



BRADFORD ACADEMY
TRUST



Application Pack

Contents

- Letter from Executive Principal
- Job Description
- Person Specification
- Information for Applicants

Dear Applicant,

Thank you for your interest in working at Bradford Academy.

We are clear in our vision:

**Known by God
Valued as unique
Understood and accepted
Guided to be the best we can be
We are a shining light in our community
Using opportunities to change our lives and those of others
“A city on a hill cannot be hidden”
Our mission is to make a difference.**

Are you ready to change your life and those of others? If so, Bradford Academy is an exciting place to make a difference.

We are a “Good” school, as recognised by Ofsted in both 2013 and 2017. When you visit us, you will see the impact our passionate and ambitious staff have on child from age 2 years old to 18. Every aspect of our provision; Early years, Primary, Secondary and Post 16 is good, and we are rightly proud of the difference we make every day to the lives of over 1800 young people in Bradford. You can read our full report on the Ofsted section of our website.

As a Church of England Academy, we believe that a commitment to developing the faith and spirituality of our learners is of vital importance when working at the academy. Our moral purpose guides us to ensure that every learner can be the best they can be spiritually and personally as well as academically. We believe that we make a difference not only within but out in the local community. This was recognised by being awarded a TES award for Community and Collaboration.

We have two resourced provisions in our Secondary Phase (DSP); one for Physical Disability and one for Autism. This reflects our passion for creating a truly inclusive school that reflects society and develops compassionate, understanding children and young people.

Staff who work at Bradford Academy benefit from support, challenge and investment. We understand how valuable our staff team are and strive to give them all the tools they need to excel in their chosen field. As a member of our team, you will benefit from CPD that was recognised as exemplary, receiving a Platinum level Professional Development Quality Mark from University College London. We value our staff’s wellbeing and believe that Bradford Academy is an exciting and worthwhile place to work.

If you feel you share our vision for improving the lives of young people and have the tenacity, resilience and commitment to be a part of our journey then submit your application or contact us to arrange a visit. We would love to get to know you better.

Yours sincerely

Mrs Mel Saville
Executive Principal

Post title	All Through Senior Attendance Officer	Job
Contract type	Permanent (Subject to successful 6 months probationary period) – All Year Round	
Salary	NJC Grade 24-28	
purpose		

- To **lead on all through attendance** in providing operational and administrative support to promote whole academy attendance strategies.
- To **line manage the Academy Attendance Officers** and provide quality assurance on the data input and accuracy they input into SIMs.
- Together with the three Primary Phase Leaders, Heads of Year, Pastoral Team and Support and Guidance **raise all key stages attendance in line with national expectations of excellent school attendance.**
- Through the robust monitoring and introduction of family based interventions the post holder **will secure a reduction in incidences of persistent absence** in line with academy targets.
- To **help and guide parents/carers to improve their children's attendance** thus ensuring their access to learning, enabling all learners to maximise their educational opportunities.
- To **work proactively as a member of the safeguarding team** providing feed forward of welfare information that impacts on learner outcomes.
- **Deputise for the named Academy DSLs** if the situation arises that they are engaged teaching
- To assist the Academy as a qualified DSL in safeguarding learners with strict adherence to the safeguarding and child protection policies published by the DFE:
 - [School attendance: guidance for schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/school-attendance-guidance-for-schools)
 - [Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/keeping-children-safe-in-education)
 - [Working together to safeguard children - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/working-together-to-safeguard-children)

Operational tasks:

- **Ensure that the Academy maintains accurate learner records in SIMs attendance module.**
- To contribute to the work of the **daily duty team** led by the lead Director of Behaviour
- Have a **high presence** in the morning e.g. making rounds of all form groups.
- Through **effective line management of the Attendance Officers** ensure that **Period 1 and 4 registers** are checked; staff alerted to any registers not taken and action first day calling.
- Quality assure the daily work of the Attendance Officers in line with Academy CENSUS requirements.
- Throughout the day to **monitor punctuality and attendance** of all students through the line management of the Attendance Officers feeding into discussions with Pastoral Team and Assistant Principals per key stage
- Follow-up on student punctuality and attendance to lessons and take action to address truancy. Communicate regularly with Primary Class Teachers, Form Tutors and the Pastoral team and where escalation is required communicate home

- **Co-ordinate, plan and carry out home visits**, including cold calling, lone visits and joint visits with other appropriate services e.g. Police 101, Health, Children's Social Care, CME cases
- **To respond to parental enquiries and complaints** regarding attendance concerns, delegate this work to the Attendance Officers as appropriate.
- Discuss reasons for absence with parents/carers offering support and challenge where appropriate.
- To arrange and lead meetings with parents both on site and at the learner's home address as appropriate.
- Initiate logs on **CPOMs** (safeguarding software) with any relevant observations and notes pertinent to learner welfare using the Attendance tag
- Maintain confidentiality and **GDPR** conditions in all aspects of information gathered
- To support in any **Academy events or trips** as requested as a DSL and named person in negotiation with the Primary and Secondary Vice Principals (Eg Annual Summer school for transition, Parents consultation evenings, Academy Show, Trips and Visits)

Leadership responsibility

- To assess individual learner needs, **plan appropriate interventions** and implement effective action to support students and parents/carers to improve student attendance to the academy
- To initiate **Early Help modules** in Parenting, Home routines according to integrated front door procedures of Children's Social Care in conjunction with the All Through Senior Safeguarding Officer
- To **prepare and maintain appropriate case notes** and prepare documentation for potential legal action for **Attendance Prosecution and Children Missing Education cases**.
- To complete and maintain **attendance case studies** that can be shared with governors and external agencies
- To **prepare and analyse frequent intuitive data reports** in a timely fashion for the Senior Leadership Team.
- Collate, analyse and publish learner attendance data, attendance patterns, trends and reports to inform future service delivery and strategic direction to feed into Governance of the Academy.
- **To attend governance committees by request** to present with the Vice Principal Support and Guidance
- **Weekly check in with Primary Phase Leaders and Assistant Principals** to update upon current attendance situation and the strategies implemented. This will include new case load and priorities for the following week.
- **Build community cohesion and relationships** with families within the relevant key stage to engage both learners and family in the importance of attendance.
- **Run family education focus groups** to highlight the importance of education and their roll in their child's future as part of the Early Help Offer
- Implement strategies linked to **achievement and attainment to increase the attendance** of their key stage.
- **Work closely with All Through Senior Safeguarding Officer to ensure safeguarding, diversity and inclusion information, including policies, reporting procedures and details of the venue of the Welfare Officer are visible and available.**
- Assist or signpost disadvantaged families to get benefits in terms of school meals, heating and uniforms, and support families who are struggling with education by building links and visiting them at home.
- Be **visible within the community**, reacting to learners who are absent, whilst ensuring case load of already identified learners are routinely monitored and enthused to attend.
- Organise an **Attendance Stall at ALL academy achievement meetings** and parental consultation events to provide feedback and intervention strategies for key students.
- **Create and establish an ethos within the attendance team that builds upon the academy moto "Known, Valued, Understood and Guided"**
- **Co-ordinate meetings with harder to reach learners** and their families at the end of the holidays and before the start of a term to make their start to school a smooth one and encourage them to attend. (TTO +10 days designed to facilitate this work)

Professional Attributes and Skills

For this job we are looking for:

- A current Designated Safeguarding Lead qualification



- Further evidence of training in a relevant area to safeguarding and attendance
- Professional training in the MIS system SIMS
- Knowledge and experience of working with children, young people and families and dealing with barriers to education.
- Knowledge and experience of statutory legislation, guidelines and policies on attendance.
- Ability to plan and prioritise own workload, and meet deadlines within fixed, sometimes conflicting, timescales.
- Experience of working with children and young people, parents / carers to overcome attendance difficulties.
- Pays attention to detail in maintaining statutory records and provides quality assurance of this data
- Ability to work to deadlines and act swiftly when information must be shared to safeguard learners.
- Excellent IT skills, use of Microsoft Office and SIMs attendance module
- High level written, oral and listening communication skills for effective interaction with internal and external stakeholders at all levels.
- Ability to adapt to challenging situations and people and respond appropriately using negotiation and influencing skills to achieve objectives
- Having due regard for own personal health and safety in the course of their duties including risk assessing home visits and other out of academy duties.
- Ability to work as part of a team and openly and collaboratively internal and external stakeholders, while applying the principles of confidentiality.
- Effective analytical skills and problem solving skills.
- Willing to work towards applying the principle of project management.
- **Must be a driver**
- Ability to speak another language other than English desirable but not essential
- Demonstrates an active commitment to their own professional development and progression.

Information for Applicants

Safeguarding

Bradford Academy is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share in this commitment. All successful candidates will be expected to undergo an enhanced DBS check and any offer of employment will be subject to its return plus receiving satisfactory references, children's barred list check and section 128 check (where relevant). Please see our DBS Policy in the Academy Info/Policies area for our policy pertaining to the recruitment of ex-offenders.

It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children.

Job Description

This tells you the main responsibilities of the post and explains what we are looking for. It tells you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

Person Specification

This specification sets out which criteria will be used to shortlist candidates for interview.

Visiting

We welcome informal visits from all Applicants before they apply. If you wish to do so, please contact recruitment@BradfordAcademy.co.uk to arrange an appointment.

Applying

If you decide to apply for this post please complete the enclosed application form. Your formal letter of application (supporting statement) should be no longer than 3 sides of A4 and should address the selection criteria and competences detailed in the person specification. The Academy must receive a **signed** copy of the form.

Please email to;

recruitment@BradfordAcademy.co.uk

Or

Post to HR, Bradford Academy, Teasdale Street, Bradford, BD4 7QJ.

Interviews

Shortlisted candidates will be contacted within two weeks of the closing date.