

Briefing Pack for Applicants Attendance Officer



NETHERTHORPE SCHOOL

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 Officer
Location:	Netherthorpe School
Salary:	NJC Grade 5, Point 15: £29,093 to 20: £31,586 gross per annum
Actual	
Annual Salary:	£26,307.17 to £28,561.45 (under 5 years of service)
Contract:	Permanent, 37 hours per week x 41 weeks per year
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.

Netherthorpe School is a popular 11-18 school in Staveley, Chesterfield. We pride ourselves on being an inclusive school for all. 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 looking for a skilled and enthusiastic Attendance Officer to work as part of the school attendance team. The post holder will also undertake morning attendance duties as part of the attendance team in order to improve student attendance.

The successful candidate will:

- be self-motivated and have the ambition to develop with the support of the Trust Education Welfare Officer.
- have the ability to work as part of a team and to work independently.
- have good interpersonal skills that ensure organisational communication is effective with students and families.
- utilise a range of systems to ensure accuracy of data and attendance records.
- have the ability and skill to motivate students to improve their attendance levels.
- have good communication and liaison skills and the ability to establish and maintain good personal working relationships with all members of the school community.
- be willing to work flexibly to meet the demands of the job.

If you would like to discuss the role please contact Lynne Jordan, Headteachers PA via LJordan1@netherthorpe.derbyshire.sch.uk Applications should be made by completing the Minerva Learning Trust Support Staff Application Form found on the Trust Central website.

The closing date is 9am on Friday 31 January 2025 and interviews will take place week commencing 03 February 2025.

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.

The application form and information pack is available on the school website www.netherthorpe.academy **Please ensure that you do not fill in a local authority 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. In September 2020, Chapeltown Academy joined the Trust and enhanced the post-16 provision within the Trust in the north of the city and in September 2021, we were delighted that Woodthorpe Community Primary School became the first primary school to join the Trust. We resolutely believe that we are stronger together and that each school within the MAT has individual strengths and we celebrate the diverse and unique qualities of each particular school. Most recently, Minerva Learning Trust merged with Cavendish Learning Trust through which Netherthorpe School transferred into the Trust along with three other primary schools.

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 taking an interest in applying for this post at Netherthorpe School. I am privileged to be the Headteacher at Netherthorpe School and extremely honoured to have been entrusted with the job of leading such a great school in September 2021.

Having worked at the school for over 25 years, I have established strong relationships with our staff, young people and their families, and understand what is needed to take the school forward.

Netherthorpe School is an **inclusive community school** that ensures all students are able to **Learn, Enjoy and Succeed**. We aim to foster enjoyment in learning, so that each individual has the opportunity to **make good progress and achieve excellence**. We ensure we develop **confident individuals** who are able to live safe, healthy and fulfilling lives, whilst also being a responsible and active citizen who will make a **positive contribution** to society.

Our strategic priority is for all individual students to achieve and exceed their expected outcomes. In order to support the strategic aims of the school, we ensure the following;

- High quality teaching and learning experiences both within and outside the classroom by employing an ambitious and forward looking curriculum and assessment system across all key stages.
- A pastoral structure that ensures every student has the guidance and support tailored to their individual needs.
- A focus on Inclusion, mental health and well being for all.
- A pro-active student leadership structure to inform the decisions made by the School Leadership Team to help students in achieving their potential.
- The opportunities to develop students' moral and social understanding.
- Strong and effective working relationships between staff and our students.
- A warm and welcoming environment.

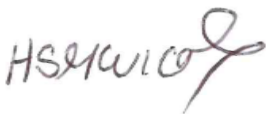
We have high expectations of everyone, staff, and students alike, and work hard to develop positive relationships to create a firm sense of togetherness. In doing so we promote the following values: **Respect, Responsibility, Resilience and Aspiration**

Here at Netherthorpe, we are ambitious for both the school and its community and are committed to continued improvement. Our staff are our most valuable asset and we are committed to attracting the best staff to the school and ensuring their personalised professional development, with our core purpose being the improved quality of teaching and learning for all.

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.

We look forward to receiving applications from candidates who would love to join us on our journey to excellence.



Helen McVicar
Headteacher

Section 4: About Netherthorpe School

OUR ETHOS

Netherthorpe School is an **inclusive community school** that ensures all students are able to **Learn, Enjoy and Succeed**. We aim to foster enjoyment in learning, so that each individual has the opportunity to **make good progress and achieve excellence**. We ensure we develop **confident individuals** who are able to live safe, healthy and fulfilling lives, whilst also being a responsible and active citizen who will make a **positive contribution** to society.

We understand the power of education to transform lives, communities and society. We recognise the importance of students leading rich and diverse lives and actively pursue a curriculum and pastoral provision which enables them to flourish in this area.

By fostering our students' spirit of engagement, adventure and ingenuity, we will nurture all young people as fully rounded individuals, providing them with the challenge and support they require to succeed.

ABOUT US

Netherthorpe School is a popular and over-subscribed all-ability, 11-18 school. We have a truly comprehensive intake and aim to serve all of the school community in all of our work. Our intake is drawn from largely from the surrounding area. Our standard student number per year is 170 and our current roll is 1046. Around 39% of our students are classified as Pupil Premium which is above national average.

The school has around 20% of students on the SEN register. The range of special needs in school is considerable; we have students with Social, emotional and mental health needs, speech, language and communication difficulties, physical difficulties and some with moderate to severe learning difficulties. The school are well resourced to support our young people with a therapeutic Integrated Resource Centre, Hub and Student Services room.

The Senior Leadership Team is currently comprised of seven colleagues – the Headteacher, two Deputy Headteachers and four Assistant Headteachers, supported by the Business Support Manager and Central Team for the Trust. We also have two colleagues in Director roles on Extended SLT. Senior staff take responsibility for specific and targeted line management of key areas in the school. The school has distributed leadership model in which leaders at all levels increasingly take responsibility for raising standards of attainment and achievement.

Currently we have a teaching staff of over 70 who provide a rich balance of enthusiasm, energy, creativity and experience. Our team of support staff plays a vital part in the success of the school, and all are important members of our community. We aim to involve all staff in the life of the school through communication, including briefings and regular meetings. Staff development is supported through a highly effective professional learning policy, which lays emphasis on sharing good practice internally and driving up standards in teaching and learning. All teaching staff belong to departmental teams led by Curriculum Leaders.

The school is supported by a committed and supportive Local Governing Body, ready to scrutinise and challenge the work of the school. Led by the Chair of Governors, the Local Governing Body

works through a series of committees, each supported by a member of the leadership group. The governors take on 'link' roles and are beginning to work effectively with a range of key personnel within the school. The Local Governing Body feed into the Minerva Learning Trust Board who have overall accountability for schools within the Trust.

The curriculum is organised within a 50 period, two-week timetable and we aim to use this vehicle to support and stimulate all students. As a result, a large number of activities and experiences are timetabled for students. These include a one-week period of work experience for all Year 10 students. Many subject departments organise trips and visits; these include trips to local museums, field trips, visits from theatre groups and curriculum-related visits to sites around the country.

At Key Stage 3, students follow a broad and balanced curriculum including the core and foundation subjects.

At Key Stage 4 we offer a core curriculum of English, Mathematics, Science (combined trilogy and triple sciences), PSHE/RE and PE with option subjects available across the curriculum areas.

At Key Stage 5, students are able to follow a number of learning pathways including vocational options to prepare them fully for life beyond 18.

We are confident that our current curriculum model, whilst under constant review, allows us to meet the needs of all students.

Netherthorpe has an incredible amount of history and tradition. It is truly a special place. Combining modern facilities with listed buildings, this offers a unique learning environment for the school community.

The extra-curricular life of the school is rich and varied, though this is an area we are always keen to expand. There are more than 40 clubs, lunchtime and after-school clubs and teams which offer the opportunity for students to develop and follow their interests and talents in music, drama, sport and academic areas. As a school that particularly values performing and visual arts there are a host of creative opportunities for students to take part in from music lessons and Arts plus to the school productions. In terms of sport, a wide range of teams and activities take place, achieving considerable local, regional and, on occasion, national success. There is a strong programme of residential, visits and foreign trips throughout the school including a Mexico conservation visits post 16.

We aim to enable all colleagues to fulfil their potential. We are partnered in Initial Teacher Training with Sheffield Hallam University and Sheffield University. We aim to support new colleagues, be they ECTs or more experienced teachers or support staff, via an induction programme and mentoring scheme which can be tailored to meet their needs.

We are developing a vibrant learning community in which all students and staff are able to thrive. Our strategic vision is to move this school forwards by retaining a complete commitment to our ethos, our community and the principles of a comprehensive education.

We look forward to your application and thank you for your interest in our school.

Further information about the school including access to the full Ofsted Report can be found on our website: [Netherthorpe School - Home](#)

Section 5: 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 Officer
GRADE/SALARY	NJC Grade 5, Point 15 to 20
RESPONSIBLE TO	Assistant Headteacher – Inclusion and additional needs Will also work in partnership and under direction from the Trust Education Welfare Officer.
RESPONSIBLE FOR	N/A
PURPOSE OF THE JOB	<ul style="list-style-type: none"> • To work within the remit of the Trust Attendance Policy and procedure • Undertake general attendance duties as directed to support the needs of the school and to improve student attendance • Work alongside key school staff in the school and within the Trust to administrate and support the reduction in levels of absence, working with staff, students and families to promote high levels of attendance.
RELEVANT QUALIFICATIONS	<ul style="list-style-type: none"> • Good standard of literacy and numeracy. • Experience of working with vulnerable and disaffected children within a multi-agency environment.

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.

KEY RESPONSIBILITIES

- To work within the remit of the Trust attendance policy and procedures to improve levels of students attendance. To work with students and their parents/carers to re-engage students with education.
- Undertake general attendance duties as directed to support the needs of the school to improve student attendance and punctuality.
- Assisting with administrative arrangements for whole school events and activities as they relate to the role.
- Assist the Trust Education Welfare Officer in the furtherance of the attendance admin.

MAIN DUTIES

Attendance monitoring

- 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 conduct late gate duty and detention system to ensure students are prompt to school and 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 and parents to ensure accurate, up-to-date attendance information and safeguarding responsibilities are adhered to.
- To ensure absence of students is tracked and associated all pastoral and attendance communication is forwarded to parent/carers.
- To ensure systems for students signing in and out of school is monitored and adhered to.
- To support the school system in relation to rewards and sanctions relating to attendance behaviour and achievement. To raise the profile of need for 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 Pastoral Team to ease the return to school with appropriate support and intervention.
- To work in close liaison with 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 the Pastoral Team and to support the preparation of cases for further action.
- 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 Pastoral Team to any concern/issues relating to student welfare identified whilst working with students and/or parent/carers.
- To lead attendance meetings alongside the Pastoral Team.
- To undertake attendance interviews in school with individual students, families and parents and carers as well as lead on group work.
- 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 where attendance is a concern

Attendance reporting

- To ensure accurate recording and reporting of attendance data
- Provide accurate attendance information to school management, Local Authority and other agencies as appropriate
- Provide accurate attendance information to school management, Local authority, Department for Education, Public Health and other agencies as appropriate.
- To collate data in relation to the attendance students who may be experiencing attendance difficulties in order to inform school, Education welfare and parent/carers.
- To utilise, manipulate and transform data using appropriate computerised systems and software, in order to provide relevant information regarding the attendance of student cohorts at intervals as defined by the Trust policies and procedures.

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. To actively participate in continuous professional development and act as a positive role model across the Trust
3. 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.
4. This job description will be kept under review and may be amended via consultation with the individual, Chief Executive and Trustees as required. Trade Union representatives will be welcome in any such discussions.

Section 6: Person Specification



Minerva Learning Trust Person Specification



Post title: Attendance Officer

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 development	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	AF/I
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	AF/I
An understanding of safeguarding issues and promoting the welfare of children and young people.	AF/I
A commitment to safeguarding students.	AF/I
Suitability to work with children.	AF/I
A commitment to equal opportunities.	AF/I
Ability to recognise discrimination and willingness to put Equality Policies into practice.	AF/I

Key: AA = Assessed Activity AF = Application Form I = Interview R = Reference

Section 7: The Appointment Process

These notes are intended to guide you when making an application for a post at Netherthorpe School.

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, do 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, e.g. for child raising, voluntary work, to allow full account to be taken of your experience.
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 over addresses including e-mail contacts and telephone/fax. 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 statements 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 support staff posts.
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 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 Authority'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 forwarded to vacancies@netherthorpe.derbyshire.sch.uk by the closing date.

Section 8: Visitors to Netherthorpe School

Approaching from the North

By Car (Via M1)

Visitors should leave the M1 at junction 30 and follow the signs for Chesterfield taking the A616 exit.

At the roundabout take the 4th exit onto Chesterfield Rd/A619. Continue to follow A619

Continue to follow the road straight until you reach Ralph Road

Turn left onto Ralph Road

Turn left into Netherthorpe school

By Car (Via Chesterfield town Centre)

Head South on Spa lane toward Hollis Lane/A632

Turn right onto Hollis Lane/A632

At the roundabout, take the 4th exit and stay on Hollis lane/A632

Slight left to merge onto Rother Way/A61 toward

Sheffield/Worksop/A619/Sheepbridge/Chesterfield/Trading Est

At Brimington Roundabout, take the 4th exit onto Chesterfield Road/A619. Continue to follow A619

Turn left onto High Street/A619. Continue to follow A619

At the roundabout take the 2nd exit onto Market Street/A619. Go through 1 roundabout

At the roundabout, take the 3rd exit onto Lowgates/A619

Turn right onto Ralph Road, then straight left

By Bus

The 77a, 77, 74a, 74 services run near Netherthorpe school

By Train

Trains arrive regularly into Chesterfield station and then Netherthorpe school can be accessed by bus as above or taxi.