

Tapton  
SCHOOL

ACADEMY TRUST

Realising the life chances and dreams of every child

# Attendance, Education and Welfare Officer

Permanent – Part Time  
Hillsborough Primary School & Wisewood  
Primary School

(Monday to Friday 8am to 12pm)

Candidate Information Pack



Registered address: Tapton School Academy Trust, Darwin Lane, Sheffield, S10 5RG  
Tel: 0114 267 1414 Email: [enquiries@taptonttrust.org.uk](mailto:enquiries@taptonttrust.org.uk) Web: [www.taptonttrust.org.uk](http://www.taptonttrust.org.uk)

Charitable Limited Company Registration Number: 07697171.  
Registered office: England and Wales. VAT Number: 134392225.



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Thank you for your interest in joining TSAT.

We were established in 2011 and operate a family of schools across Sheffield, offering education from early years to sixth form.

At the heart of all our endeavours is outstanding teaching, high quality learning and effective support for individual needs.

We employ over 900 staff and work hard to foster the right conditions to make the Trust a great place to work. We know that our staff are our greatest resource, and put in place support and opportunity to enable colleagues to progress within the Trust and reach their full potential.

Thank you again for your interest in joining us and the best of luck with your application.

**David Dennis,**  
**CEO**

# About TSAT

Since forming in 2011 TSAT has grown to 9 schools, 5 primary and 4 secondary, providing learning to over 7,500 learners from 2 – 18.

Collaboration is at the heart of our Trust. Our aspiration, with distributed leadership across TSAT, is to be greater than the sum of our parts.

**Our Vision** : To realise the life chances and dreams of every child.

**Our Mission** : To provide a safe place to be; provide great teaching and learning; create an environment where all opportunities are in reach.

## Our Values

- A culture of professionalism.
- A focus on nurture as well as achievement.
- Involvement of the family and wider community in everything we do.
- Make visible those who feel invisible through disability, poverty, ethnic or cultural disadvantage.
- Mutual support and development.
- The health, well-being and safety of all our people.

## Our ways of working

- Schools sign up to our 'Mission, Vision and Values' and collaborative ways of working.
- Schools collaborate 'in partnership for excellence with TSAT'
- Each has something to bring to the table and can lead on this.
- Schools retain their identity and are part of something special.
- Differentiated solutions according to support needs.
- Mentoring, coaching, directing.
- A clear [scheme of delegation](#) and decision making to ensure that all our children get the best educational experience.

For further information please visit the Trust website: [TSAT - Home \(taptonttrust.org.uk\)](http://TSAT - Home (taptonttrust.org.uk))

# Our Schools

Our five primary and four secondary schools work in close partnership with the aim of realising the life chances and dreams of every child and becoming an outstanding Trust.

Each of our schools has its own distinctive character, reflecting the local community it serves. Children joining us have a broad range of abilities and social backgrounds. We recognise and celebrate different aptitude and interests and believe that everyone can develop through dedication and hard work, leaving our schools fully prepared for successful lives.

## **Primary Education**

All 5 primary schools are Ofsted rated 'Good' giving our children an excellent start to their education and preparing them fully for their secondary transition.

[Primary Education](#)

## **Secondary Education**

Our secondary schools work in close collaboration to further develop our curriculum and outcomes.

Our sixth form provision is Ofsted rated 'Good' or 'Outstanding'

[Secondary Education](#)

## **Central Services**

Our support staff are highly valued and we offer a range of central services to our schools to enable them to concentrate on outstanding teaching, high quality learning and effective support for individual needs. Services include:

- Catering
- Communications and Marketing
- Facilities
- Finance
- Governance
- HR
- IT
- School Improvement.

# About Hillsborough Primary School

Hillsborough is a 'good school' (Ofsted section 8 inspection May 22) which is housed in a Grade 2 listed building, educating children from 3-11. We are a two-form entry school but due to falling pupil numbers, we have some mixed classes through school. We provide nursery education for three and four year olds and this is housed in a separate annex and operates as one unit with our FS2 children while the rest of the school is housed in the main building.

The school serves a wide and diverse community with over 30 different languages spoken with no one, predominant ethnicity in the school. Children eligible for free school meals is above the national average and the mobility in the school is high. Children come to us from across the city and across the world and our school celebrates its diversity with children stating in our recent Ofsted that 'if you don't have friends outside of school, you will find friends here.'

Attainment is good with children achieving in line with national outcomes and progress measures have historically been strong. There is a new but well-constructed curriculum in place which ensures the children are experiencing a broad, balanced and progressive curriculum whilst also providing opportunities for subject leadership and development of staff within school. The leadership team consists of the Headteacher, Nicola Wileman, 2 Assistant Headteachers and a full time Inclusion Manager. There is also a wider SLT team who support the leadership in school.

**Our school motto is Believe. Belong. Become.**

**At Hillsborough, we support, nurture and challenge our children and encourage them to BELIEVE in their strengths and in those of others.**

We do this through having high expectations of the children in their learning and in their behaviours, encouraging them to take risks and develop resilience for when things get hard. We provide opportunities to develop their moral code through high quality teaching and learning as well as group discussions and 1:1 mentoring around issues that are relevant to children's well-being. We want to ensure that our children move on to their next stage of education with confidence and pride, knowing that they have the self-belief to do anything they put their mind to.

**At Hillsborough, we create a belief in our children, staff and parents that they BELONG to a community that cares for them and supports all of their needs.**

We do this through exploring all aspects of communities, both past and present, and give children opportunities to develop their own understanding of how they fit into their personal, social and global worlds. The Hillsborough ethos is explicitly taught to the children in order for them to develop an understanding of boundaries and rules for good community living and to ensure that they show a high level of tolerance and respect to everyone that they meet. Parents are given varied opportunities to engage with the school community and invest in their child's learning and staff are encouraged to fully commit and belong to the school and to the Trust, whose purpose is focussed on ensuring all children reach their full potential.

**At Hillsborough, we enrich and extend learning for all so that every child can achieve their potential and **BECOME** the individual they aspire to be.**

We do this through ensuring high quality teaching and learning which develops children's basic skills, knowledge and understanding of the world. We value learning in all areas of the curriculum and believe that children have a depth of understanding if learning is linked together and children are encouraged to draw on their knowledge. We emphasise aspiration and expose children, through the topics and experiences we provide, to different roles people undertake and ensure that children are encouraged to think big and aim high in order to achieve their dreams.

We look forward to welcoming you to our school.







# About Wisewood Primary School

Wisewood Primary School is a caring, inclusive and welcoming one form entry school providing education for children aged 4 to 11. Our ethos of Aspire, Believe, Contribute underpins everything that happens in our school and we work collaboratively to ensure that all our children are happy, safe and confident to be the best that they can be. Wisewood children aspire to excellence, believe in themselves and contribute to the community.

**Aspire:** To know the full range of opportunities available to them and be confident they can achieve them.

**Believe:** To believe in themselves, celebrate successes and show the resilience they need to overcome adversity.

**Contribute:** To acknowledge the value and role they play in school and the wider community and to recognise the social and cultural diversity of modern Britain where they respect the thoughts and beliefs of others.

The school was inspected in March 2022 and was graded 'Good' in all areas. Ofsted stated that:

- "Parents and carers are overwhelmingly positive about the school;"
- "Staff have created an environment that facilitates effective learning and takes account of the needs of all children;"
- "Pupils enjoy school, are tolerant and respectful and have a good understanding of diversity."
- "Staff care deeply about the well-being of pupils and pupils trust staff implicitly."

As a small school in a close-knit community we are able to ensure that each pupil is recognised and celebrated for their individual qualities and achievements, and work in partnership with parents and the wider community to build positive relationships that help to develop healthy and happy children. We look forward to welcoming you to our school community.

# The Role

<b>Salary Range:</b>	Grade 4 – SCP 7 to 12 £24,294 to £26,421
<b>Responsible To:</b>	Headteacher
<b>Responsible For:</b>	N/A
<b>Holidays:</b>	N/A
<b>Benefits:</b>	<ul style="list-style-type: none"><li>• Pension Scheme</li><li>• Salary Sacrifice Car Scheme</li><li>• Cycle to Work Scheme</li><li>• Discounted membership for Westfield Health</li><li>• Occupational Health</li><li>• Wellbeing Programme</li><li>• Continuous CPD and Training.</li></ul>

**We are seeking to appoint an Education Welfare Officer on a permanent part time contract starting from 1<sup>st</sup> September 2024 working across both Hillsborough and Wisewood Primary Schools. The hours will be Monday to Friday from 8am until 12pm.**

The successful candidate will join us to complete a strong team and contribute to each school's success. We are looking to appoint someone who is keen to work as part of a team, willing to inspire and motivate pupils, and have a good understanding of school improvement.

Visits to the school are warmly welcomed. Please contact school to arrange a date to visit. Application forms and further information regarding the role (including a job description) can be obtained at: [Job vacancies - Hillsborough Nursery & Primary School](#) and [Job Vacancies - Wisewood Community Primary School \(wisewoodprimary.co.uk\)](#) where there is a link directly to the TES website. The information can also be found on the Sheffield City Council and DfE websites. Completed applications should be returned to: [enquiries@hillsborough.sheffield.sch.uk](mailto:enquiries@hillsborough.sheffield.sch.uk) for the attention of Laura Jackson, School Manager.

**Please do not use the Local Authority application form.**

Hillsborough and Wisewood Primary Schools are committed to safeguarding and promoting the interests of children and young people and expect all staff and volunteers to share this commitment.

The successful candidate must have the ability to converse at ease with members of the public and students and providing advice in accurate spoken English is essential to the role.

**References for shortlisted candidates will be requested before the interview.**

## Responsibilities

**The postholder must at all times carry out his/her duties and responsibilities within the spirit of Tapton School Academy Trust Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.**

### **Attendance monitoring under the direction of the Inclusion Manager**

- Ensure that school/s continue to improve the attendance of students by challenging absence accordingly.
- Undertake home visits to those students that 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 Inclusion Manager to ease return to school with appropriate support.
- Attend parents' evenings and whole school events.
- To meet parents on a regular basis to discuss attendance strategies and draft parental agreements.
- To attend Attendance Panel Meetings alongside other school representatives and representative from the MAST Team.
- 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 undertake Attendance interviews in school with individual students.
- To alert the Inclusion Manager to any concern/issues relating to student welfare identified whilst working with students and/or parent/carers.
- The ability to converse at ease with members of the public and students and provide advice in accurate spoken English is essential to the role

### **Attendance Reporting**

- 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, and other agencies as appropriate
- Maintain accurate records of parental meetings, home visits and actions proposed to support the work of the Inclusion Manager and to support the preparation of cases for further action.

**All the above duties and responsibilities to be carried out in accordance with Tapton School Academy Trust Policies, and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.**

# The Person

## **The successful candidate will demonstrate the following:**

- To work within the remit of the school attendance policy and procedure to improve levels of student attendance. To work with students and their parents/carers, to re engage these children with education.
- Good standard of literacy & numeracy
- Experience in Local Authority/Multi Agency environment
- Ensure that school/s continue to improve the attendance of students by challenging absence accordingly.
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# How to apply

Informal discussions about the role and visits to the schools are warmly welcomed. Please contact us to arrange:

[enquiries@hillsborough.sheffield.sch.uk](mailto:enquiries@hillsborough.sheffield.sch.uk)

[enquiries@wisewood.sheffield.sch.uk](mailto:enquiries@wisewood.sheffield.sch.uk)

Applications for this role are via the TES, DfE and Sheffield City Council website. If you require a paper copy of the application form please contact us:

[enquiries@hillsborough.sheffield.sch.uk](mailto:enquiries@hillsborough.sheffield.sch.uk)

The closing date for applications is:	Wednesday 10th July 2024
Short listing will take place on:	Friday 12th July 2024
Interviews will be held:	Friday 19th July 2024

**Previous applicants need not apply. We encourage candidates to look around the schools and meet with the Headteacher to discuss the role.**

## **Safeguarding**

TSAT is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All candidates will be subject to the following employment checks:

### **Shortlisted Candidates:**

- References will be requested before interview.
- A Criminal Convictions Disclosure Form will be requested at interview.
- Evidence of identity / right to work in the UK will be requested at interview.
- Qualification certificates will be requested at interview.
- Disclosures concerning child protection investigations, relationships with pupils, employees, governors or trustees, prohibition orders and section 128 directions (where applicable) will be requested at interview.

- We may conduct online searches for shortlisted candidates prior to making our final decision. If any information obtained from the online searches raises concerns around someone's suitability for the role or to working with children then this may be raised with the candidate at interview and/or we may take advice from the local authority children's services.

### **Successful Candidates:**

- Successful candidates will be required to undertake a DBS Enhanced Disclosure (with barred list) check.
- Successful candidates will be required to complete a Childcare Disqualification under the Childcare Act 2006 Declaration (for applicable posts).
- Pre-employment medical screening.

**Please note:** Canvassing of any employee, Trustee or member of the Local Governing Board directly or indirectly is prohibited and your application will be disqualified.

### **Policies**

Our approach to safeguarding, and school safeguarding policies can be found on the Trust website:

[TSAT - Safeguarding \(taptontrust.org.uk\)](http://taptontrust.org.uk)

### **Equality & Diversity**

We are committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair and that applicants are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status or sexual orientation. [Click Here](#) to access TSAT's Equality and Diversity Statement.

### **Data Protection**

As part of the recruitment process, we need to collect your personal data. For more information about what we do with your personal data, please see our Recruitment Privacy Notice on the [policies page](#) of our website.