

Briefing Pack for Applicants Attendance Manager



The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The school will undertake stringent and rigorous checks of identity and qualifications to ensure that we maintain the very highest standards of child protection for our students.



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May we take this opportunity to thank you in anticipation of your application. If, however, you have not heard from us by the proposed date for the interview you should assume that on this occasion your application has not been successful. In that event we wish you every success in any future applications you make.

Section 1: Post Advertisement

Post:	Attendance Manager
Location:	Handsworth Grange Community Sports College
Pay scale:	Grade 5, Points 15: £27,803 to 20: £30,296
Actual	
Annual Salary:	£23,914.32 to £26,058.64 (under 5 years of service)
Contract:	Permanent, full-time, term time (39 weeks)
Start date:	As soon as possible

Minerva Learning Trust is an expanding Sheffield based multi-academy Trust with a vision of providing outstanding education for all the students within our schools. The Trust is passionate that all students should see their time at school as happy and fulfilling with their potential developed to the utmost.

Handsworth Grange Community Sports College is an oversubscribed 11-16 school in the south-east of Sheffield. We regard all staff and pupils as part of our family and whilst we have really high expectations of everyone, we maintain a caring and supportive ethos. We strongly believe in work life balance and we work with our staff to actively promote and improve wellbeing.

We are seeking to appoint an Attendance Manager to join our outstanding Attendance Team at Handsworth Grange Community Sports College.

Candidates are encouraged to have an informal discussion about the role with Deputy Headteacher Gemma Hirst: gehirst@handsworth-mlt.co.uk

The closing date is 9am on Monday 15 April 2024. Interviews will take place week commencing Monday 22 April 2024.

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment, further information can be found in our child protection and safeguarding policy on our statutory information page on our website [Statutory Information - Minerva Learning Trust](#). The successful candidate will be required to complete an Enhanced Disclosure and Barring Service (DBS) check. In line with KCSIE, the trust/school will be carrying out online searches on shortlisted candidates as part of their due diligence.

Further information is available by contacting Alison Keeton- Headteachers' PA:
akeeton@handsworth-mlt.co.uk

The application form and information pack are available on the school website www.hgcsc.co.uk
Please ensure that you do not fill in a Sheffield City Council application form in respect of this vacancy, ONLY MINERVA LEARNING TRUST APPLICATION FORMS WILL BE ACCEPTED. Please provide telephone numbers and email addresses for yourself and referees.

Section 2: Letter from the Chief Executive – Bev Matthews

Dear Candidate,

Thank you for your interest in this role within Minerva Learning Trust. Minerva Learning Trust was established in October 2014 with the vision of providing outstanding education for pupils who are from a wide variety of backgrounds across the city of Sheffield. During 2017-18 the Trust expanded and brought together four secondary schools across Sheffield to create a new partnership of schools which supports the education of over 5000 pupils.

As a Trust our mission, vision and values are central to our work and are the driving force behind all that we do. Our vision of Outstanding Together, Working Together and Learning Together is underpinned by our core values of Inclusion, Independence, Respect and Success. Through our values we foster an ethos of collegiality, we ensure inclusion is at the heart of all we do and we work hard to ensure that every child succeeds, no matter what their background or circumstance.

We recognise that the commitment and care shown by all our staff is fundamental to the success of our young people. As such, we work hard to ensure that staff are supported, encouraged, developed, respected and listened to within an enjoyable and rewarding working environment. Our culture is one of professional trust, respect, honesty and integrity and we want our staff and students to work and learn within an environment that enables them to flourish and to work at their best.

The professional development of staff, including opportunities for research, is a key priority of Minerva Learning Trust. As such, we seek to enrich employee capability and maximise the strength and contribution of each individual who works with us. The Trust believes in investing in the learning and development of its employees through a range of opportunities which are aligned to the needs of the organisation and its young people.

This is an exciting opportunity to join the Trust. If you choose to apply you will be choosing to work alongside a team of dedicated professionals who passionately believe in the power of education to change the life chances of young people.

If you believe you have the experience, skills and ambition to support our aims and contribute to the delivery of the very best for our pupils then we look forward to receiving your application.



Bev Matthews
Chief Executive Officer

Section 3: Letter from the Headteacher

Dear Applicant,

Thank you for your interest in this role at our school. Handsworth Grange Community Sports College is a popular 11-16 comprehensive school located in the South East of Sheffield. Our mission is to provide an exceptional education for every student, every day.

To achieve our mission, we will:

- Provide a broad and balanced curriculum that challenges everyone.
- Provide care and support to break down barriers to learning.
- Improve our students' vocabulary, comprehension and reading skills.
- Demand high levels of progress and achievement from all students.

Here at Handsworth Grange, we understand the power of education to transform lives, communities, and society. In everything we do we aspire to achieve individual and collective excellence through nurturing every student's unique potential to make sure when they leave and enter the outside world, they are ready to succeed and make an invaluable contribution to the wider society.

We are fully inclusive and have a strong family ethos. Our student population is diverse, and we celebrate our beliefs and cultures which creates a rich, vibrant atmosphere. We have high expectations of everyone, staff, and students alike, and work hard to develop positive relationships to create a firm sense of togetherness. In doing so we promote the following values:

Together we:

- Be Brave
- Be Kind
- Be Present

We are currently on a rapid improvement journey and are working collaboratively across the school and the wider Trust to make Handsworth Grange the number one school in Sheffield and the school of choice for both students and staff. We are passionate about our school and the progress of all our students, if you have the drive and determination to make a difference, this is the school to make that happen.

We founded the Minerva Learning Trust; as a result, we work collaboratively and share best practice with other schools in the Trust and local area. As part of that role we work collaboratively and share best practice with other schools in the Trust.

Our students are approachable and friendly. Please come and see for yourself; we welcome visitors to the school.

If you believe you have the necessary skills and experience to join our organisation and help us achieve our mission then we look forward to receiving your application.



Suzy Mattock
Headteacher

Handsworth Grange Community Sports College's Cultural Fit

Working in a school where you are not aligned with the culture and ethos can be a challenging and often miserable experience. So.... we both need to have alignment if you come to work here!

- We live by the values of caring for each other, laughing with each other, learning from each other and celebrating with each other.
- We believe that the needs of children come first.
- We believe that every child has ability, character and potential to improve.
- We believe that we all have a professional obligation to improve so that we can provide the best educational experience possible for our children.
- We believe that every child deserves a hero and that for some of our students "if we won't, who will?"
- We believe in a culture of the possible, where we can all make progress beyond what anyone could have imagined.
- We believe that hard work and positive relationship are the key to success for staff and students.
- We believe in growing our own staff through quality support and CPD.
- We believe that truly great teaching is that which improves students' progress.
- We believe an evidence informed approach to teaching and learning helps us identify what works best in the classroom.
- We believe that feedback should be timely and respond to the needs of individual students.
- We believe that good literacy and numeracy skills are essential to students making progress and that we have a duty to teach these skills as part of our curriculum.
- We acknowledge that we all make mistakes and learn from them to make us better.
- We are dedicated to preparing our children to thrive in the next stage of their education.



S Mattock
Headteacher

Section 4: Job Description



Minerva Learning Trust Job Description



Minerva 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.

POST TITLE	Attendance Manager
GRADE/SALARY	Grade 5, points 15: £27,803 to 20: £30,296
HOURS/WEEKS	37 hours per week, 39 weeks per year
LOCATION	Handsworth Grange Community Sports College
RESPONSIBLE TO	Deputy Headteacher
PURPOSE OF THE JOB	<ul style="list-style-type: none"> • To work within the remit of the Trust Attendance Policy and procedures for the designated year groups / houses. • Undertake general attendance duties as directed to support the needs of the school and to improve student attendance • To work alongside key school staff and staff within the Minerva Trust to administrate and support the reduction in levels of student absence. • Share oversight of the school rewards and sanctions relating to school attendance.
RELEVANT QUALIFICATIONS	<ul style="list-style-type: none"> • Good GCSEs including English Literacy and Maths Numeracy • Level 2 qualification

SPECIFIC DUTIES AND RESPONSIBILITIES

The post-holder, must at all times, carry out his/her duties and responsibilities within the spirit of Minerva Learning Trust and School policies and within the legislative framework applicable to academies.

MAIN DUTIES

This is not a comprehensive list of all tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

Attendance monitoring

Under the direction of the Deputy Head

- Ensure that school continues to improve the attendance of students by challenging absence accordingly.
- Undertake home visits to those students who are persistently absent, identifying reasons for non-attendance, working closely with families and others to achieve regular attendance.
- Monitor attendance of key students, provide immediate response in the event of an absence, liaising with the Pastoral Team to ease return to school with appropriate support.
- Attend parents' evenings and whole school events.
- To meet parents/carers on a regular basis to discuss attendance strategies and draft parent/carer agreements.
- To lead Attendance Meetings alongside the Pastoral Team.
- To undertake Attendance interviews in school with individual students.
- To provide guidance, support and advice to all staff regarding the attendance protocols and procedures for the school including statutory legislation
- Provide advice and support to families in identifying and understanding barriers to students achieving their full potential.
- Apply a range of persistent and pro-active approaches to engage with families with a range of needs who may be resistant to using services.
- To identify risks to good school attendance and ensure effective measures are in place to reduce or eliminate risk.
- To support the LA's legal response to non-attendance including decisions on penalty notices and court referrals
- Aid transition from Primary to Secondary for students where attendance is a concern.
- To assist the Pastoral Team with Attendance Group work and /or 1:1 sessions.
- To raise the profile of need for good attendance within the school environment.
- To alert the Pastoral Team to any concern/issues relating to student welfare identified whilst working with students and/or parent/carers.

Attendance Reporting

- To ensure accurate recording and reporting of attendance data
- Monitor the systems and procedures for monitoring and recording absence to ensure best practice
- Ensure the accurate and timely reporting and analysis of all attendance data
- Provide accurate attendance information to school management, Local Authority and other agencies as appropriate

- Maintain accurate records of parental meetings, home visits and actions proposed to support the work of the Pastoral Team and to support the preparation of cases for further action.
- To work in conjunction with the schools attendance and achievement procedures and actively contribute to the reduction of absenteeism
- To work with the Trust Educational Welfare Officer and Pastoral staff to identify individuals and groups, using regular attendance checks and contact with parents/carers and students to improve levels of attendance and punctuality.
- To share responsibility for late gate duty and the late detention system to ensure students are prompt to school and are ready for learning.
- To ensure the completion of all registers by all staff is prompt and accurate.
- To ensure missing marks and unexplained absences are immediately chased with staff through the school 'on call' procedure to ensure accurate, up-to-date attendance information and safeguarding responsibilities are adhered to.
- To ensure absence of students is tracked and attendance information is communicated to parent/carers.
- To develop and ensure systems for students signing in and out of school is monitored and adhered to.
- To collaborate with the development of the school system in relation to rewards and sanctions, with responsibility for attendance. To raise the profile of good attendance and punctuality within the school environment.
- To monitor the attendance of students and provide immediate response in the event of any absence, liaising with the relevant Pastoral Team (House and sixth form) to aid the return to school with appropriate support and intervention.
- To work in close liaison with the other attendance officer, Trust Education Welfare Officer and assist with parental and agency liaison to support the improvement of student attendance.
- Maintain accurate records of parental meetings, home visits and actions proposed to support the work of colleagues and to prepare cases for further action if required.
- To identify risks to good school attendance and ensure effective measures are in place to reduce or eliminate risk.
- To provide guidance, support and advice to all staff regarding the attendance protocols and procedures for the school including statutory legislation.
- To alert the relevant staff to any concern/issues relating to student welfare identified whilst working with students and/or parent/carers as part of the schools safeguarding procedures.
- To lead attendance meetings alongside other colleagues where appropriate.
- To undertake attendance interviews in school with individual students, families and parents/ carers.
- To facilitate group interventions across all key stages where appropriate.
- Apply a range of persistent and proactive approaches to engage with families with a range of needs who may be resistant to using services.
- Aid transition from primary to secondary and Post 16 / 18 where attendance is a concern

SAFEGUARDING

- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.

OTHER SPECIFIC DUTIES

- To play a full part in the life of the school community, to support its mission and ethos and to encourage staff and students to follow this example.
- To actively promote the school and Trust's policies.
- To be courteous and provide a welcoming environment.

GENERAL

1. To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher and Local Governing Body.
3. This job description will be kept under review and may be amended via consultation with the individual, Headteacher and Local Governing Body as required. Trade Union representatives will be welcome in any such discussions.

Section 5: Person Specification



Minerva Learning Trust Person Specification



Post title: Attendance Manager

Minimum Essential Requirements

Method of Assessment

QUALIFICATIONS AND TRAINING

GCSE/Level 2 qualification or equivalent in Maths/Numeracy and English/literacy

AF

KNOWLEDGE AND EXPERIENCE

A minimum of two years in a relevant discipline to the post.

AF/I

Experience of working in a secondary education environment.

AF/I

PROFESSIONAL DEVELOPMENT

Willingness to actively participate in professional learning

AF/I

Evidence of a commitment to Professional Development

AF/I

SKILLS

Ability to work accurately and with attention to detail.

AF/I

Ability to work to deadlines and manage workload effectively.

AF/I

Ability to manage multiple tasks and manage time effectively

AF/I

Ability to use a wide variety of ICT packages with specific skills and experience of using to include Microsoft Excel and SIMS.

AF/I

Administrative skills and ability to maximise use of available systems

AF/I

QUALITIES AND ATTRIBUTES

Ability to manage working hours flexibly to meet the demands of the role.

AF/I

High Expectations of self and others

AF/I

Self-motivated and ability to effectively prioritise competing demands to meet strict deadlines associated with the post.

AF/I

Resilience to deal with the challenges faced in developing this area of work.

AF/I

EQUAL OPPORTUNITIES AND SAFEGUARDING

An understanding of safeguarding issues and promoting the welfare of children and young people.

AF/I/R

A commitment to safeguarding students.

AF/I/R

Suitability to work with children.

AF/I/R

A commitment to equal opportunities.

AF/I/R

Ability to recognise discrimination and willingness to put Equality Policies into practice.

AF/I/R

Key: AA = Assessed activity
AF = Application form
I = Interview
R = Reference

Section 6: The Appointment Process

These notes are intended to guide you when making an application.

1. The Application Form

Complete the application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand please make sure that it is legible and that you use black ink. Indicate clearly on the front page the post you are applying for. You are requested to submit a concise application.

2. Education and Training

State your qualifications and any training you have undertaken relevant to the post.

3. Present Appointment

Make it clear what your present post is, which establishment you work in and who your employer is.

4. Previous Appointment

When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work.

5. Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

6. The Supporting Statement/Letter of Application

The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take particular care to demonstrate how you meet the person specification included as part of these details. **Please limit your supporting statement to two sides of A4 in size 11 font.**

7. Arrangements for Interview

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and some support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website prior to attending the interview.

8. The Interview

Candidates will be invited to spend a day visiting the school during which time they will have the opportunity to meet staff and students and see the school at work. Interviews are likely to take place in the afternoon.

9. Feedback

Feedback is offered to those candidates who are shortlisted and not recommended for appointment. It is hoped that this information will help you with future applications.

10. Selection for Appointment

Selection is made conditional upon the successful candidate meeting the Trust's requirements for health, physical capacity and conduct.

11. Arrangements for Applications

When you have completed your application, the completed form and covering letter should be e-mailed to akeeton@handsworth-mlt.co.uk by the closing date.