



**BRADFORD**ACADEMY



Application Pack

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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 rightly proud of the difference we make every day to the lives of over 1800 young people in Bradford. 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

For more information contact our HR department on 01274 256789 or email [recruitment@bradfordacademy.co.uk](mailto:recruitment@bradfordacademy.co.uk)

**Post title** Primary Attendance Officer

**Contract type** Permanent, All Year Round

**Salary** SCP 6 £20,042.72

### **Job purpose**

To lead on attendance, for identified cohort, in providing operational and administrative support to promote all through academy attendance strategies.

Together with the appropriate key stage team, raise primary attendance and reduce 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 attendance team providing feed forward of welfare information that impacts on learner outcomes.

To assist the Academy in safeguarding learners with strict adherence to the safeguarding and child protection policies.

- Maintain accurate learner records in SIMs attendance module.
- Have a high presence in the morning e.g. gate duty and making rounds of period 1 classes.
- Ensure period 1 registers are checked; staff alerted to any registers not taken and action first day calling.
- Throughout the day to monitor punctuality and attendance of all students.
- Follow-up on student punctuality and attendance to lessons and take action to address truancy. Communicate regularly with Tutors/Class teachers as well as the Pastoral and Year Group teams and where escalation is required communicate home.
- Co-ordinate, plan and carryout home visits, including cold calling, lone visits and joint visits with other appropriate services e.g. Police, Health, Social Care.
- To respond to parental enquiries and complaints regarding attendance concerns.
- 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.
- Maintain confidentiality and GDPR conditions in all aspects of information gathered.
- To assess need, plan interventions and implement effective action to support learners and parents/carers to improve pupil attendance to the academy.
- To prepare and maintain appropriate case notes and prepare documentation for potential legal action.
- To complete and maintain attendance case studies.
- To prepare and analyse data reports for the All through Senior Attendance Officer. Collate analyse and produce student attendance data, attendance patterns, trends and reports to inform future service delivery and strategic direction to improve attendance in the academy.
- Weekly check in with the All through Senior Attendance Officer to update on 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 cohort 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.
- Implement strategies linked to achievement and attainment to increase the attendance of their cohort.
- Work closely with HOY/Key Stage leaders and PSW 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 disadvantaged families get benefits in terms of school meals 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.
- Attend ALL academy achievement meetings and parental consultation events to provide feedback and intervention strategies for key students.
- Create an ethos within the key stage that builds upon the academy moto – Known, Valued, Understood and Guided.
- Meet 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.

### **Professional Attributes and Skills**

#### **For this job we are looking for:**

- 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.
- 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.
- Current driving license although reasonable adjustments would be considered if unable to drive due to a disability
- 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

### **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](mailto: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](mailto: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. All appointments will be subject to satisfactory DBS/ISA registration and reference checks.