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01. About Academy Transformation Trust

Our Mission

Transforming lives by *putting education first*.



Our Vision

Transforming Lives of **Our Learners**:

We seek to ensure that all our learners receive a high-quality education from expert staff and aspire to achieve the best they possibly can, no matter their background or ability. Our learners have a safe, supportive learning environments in which they develop, grow, and challenge themselves. We are determined that our learners will receive the very best enrichment and opportunities to help them reach their full potential and ensure they are prepared for the future, wherever it might take them.



Transforming Lives of **Our Colleagues**:

Our colleagues are supported with the very best professional development through our innovative ATT institute, allowing them to stay focused on learning and developing as practitioners whilst they progress in their careers. We share the very best practice across our community of academies to help build systems and processes that really work.



Transforming Lives of the **Communities We Serve**:

We are committed to actively engaging with and addressing inequality in our local areas. We understand that every one of our academies and their diverse communities are different, so we aim to build a supportive, collaborative, and nurturing relationship with each whilst sharing our key values across our Trust.



Our Values

Commitment to Education

Our core purpose is to positively impact the lives of all our learners. Education will always be at the heart of everything we do.



Transparency and Integrity

We are proud of our success whilst being open and honest about our areas for improvement. Our actions are always ethical and in the best interests of all our stakeholders.



Innovation and Improvement

We are committed to innovative education- always moving forward and never standing still. Our learners are ambitious and prepared for a future that is constantly changing and developing.



Dedication to Inclusivity

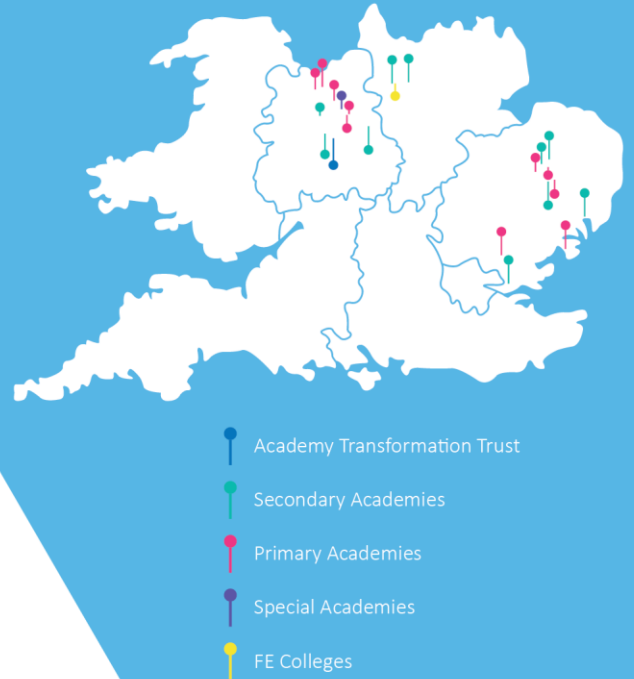
Our learners are all different and all important to us. We aspire to support, challenge, and help each one of them reach their full potential, regardless of their background or level of ability.

Fast Facts

Our cross-phase group of academies was founded in 2011 and since then we've grown to our current family of 21 academies (primary, secondary, post 16 and FE) operating across 10 English local authority areas. We are responsible for the education of over 13,000 learners, for the careers of almost 2000 colleagues and for the most effective spending of nearly £80 million of taxpayer income each year.

Strategic Aims

- To plan and deliver a curriculum which enables students to reintegrate with learning, delivers improving progress and outcomes for all learners and demonstrates that lessons have been learned from the pandemic experience.
- To create the conditions in which our people can demonstrate independent, thoughtful and confident behaviours in pursuit of our vision and aims.
- To continue to improve our financial performance alongside an enhanced reputation in business operations and governance.



ATT | 21 Academies

Staff | 1720

Learners | 13,334

Governance

Finance

Local Authority Areas | 10

Primary | 409

Primary | 2711

People Engaged | 120+

£78 million in funding and other income

Secondary | 1130

Secondary | 9280

Trustees | 10

Special | 30

Special | 45

Members | 4

FE | 76

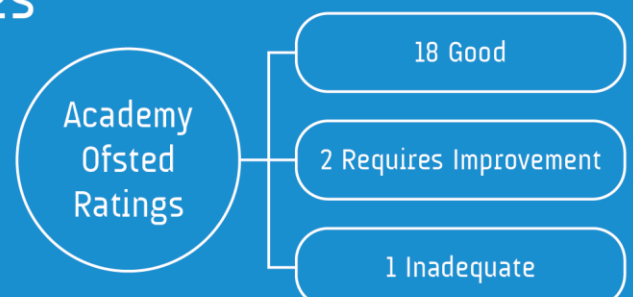
FE | 1298

Other | 75

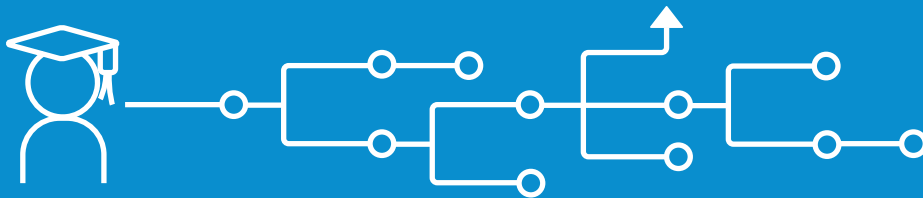
ATT Institute | 38 Leadership Development Pathways across all our directorates

Headline Performance Measures

- **Record progress scores** for many of our academies in 2019.
- **Rising Attainment 8** and **Progress 8** rates for three years running across all secondary academies.
- **Rising Key Stage 5 average points scores** across all academies for three years.



02. Career Testimonials



Donovan Stansbury | Teaching Assistant

ATT has helped my career from the very beginning of my adult life. I started my career at Mildenhall College Academy on a Teaching Assistant Apprenticeship, provided by ATT FE. Now with my knowledge and understanding of my role I can succeed further with the support of ATT. I have completed my apprenticeship and now have a full-time role as Teaching Assistant at the academy. My next step is to start an OU degree, again something I will do with the full support of ATT.

Martin Sexton | Lead for Computer Science and STEM Coordinator

Working for ATT has given me many opportunities to progress my career. A move from Westbourne Academy to Mildenhall College Academy 5 years ago gave me my first step up from teacher to leading Computer Science. I received an ATT award for STEM which led to me becoming the STEM coordinator. To help develop my career further I now lead Team Network Group meetings with other Computing teachers from across the trust. ATT has also allowed me to develop my skills knowledge through attending a range of CPD with Computing at School, Barefoot, and Digital Schoolhouse all of which are helping to develop my practice.

Nicola Powling | Faculty Leader, Humanities

Since joining Mildenhall College Academy three years ago, I have been well-supported in my development as a middle leader and with the guidance and advice of senior leaders in the academy I have been able to demonstrate significant impact on the quality of teaching and learning in the Humanities subjects. Last academic year I chaired the Eastern TNG for History, which has given me the opportunity to work with colleagues across the Trust and share best practice. Most recently, I have been seconded to the senior leadership team with a responsibility for teaching and learning; this is an opportunity to continue my career development and to gain insight and experience in senior leadership.

Cat Rushton | Director of ATT Institute

ATT has offered me the exciting opportunity to experience a wider scope of influence over academies, to collaborate with other leaders, and to work with a range of colleagues and stakeholders in various contexts.

03. Academy Information



Iceni Academy Methwold is on a journey to transform the lives of all students

and staff with whom we work. We are determined to give our students the very best education possible so they can realise their full potential and succeed in their later lives, by offering them a broad and balanced knowledge-rich curriculum, rooted in strong pedagogy, throughout their time studying with us. We hold this as the gold standard for all our students, with Ofsted inspectors particularly noting that 'Leaders....have high expectations of pupils with special educational needs and/or disabilities (SEND).'

We are fortunate, too, to work with external agencies and charities to provide opportunities not available to all schools and academies, including the Duke of Edinburgh Award and access to a Combined Cadet Force. The pursuit of academic excellence is paramount, but the learning experience for Iceni Academy Methwold students extends far beyond the classroom. Personal development is valued in the same way as achievements in examinations, and we relentlessly celebrate success in all its forms. We support our students to develop a strong sense of responsibility as global citizens, underpinned by our academic motto: 'individually strong, unstoppable together.'

Iceni Academy Methwold is part of Iceni Academy, an all-through school set across two sites. We work closely with our colleagues at our Iceni Academy Hockwold site (Primary) on curriculum and personal development, sharing values, foundations and community names with them. Our communities of Mandela, Attenborough, Pankhurst and Nightingale reflect the attributes we teach our students to have, and the values we wish them to hold throughout their lives. We teach behaviour and self-regulation as a curriculum, knowing that these skills will help our students excel in later life.

We care passionately for our staff, and place people development at the heart of our offer to them. From an in-house coaching programme for teaching staff and research-led project groups for all, and from a well-stocked CPD library to access a wealth of opportunities afforded by the ATT Institute, we are committed to supporting all colleagues develop to be the best that they can be. We work closely with the Trust and colleagues at other ATT academies to share shining examples of best practice in all of our teams.

Iceni Academy Methwold is set in the heart of beautiful Norfolk in a tranquil, rural village, just 15 minutes from the A11 and 20 minutes from the A47.



Professional Development at ATT:

04. The ATT

Selected Courses

- National Professional Qualifications
- SSAT Lead Practitioner Accreditation
- DNA: Teaching, *our flagship course*
- Early Career Teacher Programme

Development Groups

Principals' Development Group | PDG

Allows Principals to develop and share strategies and priorities while addressing their PD needs

Strategic Development Groups | SDGs

PD for senior leaders, linking to areas identified in the Ofsted Education Inspection Framework

Team Network Groups | TNGs

Subject development groups for department heads and colleagues in central directorates

Other Professional Development

- ATTI Fellowships
- Specialised webinars
- Inquiry Questions, *our new PD model*

Our ATT Institute is a dedicated team of colleagues that works hard to create a broad and impressive people development offer, facilitating quality training and networking across all our directorates. This helps our colleagues to stay focused on learning and developing as practitioners as they progress in their careers with our Trust.

Our Vision

We're committed to the very best people development, empower our stakeholders through equal learning opportunities and putting their needs first. We believe we are better together and value collaboration within and beyond our organisation.

Our Institute is a learning eco-system; leadership does not just come from the top but is stakeholder-led. Colleagues across all our directorates- not just teaching staff- help our Trust to transform lives through innovative education. Because of this, we all have a responsibility to engage with people development, ensuring that the education we provide is of the best quality it can be. ATT colleagues use their local leadership to develop and lead others beyond their immediate institution- even beyond our own Institute.

Research Design and Translation

Built into our institute's approach is the concept of *inquiry-based learning*. As part of our commitment to research-informed practice, our action research team contribute to the advancement of research in areas linked to our strategic improvement priorities. The team translates their findings to our development groups, helping to share best practice across our family of academies.

Find Out More Online:

academytransformationtrust.co.uk/institute

05. Job Description

Admissions and Attendance Officer

Purpose of the job

- To manage the operation of legal registration and lesson registration via the academy's BROMCOM system.
- To monitor and analyse attendance data in conjunction with the pastoral team and Assistant Principal attendance on a regular basis.
- To implement academy and trust approaches that improve attendance.
- To take the lead in the management of academy admissions.

Wider contribution as member of the academy:

- Lead by example and consistently embody our high expectations as set out in 'The Iceni Way' and out policies.
- Contribute to the effective safeguarding of students, promoting student welfare and working with the SLT to ensure that students and staff are safe.
- Build positive and strong relationships with our students, valuing their opinions and encouraging the development of Iceni traits.
- Promote inclusion, equality of opportunity and diversity in all of your work.
- Support the spiritual, moral, social and cultural development of students ensuring that the promotion of British values is at the heart of the academy's work.
- Assist in the day-to-day operational running of the academy.
- Contribute to and take an active part in your own professional development and the improvement of the academy.
- Value and recognize the work of all staff in the academy.

Specific Responsibilities: Admissions

- Manage all aspects of in-year admissions from initial enquires through to start dates for new students, resulting in an efficient admissions process.
- Monitor school transfer list for new year 7 intake and liaise with LEA admissions to ensure that the PAN is not exceeded.
- Co-ordinate uploading of new entrants admissions data onto Bromcom
- Liaise with the Principal to collect information about prospective students prior to an offer of a place being made.
- Liaise with heads of department and curriculum lead to construct timetable for in-year admissions including students on Managed moves and attendance trials
- Prepare starter packs for all new families and enter all family information onto the academy database.
- Maintain a detailed admissions file.
- Ensure an appropriate 'stock' of prospectus and other admissions forms are always made available.
- Keep all files and records up-to-date and ensure all procedures, for leavers and new entrants are followed.
- Ensure safe storage of student files and secure transfer for leavers files

- Provide administrative support for Managed moves
- Provide administrative support for appeals process
- Complete referrals to NCC Elective Home Education Team

Attendance

- Daily monitoring of attendance for all students.
- Identify children and families who require support with their attendance.
- Liaise with SLT, Heads of Year/ SSOs and Teachers and other relevant staff regarding students who are of concern.
- Raise attendance issues with parents; meet with both parents (if applicable) and students in order to support them to improve their attendance.
- Prepare letters for families to address attendance issues as per academy policy.
- Meet with the appropriate external agencies regularly and refer students who are not meeting their attendance targets.
- Attend meetings with any appropriate external agencies as a representative of the academy and liaise with relevant staff in order to support students to successfully improving their attendance.
- Produce a half termly summary of attendance across the academy and any other reporting on attendance as required by staff or Governors.
- *Undertake 1-day absence check calls to parents of targeted students.*
- *Pursue staff who have failed to complete their register by the designated time.*
- *Be the first line liaison with parents over all matters relating to attendance/absence.*
- *Deal with all messages from parents regarding absence.*
- *Liaise with the appropriate external agencies on matters of attendance and generate absence/punctuality letters to parents.*
- *Provide weekly statistics for the Principal and designated staff and as requested.*
- *Be responsible for all arrangements relating to Governors' attendance panels.*
- *Provide administrative support for the regular punctuality sweeps.*
- Provide administrative support for attendance trials
- Provide administrative support for part-time-timetables
- Issue Fixed penalty notices in line with LEA guidelines
- Work with LEA attendance team regarding PPME referrals and fast track process

General Responsibilities

- Lead by example and consistently embody our high expectations embodied in 'The Iceni Way'
- Contribute to the effective safeguarding of students, promoting student welfare and working with the SLT to ensure that students and staff feel safe.
- Build positive and strong relationships with our students, valuing their opinions and encouraging the development of Iceni value and ethos.
- Promote inclusion, equality of opportunity and diversity in all of your work.
- Work in partnership with parents and carers in order to secure the best outcomes for our students.
- Support the spiritual, moral, social and cultural development of students ensuring that the promotion of British values is at the heart of the academy's work.
- Assist in the day-to-day operational running of the academy and maintain a high profile at non-contact times, social times and at the start and end of the day.
- Contribute to and take an active part in your own professional development and the improvement of the academy.

The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post as directed by the Head of Academy/ Principal. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the postholder before any changes are implemented.

06. Person Specification



Admissions and Attendance Officer

| | Essential | Desirable |
|--|---|--|
| Professional Qualifications and learning | <ul style="list-style-type: none"> Maths GCSE at grade C or above English GCSE at grade C or above | <ul style="list-style-type: none"> Relevant qualification / training in IT applications Relevant qualification in office administration |
| Experience | <ul style="list-style-type: none"> Experience of Microsoft Office Demonstrable experience of using Bromcom Demonstrable experience of working in an administrative role | <ul style="list-style-type: none"> Demonstrable experience of an administrative role within a school / academy environment Proven ability to work effectively with a range of stakeholders and external agencies |
| Competencies | <ul style="list-style-type: none"> Highly approachable, very grounded and makes sensible judgments Relishes accountability and takes personal responsibility for their own actions. Excellent critical thinking skills Able to build trust and mutual respect between, pupils, families and staff Strong interpersonal, written and oral communication skills Can work in a fast-paced environment Can multi task and prioritise work load | <ul style="list-style-type: none"> Significant personal presence, inspires confidence with a wide range of audiences Has intellectual curiosity and rigor |
| Values | <ul style="list-style-type: none"> Vision aligned with the academies' high expectations of self and others Articulate the vision and mission of the academy Commitment to continuous improvement, both personal and organizational Demonstrable positive commitment to equality and diversity | |
| Other | <ul style="list-style-type: none"> Displays commitment to the protection and safeguarding of children and young people | <ul style="list-style-type: none"> An understanding of the responsibilities of safeguarding and promoting the welfare of children Experience of working with relevant agencies to protect children |

07. How to Apply

Admissions and Attendance Officer

Applying:

Please apply by visiting
www.academytransformationtrust.co.uk/vacancies



Status:

37 Hours per Week
40 weeks per year

Salary:

NJC Scale Points 8-12
(FTE salary: £24,702 - £26,421)
(Actual salary: £21,791.24 - £23,307.68)



Closing Date:

Monday 15th April 2024 at 9am

Start Date:

ASAP



Interviews:

TBC




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