



Attendance Officer  
Oasis Academy Daventry Road  
(Bristol)



# Exceptional Education at the Heart of the Community

Dear Colleague

Thank you for your interest in this important role at Oasis Academy Daventry Road (OADR).

## **Our School**

We are a new secondary school in South Bristol. We opened in September 2023 to Year 7 students only and will grow year on year until we have 5-year groups and 900 young people. From September 2024 we will have Year 7 and Year 8 students. We are currently in temporary accommodation on the site of Oasis Academy John Williams (Petherton Road, Bristol) before we move to our brand new, state of the art, permanent home on Daventry Road, Bristol.

## **Our Community**

We predominantly serve the Knowle, Knowle West and Filwood areas of South Bristol. Our community campaigned for many years to have a local school for their children and are deeply committed and passionate in their support for us. We are proud to be a truly comprehensive school. Some of the areas we serve are among the most disadvantaged in the city. 63.1% of our students receive Free School Meals. 28.5% have SEND. A majority are from a White British background. Our students are very proud of their school. They behave well, are keen to learn and embrace the wider life of the school. A vast majority of our students are involved in student leadership and/or our extra-curricular offer (Period 6).

## **Our Values**

We strive to be a school that is very much the heart of the community where everyone associated with us is proud to call 'their school'. Each child who walks through our doors must leave equipped with the capacity to thrive in the wider world and contribute positively to it. Every young person deserves to realise the very best version of themselves regardless of socio-economic background, gender, ethnicity, educational need, or any other historical 'barrier' to achieving this. We will provide the boundaries, support, opportunities, and inspirational learning required to facilitate this. Our values of being 'considerate', 'ambitious' and 'ready to learn' drive everything we do in our day-to-day actions and strategic planning.

## What we offer

You will be joining an extremely talented and highly committed staff team. We all care deeply about our students and the school, determined to deliver the very best for our community. The school follows the OCL curriculum – centrally planned by subject experts within the trust, to be adapted to meet the needs of our students. You will benefit from regular CPD delivered within

the academy, as part of a local cluster and nationally by the OCL learning and development team. Being part of a relatively large trust presents opportunities to learn from others as well as clear routes of career progression for both teaching and support staff. Succession planning and career development are very much at the forefront of our thinking, ensuring that you get the chance to develop your skills and/or be well-placed for the next step in your career. Above all, OADR is an exciting and pleasant place to work. Morale is high amongst staff and your well-being will always be a priority. Perhaps above all, we offer you the chance to grow with the school and play an active role in shaping its future.

## What we are looking for

Quite simply, we want someone who shares our values and vision for delivering exceptional education at the heart of the community. Someone who is hard-working, driven and willing to continually learn/develop. We want an individual who will complement and enhance our existing team with their skills and personality.

OADR is a great place to work and is in the early stages of building a really special school community which will be truly transformational. We hope that you feel inspired to join us on that journey.

We welcome visits and/or informal conversations ahead of any application. If you wish to arrange one, or have any other questions, please contact [recruitment@oasisdaventryroad.org](mailto:recruitment@oasisdaventryroad.org) and one of the team will be in contact.

I look forward to receiving your application. Good luck!

A handwritten signature in black ink, which appears to be 'Simon Shaw'. The signature is written in a cursive, flowing style.

Simon Shaw  
Head of School



## About Oasis

For over a decade Oasis Community Learning has been helping children and young people reach and realise their potential.

Born out of the Oasis global charity, previously established in 1985 by Rev. Steve Chalke MBE, our first Academy opened in 2007. It was Steve's vision to open a school that was inclusive of all and provided opportunity for the whole community. Since then we have grown as a family into 52 academies spread across the UK, each part of a developing community Hub. We are proud to be one of the largest Multi-Academy Trusts in the UK.

We work in some of the most socially disadvantaged areas, and believe passionately in each of the communities we serve. We know them to be places of great potential and are committed to their continual positive transformation.

You will be joining our family at a very exciting time for Oasis Community Learning (OCL) – our sustained improvement rate has risen from 30% to 88% 'Good' or better Ofsted judgements since 2014.

To learn more please about Oasis Community Learning visit – [www.oasiscommunitylearning.org](http://www.oasiscommunitylearning.org)



Over **30,000** pupils



Over **5,000** staff



**52** academies

# Oasis' Vision

The over-arching vision of Oasis is for community – a place where everyone is included, making a contribution and reaching their God-given potential. As well as delivering first-class, innovative education, Oasis seeks to build a 'Hub' in each of the areas where we work; creating safe and inspiring local neighbourhoods that provide integrated and diverse services to benefit the whole person and the whole community.

Within the context of Oasis' overall vision, is to create **'Exceptional Education at the Heart of the Community.'**

Oasis understands the complex responsibilities of education through the lens of character, competence and community. These principles are intentionally developed and embedded in all of our academies.

Together, Oasis staff aspire to:

- Create safe, stimulating learning environments
- Increase progress and attainment above national averages
- Provide teaching quality which secures good and accelerated progress for all students



# The Oasis Ethos

Our ethos is the lens through which we view everything. At Oasis we look to employ people who not only share in our vision but are champions of our ethos and 9 Habits.

Our ethos is:

- A passion to include everyone
- A desire to treat everyone equally, respecting differences
- A commitment to healthy and open relationships
- A deep sense of hope that things can change and be transformed
- A sense of perseverance to keep going for the long haul

Compassionate	Patient	Humble
Joyful	Honest	Hopeful
Considerate	Forgiving	Self-controlled

# Welcome to Oasis Academy Daventry Road

## About Oasis Academy Daventry Road

OADR is a new 11- 16, six forms of entry [180 students per year group] secondary school in South Bristol. The school opened in September 2023 for year 7 students only, initially taking students in Year 7 only, growing year on year with an eventual capacity of 900 young people. OADR opened in temporary accommodation in September 2023 and will move to our permanent site on Daventry Road, in a new, state of the art building in due course.

We are an inclusive Academy, committed to delivering first class education and playing an active role in the local community. OADR is in close proximity to 3 Oasis Primary Academies [Connaught, Marksbury Road & New Oak] and 2 Oasis Secondary Academies [John Williams & Brislington] and as such will benefit directly from close working partnerships and a supportive network.

## Effective Partnerships

Oasis Academy Daventry Road is outward looking and has engaged with a wide range of external partners, both within the Oasis family and beyond to ensure continued improvement and dynamic opportunities.

The Academy benefits from support from National Lead Practitioners both from within the South West cluster/region and further afield. The Academy is heavily involved in the local education system and works closely with all schools and Academies within the region.

As a Trust we care deeply for our staff, children and community and the development of all is at the heart of what we do. The Academy benefits from a large professional development offer which is associated with being part of one of the largest Multi-Academy Trusts in the UK.



## Staff Development

Staff training is a key aspect of the Academy. We provide an extensive professional development offer, which includes everyone being part of a coaching programme and the opportunity to access to the full range of National Professional Qualifications.

Within the cluster/region, staff benefit from the Regional Improvement Networks (RINs) which sees staff from the Secondary academies in region join together in subject or role specific teams to learn from one another. These sessions are often further supported by the extensive expertise available within and across the Trust. The enthusiastic and skillful staff team are bursting with potential.

## Additional information:

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for this role. Oasis is committed to making a difference to the lives of the communities it works in, and as such you must show a willingness to demonstrate commitment to the values and behaviours, which flow from the Oasis ethos.

We are committed to safeguarding and promoting the welfare of children and young People. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks and a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis Community Learning Ethos. Oasis Community Learning supports Equal Opportunities Employment.





## Attendance Officer

Post:	Attendance Officer	Responsible to:	Assistant Vice Principal – Pastoral
Location:	Oasis Academy Daventry Road, Bristol. <i>Initially in temporary accommodation on the site of Oasis Academy John Williams [BS14 9BU]</i>	Salary:	Salary: SCP7 - £25,584– SCP11 £27,269 <b><u>Actual Salary - SCP22 £22,006</u></b> <b><u>SCP26 £23,455</u></b>
Working pattern:	Monday to Friday, 39 weeks per year 37 hours per week Permanent	Disclosure Level:	Enhanced

### Job purpose:

### Specific Responsibilities:

#### SPECIFIC RESPONSIBILITIES:

- A. To follow the Academy's procedures for recording and marking students who are late to school, or who are absent for any reason; and ensure full compliance with the Department for Education (DfE) Working together to improve school attendance.
- B. To keep records of attendance and to produce weekly reports for teaching staff/Academy Leadership Team as required;
- C. To retrieve telephone messages in accordance with the Academy's absence reporting procedure and mark students accordingly (i.e. medical appointment, sickness);
- D. To file absence notes and correspondence relating to absence;
- E. To liaise with staff to ensure that registers are kept accurate and up to date;
- F. To undertake calls home and home visits in accordance with the academy's attendance strategy;
- G. To liaise with other organisations (e.g. City College) to ascertain attendance figures for students undertaking college courses;
- H. To assist with the collation and preparation of attendance reports and data for a variety of purposes as required;
- I. To attend, contribute to and support through the production of notes/records, attendance related meetings with internal and external stakeholders
- J. To assist with the production and distribution of legal intervention paperwork;
- K. To undertake other administrative duties to support absence monitoring procedures subject to receiving appropriate training, to contribute to the Academy's First Aid provision.
- L. To undertake other various responsibilities as directed by the line manager and Principal.

### The Role:

The role of Attendance Officer is vital to improving attendance - reducing Persistent Absence and Severe Absence alongside ensuring the success and safety of students at the Academy and severe alongside ensuring the success and safety of students at the Academy. The Attendance Officer is responsible for line managing attendance with the Pastoral Team, ensuring that regular contact is made with absent students to ensure safeguarding and encourage a return to the Academy. As well as maintaining accurate attendance records, the Attendance Officer works with key staff such as safeguarding and mental health leads, SEND Teams, EAL community coordinator, families and external agencies such as Education Welfare to challenge poor attendance and put in place appropriate measures to support children and families. The Attendance Officer will also provide data analysis to the senior member of staff responsible for attendance.

The role will also require adaptability, being part of the administrative team and supporting the smooth running of all academy activities.



**Liaison with the following will be required:**

- Administrative Team
- SEND team
- Pastoral Teams
- Safeguarding Lead
- Academy Leadership Team
- External agencies

**SAFEGUARDING CHILDREN**

Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced CRB checks.

The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

**The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.**

The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.

## Person Specification

<b>Qualifications</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Maths and English GCSE grade A* - C / 9-4 or Numeracy and Literacy Level 2 on the NQF or equivalent.</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• Further or Higher Education, ideally in education, social care or care work.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• A good working knowledge of “Working Together to Improve School Attendance” August 2024 (and prior attendance related DFE guidance)</li> <li>• Ability to work autonomously on a day-to-day basis</li> <li>• Ability to review systems to ensure these are effective and fit for purpose in improving attendance</li> <li>• Confidence in having challenging but supportive conversations</li> <li>• Ability to build strong relationships with families for the purposes of supporting improved attendance</li> <li>• Ability to attend and represent the Academy at multi-disciplinary/agency meetings related to student attendance</li> <li>• A good understanding of medical, SEND, socio/economic and other recognised barriers to attendance and strategies for seeking to overcome these</li> <li>• Thorough understanding and experience of the application of attendance legal intervention</li> <li>• Excellent data administration skills, with the ability to collate, interrogate and report on data.</li> <li>• Good organisation skills; the ability to work systematically, accurately and efficiently</li> <li>• The ability to confidently converse at ease with parents/students and members of the public, and provide advice in accurate spoken English</li> </ul>
<b>Personal Skills &amp; Attributes</b>	<ul style="list-style-type: none"> <li>• Excellent organisational skills</li> <li>• Good interpersonal skills and the ability to work effectively with a wide range of people across the organisation and external agencies and stakeholders</li> <li>• High level of discretion and confidentiality</li> <li>• Reliability, motivation, adaptability and resilience under pressure</li> <li>• Commitment to safeguarding and promoting the welfare of children and young people</li> <li>• Willingness to undergo appropriate checks, including enhanced DBS checks</li> <li>• Motivation to work with children and young people and their families</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline</li> <li>• Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos.</li> </ul>



Dear Applicant

Thank you for your enquiry regarding the position of **Attendance Officer** at Oasis Academy Daventry Road.

I hope you find the information pack helpful. If you feel that that this is a post for which you would like to apply, please complete the online application form by submitting your form directly through the eteach portal or by emailing it to Simon Shaw, Head of School at [recruitment@oasisdaventryroad.org](mailto:recruitment@oasisdaventryroad.org)

If you would like to arrange a telephone conversation or a face-to-face meeting with Simon Shaw (Head of School), please contact me via the email address above.

The closing deadline for applications is **9.00am 24 April 2025**.

Please ensure you provide the name, address and status of two referees, one of whom should be your current direct Manager. Candidates should be aware we will seek references on shortlisted candidates for Academy based positions and may approach previous employers for information to verify particular experience or qualifications before interview.

Interviews will be held **week commencing 28 April 2025**. If you have not been invited to attend by **28 April 2025** you should assume that your application has not been successful. Unfortunately, we cannot guarantee that we will be able to provide feedback on your application at this stage.

If you would like to know more about us before you apply please see our website [www.oasisacademydaventryroad.org](http://www.oasisacademydaventryroad.org), or if you are not clear about any aspect of the application procedure, do not hesitate to contact us for clarification.

I wish you well and thank you once again for your interest in this post.

Yours sincerely

Danielle Herridge  
Operations Manager

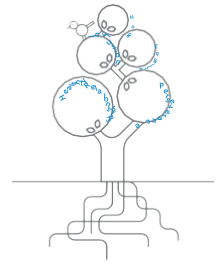
# The Oasis Education Charter



## Oasis Ethos

Our ethos is rooted in what we believe and who we are.

- We have a passion to include everyone
- We have a desire to treat everyone equally, respecting differences
- We have a commitment to healthy and open relationships
- We have a deep sense of hope that things can change and be transformed
- We persevere and keep going for the long haul



## Oasis Learning

The purpose of education is to understand what it means to be human – living intentionally and asking two key questions: Who am I? Who am I becoming?

The foundation of our students' learning is made up of five integrated objectives

- We develop competence, striving for excellence in skills, knowledge and qualifications
- We foster character and self-belief and encourage our students and staff to become the best versions of themselves through the 9 Habits
- We embrace community, advocating the value of living interdependently with others
- We equip our students and staff to be engaged local and global citizens who strive for a better society
- We nurture and empower a life-long passion for learning in all the people we serve



## Oasis People

As an interdependent family, we enjoy exceptional strength and opportunity.

- We believe that good relationships are at the heart of everything we do
- We support and encourage each other in championing the Oasis ethos
- We work, learn and develop together so that students and staff can share and benefit from everyone's best practice



## Oasis Purpose

We work in partnership with our communities to transform lives, where everyone is included, can contribute and is able to reach their God-given potential. We deliver this through an Oasis Hub our model of integrated community development.

- We deliver education in the context of our Hubs
- We create a culture of excellence for all



## Oasis Inclusion

Our vision is driven through a passion and commitment to include everyone.

- We believe our all our children and young people are precious; we prioritise social inclusion and integration in all we do
- We model and set high aspirations and expectations for every child and young person and member of staff
- We provide opportunities and experiences for all of our students, as well as their wider families, giving advantage to the disadvantaged



## Oasis Curriculum

The curriculum is the heart of Oasis's educational provision.

- We make great learning the foundation of every lesson
- We design our curriculum to meet the needs of all
- We strive for personal as well as academic and vocational excellence, achieving outcomes that drive social mobility, and give everyone freedom of choice through their lives





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