

Application Pack

The Queen Elizabeth Academy
Wetherley Road
Atherstone
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01. About Academy Transformation Trust

Our Mission



Four Critical Questions

These four critical questions make it clear who we are and what we do. We ask ourselves these questions to guide our work and our improvement.



Why We Exist?

To **transform life chances** by achieving the highest possible standards and preparing all our students to lead successful lives.



How do we Behave?

- **Hard work**
We are determined to see things through to the end and are resilient when faced with challenges.
- **Integrity**
We do the right thing because it is the right thing to do.
- **Teamwork**
We work together to help everyone succeed.

What do we do?

- We educate, safeguard and champion all our learners.
- We set high standards for ourselves and our learners.
- We build the powerful knowledge and cultural capital which stimulate social mobility and lifelong learning.



How will we Succeed?

- Aligned autonomy
- Keeping it simple
- Talent development



Fast Facts

Our cross-phase group of academies was founded in 2011 and since then we've grown to our current family of 22 academies (primary, secondary, special and FE) operating across the Midlands and East of England. We are responsible for the education of over 13,000 learners, for the careers of over 2000 colleagues and for the most effective spending of nearly £100 million of taxpayer income each year.

Our Priorities

Achieve greater alignment of culture and routines.

Map processes to achieve greater efficiency.

Improve attendance.

Align curriculum and improve student outcomes.



ATT | 22 Academies

Local Authority Areas | 10

Staff | 2014

Primary | 391

Secondary | 1244

FE | 111

Other | 268

Learners | 13,334

Primary | 2711

Secondary | 9280

Special | 45

FE | 1298

Governance

People Engaged | 120+

Trustees | 8

Members | 5

Finance

£99 million in funding and other income

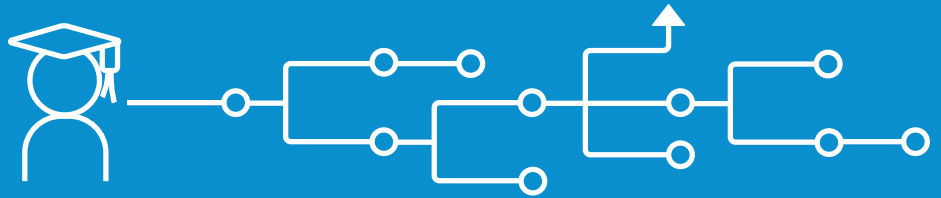
ATT Institute | Offering the very best PD opportunities for all our people & partners



Our Performance: Ofsted

We've achieved a long run of consecutive positive outcomes from Ofsted inspections. Nineteen of our academies are rated **Good**; one is rated **Outstanding**; the academy most recently inspected, after single-word judgements ceased, is **Good** in 3/4 key areas; the final academy has not yet been inspected.

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.

Sarah Tranter | Teacher in Charge of Teaching and Learning for RSE

Bristnall Hall Academy has been a great place for me to work for over 25 years. I started here as a teacher of Music and Religious Education and then progressed to Leading Year 10, Work Experience and taking many whole school rewards trips. I even led the Religious Education department for a while. However, careers do not always have an upwards projection and for the last few years Bristnall Hall Academy has allowed me to take a step back from being a busy Year Leader to focussing on classroom teaching, which I greatly enjoy and becoming teacher in charge of teaching and learning for RSE. As I enter my final years of my teaching career, I find the younger teachers and leadership team are gifted, full of enthusiasm and importantly fun to work with.

Nicola Powling | Vice Principal

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.

Janye Sargent | SEND Assistant

My career at Bristnall Hall Academy began in 2004; throughout this time, I have been fully supported in developing my role as a SEND Assistant. The department has continued to grow over this time, with Mental Health and Safeguarding becoming prevalent, therefore I felt it paramount to develop myself within this area. The academy fully supported me in studying a Diploma in Counselling and Mental Health Awareness Course alongside additional courses; my role now incorporates me being a Mental Health Champion and Safeguarding Link for SEND. The professional development offered by the academy has allowed my passion in both SEND and nurturing to continue to support our most vulnerable students.

03. Academy Information



The Queen Elizabeth Academy

Based in Atherstone, Warwickshire, The Queen Elizabeth Academy is part of the Academy Transformation Trust family of academies.

TQEA is an 11-16 mixed comprehensive academy with a vibrant learning atmosphere, a dedicated and supportive network of staff and exciting plans for the future. With a brand new school building, which opened in November 2016, this really is a great place to work.

The academy's vision is for all students to realise their full potential, equipping them with the skills and qualities required for success in the competitive 21st century. We are committed to raising standards and providing students with exceptional opportunities to support learning. We look for a number of outstanding qualities in our staff: an innovative and creative approach to their work; enthusiasm, positivity and an unfaltering commitment to our students' success, along with an open-minded, proactive attitude to working within a team. We want individuals who want to go the extra mile for our community and have an absolute commitment to safeguard our students.

Teamwork is at the heart of everything we do and by working together we aim to secure a successful future for all. We encourage those interested in joining our school to spend some time with us to gain a real understanding of our ethos and what we have to offer. The dedication of the staff and the enthusiasm of the students, coupled with the support of our parents and carers, makes this a very special place.

To find out more, please visit: tgea.attrust.org.uk



Our PD Curriculum is delivered through three pillars:

Transformational Leadership

Transformational Teaching

Transformational Services

Professional Development at ATT:

04. The ATT

What is our Institute?

Our ATT Institute is the cornerstone of ATT colleague professional development for all roles and career stages, bringing the best development opportunities from accredited courses to one off training sessions. All our courses are evidence-based and facilitated by extremely knowledgeable professionals, so we know that all our colleagues receive the best training available. Our offer is designed and delivered by a group of expert colleagues with the needs of all our stakeholders in mind. Whatever your current role and aspirations, there will be something in our offer to support you in reaching the next step of your career journey.

PD Opportunities for Our Colleagues

Our Academy Transformation Trust Institute (ATTI) has a suite of training opportunities and professional development pathways across all our directorates: Education, Finance, Governance, Trustees and operations.

These are promoted internally via our dedicated SharePoint and directed communications, and externally via the [ATTI webpage](#). Our ATTI offer is continually evolving to meet the ever-changing professional development needs of our colleagues and includes a range of accredited courses and bespoke training opportunities.

Strategic Collaboration

Collaboration is essential to the continued improvement of our academies and colleagues. We create a culture of collaboration through our professional networks and enable colleagues to drive our Trust priorities within their domains of expertise.

Find Out More Online:

[ATT Institute](#)

05. Job Description

Attendance Officer

Purpose of the role:

- To improve attendance and punctuality to the academy and promote the importance of good attendance.
- 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 Vice Principal on a regular basis.

Key responsibilities and duties:

Attendance

- Daily monitoring of attendance for all students, including those on off-site direction or in alternative provision.
- Identify children and families who require support with their attendance.
- Liaise with SLT, Head of Houses and Teachers and other relevant staff regarding students who are of concern.
- Prepare letters for families to address attendance issues as per academy policy.
- Produce a half termly summary of attendance across the academy and any other reporting on attendance as required by staff or Governors.
- Organise tutor awards.
- Reporting to the Local Authority regarding academy attendance and leave of absence.
- Reporting attendance daily to SLT, pastoral leaders and the Principals' PA.
- Contributing to the attendance newsletter termly.
- Managing CME and EHE referrals.

Responsible for:

- Participating in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- Complying with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensuring that all duties and services provided are in accordance with the academy's Equal Opportunities Policy.
- Using BROMCOM, and any other computer applications which the academy implements.

- Using Microsoft Office programmes – Excel, Word, Outlook etc. – produce reports and letters, applying punctuation, spelling and grammar, contributing to style and presentation of documents (proof-reading skills are essential).
- Answering the telephone and filtering calls and emails, dealing with queries personally, where possible; enlist assistance when necessary and appropriate.
- Recording messages using the academy's standard operating procedure and distribute to members of staff accordingly.
- Filing any necessary documentation appropriate to your specific role.

Resources

- Operate relevant equipment and effectively use resources.
- Provide advice and guidance to staff, pupils and others.
- Undertake research and obtain information to inform decisions.
- Assist with the marketing and promotion of the school.
- Participate in the selection and management of equipment and resources.
- Ensure the production and distribution of high-quality published materials.

The above main tasks are not exclusive, and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by their line manager and/or the Senior Leadership Team.

Academy Ethos:

- Play a full part in the life of the Academy community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example.
- Have professional regard for the ethos, policies and practices of the Academy and maintain high standards in your own attendance and punctuality.
- Be fully committed to the Safeguarding and promotion of welfare for all young people.
- Promote actively ATT's corporate policies.
- Comply with the Academy's health and safety policy and undertake risk assessments as appropriate.
- Undertake any other duties as defined by Teachers' Standards or determined by the Principal as being within the scope of the post

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post. 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 post-holder before any changes are implemented.

06. Person Specification



Attendance Officer

	Essential	Desirable
Professional Qualifications and learning	<ul style="list-style-type: none"> • Good academic standard of general education to A level/NVQ 3. • Relevant qualification/experience in office administration. • Strong literacy and numeracy skills. 	<ul style="list-style-type: none"> • Basic First aid qualification. • Relevant professional level 4 qualification. • Relevant qualification in IT applications. • Willingness to undertake additional training as and when required. • Evidence of recent and relevant continuing professional development.
Experience	<ul style="list-style-type: none"> • At least 3 years' experience of working with young people in a secondary school. • Experience of working as part of a team and liaising with colleagues. • Experience in improving attendance and strategies to support students. • Experience of liaising with parents and external agencies. • Computer literate with a high competency of IT skills including Microsoft Word, Excel, Outlook and internet skills. • Of the secondary phase of schooling • Understanding of relevant policies, codes of practice and legislation. 	<ul style="list-style-type: none"> • Evidence of working with young people who have barriers to learning. • Experience of working with BROMCOM. • Experience of working with the police, parents and other external agencies. • Experience of welfare cases; such as Social Care, LAC, Targeted Support, Supporting Families etc. attending MAM/SC meetings, preparing reports, CAFs & liaising with external agencies. • Knowledge of safeguarding/keeping children safe in education. • Knowledge and understanding of assertive discipline techniques.
Competencies	<ul style="list-style-type: none"> • Able to work in an independent way. • Understanding of attendance data and the ability to analyse attendance data. • Good personal organisation and administration. • Ability to multitask and carry out a variety of work activities. • Good interpersonal and communication skills in dealing with staff, students, parents and external organisations and provides a professional image. • Able to motivate and inspire with a 	<ul style="list-style-type: none"> • Knowledge and understanding of support available through external agencies. • Knowledge of Local Authority procedures to support attendance. • Has a variety of interests. • Ability to manage students with a range of abilities. • Willingness to continually develop knowledge and learn new skills to respond to the varied needs of the academy. • Rapidly learns new tasks and quickly commits information to memory.

Continued.

	Essential	Desirable
Competencies	<ul style="list-style-type: none"> • Creative approach to problem solving • Has a patient, caring and sympathetic personality. • Must have excellent verbal and written communication skills. • Ability to form good working relationships with a wide range of site and external personnel. • Maintains confidentiality and discretion. • Ability to work in a child centred environment having respect for young people and their needs. • Ability to work calmly under pressure and adapt quickly and effectively to changing circumstances/situations. • Upholds ethics and values, demonstrates integrity and promotes and defends equal opportunities. • Commitment to the safeguarding and welfare of all pupils. • Competent and confident in the use of ICT. • Demonstrate positive commitment to equality and diversity. 	<ul style="list-style-type: none"> • Ability to deal with challenging behaviour Ability to deal with challenging situations in a positive, calm and composed manner. • Flexible working. • Current full driving licence.
Values	<ul style="list-style-type: none"> • Upholds ethics and values, demonstrates integrity and promotes and defends equal opportunities. • Commitment to the safeguarding and welfare of all pupils. • Willingness to ensure that facilities are kept to a standard that complies with health and safety guidelines. 	

07. How to Apply

Attendance Officer

Applying:

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



Status:

37 hours per week
39 weeks per year

Salary:

NJC Pt 5 – 7

Actual Salary: £21,322 – £22,005 per annum

FTE Salary: £24,790 - £25,584 per annum



Closing Date:

Friday 8th August 2025 at 9am sooner should we receive sufficient applications.

Start Date:

September 2025



Interviews:

To be confirmed



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