prescribed duties the postholder will have</b>
<p><b>Accountabilities/Responsibilities:</b> <b>Key duties:</b></p> <ol style="list-style-type: none"> <li><b>1. To help parents and LAs meet their statutory obligation on attendance</b> <ol style="list-style-type: none"> <li>a. Audit students who fall below their agreed target levels (for individual students)</li> <li>b. Direct intervention with students falling below target levels developing a range of strategies and action plans for improvement</li> <li>c. To support and engage parents whose children have been identified below target levels to attend and achieve at school</li> <li>d. Monitor and evaluate the work undertaken with children and families</li> <li>e. Meet with the nominated person for attendance at regular intervals to provide feedback on support and work undertaken with families and students</li> <li>f. Lead on meetings to discuss students whose attendance is beginning to cause concern</li> <li>g. Support the school with any review of their attendance policy</li> <li>h. Conduct classroom discussion / assemblies to celebrate good and improved attendance and or punctuality</li> <li>i. Attend Multi Agency and other meetings as appropriate on behalf of the school</li> <li>j. Actively work to engage parents with a particular focus on attendance at Parents' Evenings</li> </ol> </li> <li><b>2. To monitor attendance carefully on the basis of returns made to them by schools</b> <ol style="list-style-type: none"> <li>a. Systematic analysis of registration data e.g. trends and patterns of absence</li> <li>b. Monitor performance of school against attendance targets set by school and LA</li> <li>c. Monitor action taken by school to improve attendance at student and year level and for contextual groups such as Pupil Premium students</li> <li>d. Monitor the outcomes of those students where support has been requested by school</li> </ol> </li> </ol>	

- 3. Prosecute, or issue penalty notices in cases where parents are clearly failing to fulfil their legal obligations**
  - a. Activate court proceedings when required after discussion with school and Court Officer
  - b. Prepare evidence for the Court Report
  - c. Attend court for the hearing(s)
  - d. Feedback outcome of court case
  - e. Monitor attendance of student following court hearing and to take any necessary action if attendance does not improve
- 4. To monitor time-scales for term time admissions to school**
  - a. To audit admissions and follow up on students who have not attended school
  - b. Record outcomes and pass to school admissions
  - c. To liaise with the Deputy Headteacher, Pastoral, Care Guidance & Support, about students who have gone missing during the school year. Including referrals to the Child Missing Education Team (CME)
- 5. Safeguard and promote the welfare of all children and young people**
  - a. To monitor the attendance of young people in care (CLA)
  - b. To have an understanding of safeguarding children and be able to provide advice for school staff and others in this area
  - c. To work with parents, carers and other agencies to resolve issues of non-attendance for young people in public care
  - d. To have a termly meeting with the designated teacher for Child Protection and CLA if this is different from the person with the attendance lead
  - e. To attend case conferences where the child(ren) is/are known to the Attendance Improvement Worker (AIW)
  - f. To attend core groups where the AIW is actively working with the school and it is felt appropriate for them to attend
- 6. To support in keeping attendance registers for the morning and afternoon sessions and show whether the absences are authorised or unauthorised**
  - a. To check registers at regular intervals
  - b. To support schools in providing register training as part of agreed work with schools
  - c. To provide advice to schools regarding the amendment of registers
- 7. Multi Agency working**
  - a. To liaise with appropriate staff in school and LA to promote excellent attendance of students and school e.g. Attendance & Admissions Officer, Heads of Year, Heads of School, Pastoral Inclusion Manager, SENCO, Alternative Provision providers
  - b. To attend multi agency meetings as appropriate
  - c. To monitor the attendance of students educated off-site and / or who have personalised curriculum and intervene as required
- 8. Punctuality work**
  - a. To carry out work to improve punctuality e.g. gate duty, letters to parents
  - b. To visit families who have been referred to the Attendance Improvement Worker where there are frequent unauthorised lates
- 9. Employment and Entertainment Licences**
  - a. To pass details of students who are working including those who are absent whilst on entertainment licences
  - b. To advise schools on the appropriateness of long-term absences due to being on an entertainment licence
- 10. Transitions**
  - a. To be fully involved with the transition process
  - b. To liaise with Primary colleagues to discuss incoming Year 7 students who may have attendance concerns and also support those students who are in-year admissions
  - c. To discuss the options available at the end of KS3 and 4 for students the AIW is working with
- 11. Training and Supervision**
  - a. To attend training appropriate to the needs of the school
  - b. To keep up-to-date with changes in legislation in relation to non-attendance
  - c. To attend meetings with attendance lead on agreed dates
  - d. To take part in the school's performance management processes

## **General**

- At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures;
- To participate in the school's appraisal scheme where appropriate;
- The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.

**Note: In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time**

## **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

## **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

## **Customer Focus**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

## **Skills Pledge**

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

## **Attendance**

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.



## Attendance and Punctuality Improvement Worker

	Essential	Desirable
<b>Knowledge and qualifications:</b>		
➤ 5 or more GCSEs, including a Level 2 (or equivalent) in English and maths	√	
➤ Evidence of professional qualifications relevant to the post		√
➤ A commitment to their own personal development and a willingness to undertake further training as required	√	
➤ Evidence of personal commitment to professional development	√	
➤ Experience of working under pressure	√	
➤ Experience of demonstrating flexibility in the work place	√	
<b>Skills, competencies and attributes:</b>		
➤ A genuine belief in the value of education for every child	√	
➤ Strong time management skills and prioritise effectively	√	
➤ Ability to work independently and also as part of a team	√	
➤ Strong communication skills and ability to explain procedures and processes to colleagues	√	
➤ Ability to work under pressure and manage a diverse workload with competing deadlines	√	
➤ A collaborative approach to working within the wider school team	√	
➤ High level of accuracy and attention to detail in technical documentation	√	
<b>Other (including special requirements)</b>		
➤ Can inspire and influence all colleagues to support the school's ambition of 'Achievement for All'	√	
➤ A belief in the school's overarching aim to provide the very best for each student	√	
➤ Models good practice and leads by example, with integrity, positivity, creativity, resilience and clarity	√	
➤ Commitment to safeguarding and protecting the welfare of children and young people	√	
➤ High level critical reasoning skills to identify, construct and evaluate arguments, consider the effectiveness of ideas and solve problems	√	
➤ Excellent communication skills for a variety of audiences	√	
➤ High levels of commitment, enthusiasm and motivation	√	
➤ Consistently demonstrate adaptability and flexibility, with a strong work ethic	√	
➤ Demonstrate a high level of confidentiality, discretion, sensitivity and diplomacy	√	

Other (including special requirements) continued		
➤ Hold a current valid driving license	√	
➤ A high level of emotional intelligence	√	
➤ A sense of humour and the ability to keep things in perspective	√	
➤ The ability to prioritise and organise time effectively, working independently where required	√	
➤ The ability to remain calm and controlled under the pressure of working in a demanding and changing environment	√	
Application form and letter		
➤ The application form should be fully completed and accurate	√	
➤ The letter should be clear and concise (no more than two sides)	√	

# WELLBEING & MENTAL HEALTH

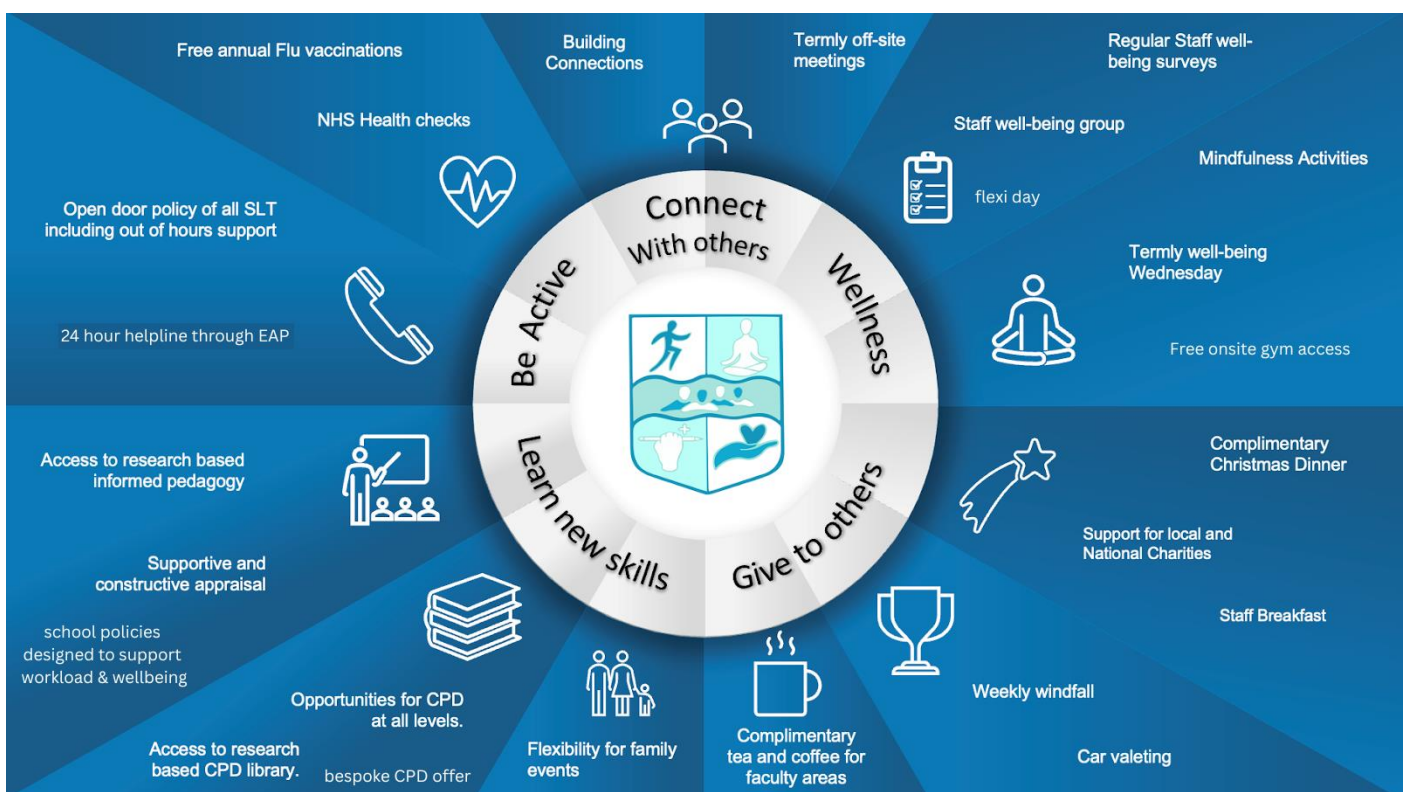
## OUR SCHOOL COMMUNITY STRATEGY



At Haslingden High School and Sixth Form we are committed to supporting the mental health and wellbeing of our students and staff through our proactive approach in advocating positive mental health.

### Our long term strategy:

- Prioritise staff mental health
- Support staff to take responsibility for their own and others wellbeing
- Give leaders access to the tools and resources to support wellbeing
- Revisit the communications policy
- Ensure staff have a voice in decision making
- Drive down unnecessary workload
- Champion flexible working and diversity
- Create a good behaviour culture
- Support staff to progress in their careers
- Protect leaders' wellbeing and mental health
- Hold ourselves accountable for measuring staff wellbeing through the Positive Workplace Survey



# "Haslingden High School continues to be a 'good' school"



Ofsted report 2022

"Pupils behave well...they are keen to learn"

"Staff provide a wide range of enrichment activities"

"Pupils told inspectors that they feel safe...Pupils enjoy strong relationships with one another and with staff"

'Leaders, governors and staff have high expectations of what pupils and students should achieve'

"There is a strong safeguarding culture throughout the school"

"Pupils and students in the sixth form are proud to be part of Haslingden High School and Sixth Form. Pupils told inspectors that this is because it is friendly and welcoming. They enjoy coming to school."



## Useful Information

Thank you for your interest in joining our incredible team of staff here at Haslingden High School and Sixth Form.

Application forms can be found at the bottom of the [vacancies section](#) of our website.

Please email your application to [applications@haslingdenhigh.com](mailto:applications@haslingdenhigh.com)

If you have any questions, please do not hesitate to get in touch.




**Haslingden High School and Sixth Form**

Broadway, Haslingden, Rossendale, Lancashire, BB4 4EY

01706 215726

[www.haslingdenhigh.com](http://www.haslingdenhigh.com)

 [HaslingdenHigh](#)