



**United Learning**  
The best in everyone™

**Briefing Pack for Applicants**

**Attendance Officer**

**July 2024**

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## Section 1 – Post Advertisement



**Sheffield Park Academy**

The best in everyone™

Part of United Learning

**Job title:** Attendance Officer  
**Location:** Sheffield Park Academy, Beaumont Road North, Sheffield, S2 1SN  
**Salary:** £27,925 gross per annum pro rata (actual of £25,331 gross per annum)  
**Contract:** Permanent, full-time, 37.5 hours per week, 41 working weeks.  
**Start date:** ASAP

‘Leaders are ambitious for all pupils to achieve highly’.

‘This is a school where students care for students and are determined that they succeed’.

### **OFSTED report, December 2022**

We are seeking to appoint an experienced individual to become an integral part of the academy’s Attendance Team.

This is an exciting opportunity to join an established team; the successful candidate will provide high quality tracking, monitoring, intervention and support for young people and families on all matters associated with securing and promoting excellent attendance and punctuality to school.

This role requires a highly focussed individual who is organised and passionate about making a difference for our academy and the local community. This is a challenging role that will bring many rewards.

### **We will offer you:**

- Highly competitive pay above national average.
- Excellent facilities and resources.
- Access to an outstanding professional development programme.
- A respectful working environment.
- Supportive, friendly colleagues who are committed to each other’s professional development.
- A chance to become part of United Learning, one of the largest groups of academies in the country.
- Opportunities to work collaboratively with colleagues in each academy, across the Cluster and United Learning.
- Excellent employee benefits which include a highly sought-after pension scheme with high employer contributions.
- Access to training through the Apprenticeship Levy.
- Perkbox benefits platform.
- Free on-site parking.
- Access to an Employee Assistance Programme (EAP).
- We encourage open and regular conversations about work-life balance.

As part of United Learning our aim is to bring out ‘the Best in Everyone’ and we continuously strive to ensure that students and staff have every opportunity to succeed, with their potential developed to the utmost.

United Learning is one of the largest and most successful Trusts in the country who offers unrivalled Continuing Professional Development (CPD) and training, including opportunities for nationwide networking.

**We are looking for:**

- An individual with excellent communication skills.
- A driven, proactive and positive individual with an unwavering commitment to continuously improving standards.
- A team player who works closely with colleagues and other professionals to ensure policies and procedures are in place to secure high levels of attendance and engagement.
- Good general IT skills.
- Be resilient in implementing the academy's attendance policy.
- An individual who has a fundamental belief in the power of education to enable students to achieve anything they set their minds to.
- You must have good organisational skills and a keen eye for detail.
- Demonstrate a positive, proactive and professional approach at all times.

Please see the job description and person specification for further detail.

To apply, please click the 'Apply Now' button at the top of the advert on our website using the following link to our vacancies page: [Sheffield Park Academy Vacancies](#) and complete our online application form. Please note that CVs are not accepted. **The closing date for this post is Midnight, Sunday 1<sup>st</sup> September 2024.** Interviews will take place, Friday 6<sup>th</sup> September 2024.

**If you would like to discuss this exciting opportunity, please contact [hr@unitedlearningyorks.org.uk](mailto:hr@unitedlearningyorks.org.uk)**

United Learning is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Employees will, in accordance with statutory guidance, be subject to a comprehensive checking process including references from current and previous employers, health, Right to Work in the UK, an Enhanced DBS check and a further check against the appropriate barred list.

## Section 2 – United Learning

Sheffield Park Academy is part of United Learning which is a large and growing group of schools aiming to offer a life changing education to children and young people across England.

Our schools work as a team and achieve more by sharing than any single school could. Our Subject Specialists, Group-wide Intranet, our own curriculum and online learning portal all help us share knowledge and resource, which supports simplifying work processes and managing workloads for an improved work-life balance.

As a Group we can reward our staff better, we provide good career opportunities, better pay, employee benefits and ultimately, the satisfaction of helping children to succeed. We invest in our staff wellbeing. Our academies each have at least eight INSET/training days per year (with three of those solely dedicated to planning) and an ongoing group-wide wellbeing programme. It is an ethos we call ‘the Best in Everyone’.

We are working hard to become a more diverse organisation, which is key to our commitment to bringing out ‘the Best in Everyone’. We welcome applications from everyone committed to this ethos and would particularly welcome applications from black and minority ethnic candidates who are currently under-represented in the Group as a whole. We always appoint on merit. We are open to discussing flexible working options.

<https://unitedlearning.org.uk/>

## Section 3 – Letter from the Regional Director

Dear Candidate

Thank you very much for your interest in the role within the Yorkshire United Learning Cluster. The cluster itself is a close-knit group of three Secondary Academies: Barnsley Academy, Sheffield Park Academy and Sheffield Springs Academy, who work alongside a number of local Primary Academies; all from within the United Learning Trust.

The cluster is well-established and has excellent support from locally based cluster central services. These cover Business Management, HR, IT and Site/Estate Facilities. They are led by an Executive Business Manager. This provides our Academies with excellent trained advice and support in these areas; this benefits the leadership and wider staff of every Academy.

United Learning Trust is a national organisation serving Primary and Secondary Academies, all-through Academies and Independent Schools. Our ethos is, “the Best in Everyone”. This is a useful phrase that sums up the work and focus of the organisation. Every decision taken is done with this aim in mind: for staff, for students and for the community. The Trust values of Respect, Determination and Ambition are driven through the Character Programme, which each Academy has carefully interpreted in their own way. The Trust attributes of Creativity, Confidence and Enthusiasm are demonstrated at every level.

United Learning, and Academies within the Yorkshire Cluster, demonstrate a strong commitment to staff CPD and staff wellbeing. If you join our schools you will be inducted, supported and developed in a deliberate way from before you even take up post. Our status as an Academy Trust enables highly competitive rates of pay progression and our employee schemes, such as Perkbox, are an attractive feature of employment.

Above everything, we put young people first and seek to recruit adults who share this view. We work with students, parents and families to provide a structured, supportive experience that enables them to achieve as well as they possibly can and become excellent scholars and rounded individuals. We insist on classrooms and corridors that are respectful, orderly places where everyone is expected to display positive and mature attitudes.

Applying for a new job is a huge investment of time and emotional energy. The recruitment decision has to be right for employee and employer. I would encourage you to seek out any information you need in order to make the important decision to apply and we welcome visits to our schools in advance of applications wherever this might be helpful.

I do wish you the very best with your application and thank you again for considering us.

Best wishes,

Laura Moore  
Regional Director  
United Learning

## Section 4 – Letter from the Principal of Sheffield Park Academy



**Sheffield Park Academy**

The best in everyone™

Part of United Learning

Dear Candidate

Thank you very much for your interest in joining Sheffield Park Academy. I am delighted to introduce you to our school and I hope that this application pack provides you with an overview.

Sheffield Park Academy is a flourishing 11-18 school and we really value working as part of the Yorkshire cluster alongside our sister schools; Barnsley Academy and Sheffield Springs Academy. Our close collaboration across the schools is a real source of strength and support as is the wider support of United Learning and in particular our Regional Director.

We fully subscribe to the ethos and values of United Learning and as Principal, I would thoroughly recommend working for the group.

If you are aligned with our mission and values, we very much look forward to hearing from you.

Good luck with your application and thank you again for considering Sheffield Park Academy as the next stage in your career.

Best wishes,

Brendan Hesketh  
Principal  
Sheffield Park Academy

## Section 5 – Job Description



### Job Description

<b>Post title</b>	Attendance Officer
<b>Salary</b>	Band 2
<b>Responsible to</b>	Cluster Education Welfare Officer
<b>Responsible for</b>	The postholder does not have any direct line management responsibility.
<b>Role purpose</b>	To assist with the management of attendance data systems and processes, including all student management information and statutory returns.
<b>Relevant qualifications</b>	<ul style="list-style-type: none"><li>• Level 2 qualifications in English and Maths.</li><li>• Experience in relevant discipline.</li></ul>

**The postholder must, at all times, carry out their duties and responsibilities within the spirit of United Learning and academy policies and procedures, and within the legislative framework applicable to academies.**

### Role Summary

The Attendance Officer will work alongside key colleagues in the academy to administrate and support the reduction in levels of absence. The postholder will working with staff, students and families to promote high levels of attendance which will enable students to achieve their full potential.

The postholder will ensure that all systems, processes and procedures regarding student communications and home school liaison are timely, appropriate and effective. They will promote a positive attendance and punctuality culture.

### Key Responsibilities

Although not an exhaustive list the following gives an indication of the role and associated responsibilities.

#### Main Responsibilities

- Support the implementation of the attendance strategy to ensure a consistent approach is adopted across the academy in-line with policies and procedures.



- Support on the attendance elements of the academy's Management Information System (MIS), keeping abreast of relevant updates and new functionality within the system.
- As a team, take responsibility for the attendance systems and processes across the academy.
- Produce, analyse, interpret and present student attendance data, identifying at risk groups, trends, areas of concern and develop robust action plans/regular evaluations to secure improvements.
- Provide and present regular updates on attendance matters to key stakeholders.
- Provide innovative ideas and approaches to promote and celebrate good attendance, for example, use of website, parent/carer apps and promotional material around the academy and community.
- Support and monitor the impact of home school liaison in improving attendance and punctuality through the work of the Attendance/Pastoral Teams.
- Undertake lone home visits to students as required, identify reasons for non-attendance and work closely with families and other related parties/agencies to achieve regular attendance.
- Maintain regular and effective attendance panels as a rapid response to emerging patterns of poor attendance.
- Prepare the necessary documentation and caseloads for those pending fixed term penalties and/or prosecution.
- Support students with poor attendance who are at risk of significant underachievement through a range of targeted interventions, including student/parent interviews, monitoring logs, incentive programmes.
- Contribute toward and support the Attendance Team in establishing and implementing a protocol and procedure for rapid response for all attendance and punctuality interventions.
- Liaise with statutory and non-statutory agencies as appropriate and attend meetings as directed by the Cluster Education Welfare Officer.
- Work with the relevant body to serve fixed penalty notices where appropriate and assist with all attendance prosecutions.
- Work with the Pastoral Team to support reintegration programmes following extended absence.
- Liaise with the academy's transition colleagues and with feeder schools to collect and analyse information about attendance.
- Connect with attendance leaders within the Trust and other agencies to provide a consistent and robust approach to communication with young people and families with poor attendance.

### **Personal Competences**

- Ability to contribute to the development of attendance systems.

- The postholder will be required to evidence through actions the level of knowledge of services within the academy.
- Actively seek to maintain and develop knowledge in appropriate areas.

## General

- Develop excellent working relationships with colleagues internally, centrally and externally.
- Be an effective and flexible member of the team.
- Ensure any documentation produced is to a high standard and is in-line with the in-house style.
- Participate in training and other learning activities as required.
- Participate in the Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Represent the academy at events as appropriate.
- Support and promote the academy and United Learning's ethos, contributing to strengthening relationships between academies in the Cluster and between the Cluster and central office.
- To be aware of and comply with United Learning policies and procedures relating to Child Protection, Health and Safety, security, confidentiality and Data Protection, reporting all concerns to the appropriate person.
- To actively participate in Continuous Professional Development (CPD) and act as a positive role model across the academies and United learning.
- 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 Executive Business Manager and Principals.
- This job description will be kept under review and may be amended via consultation with the individual, Executive Business Manager and Human Resources as required.

## Information

The need to adapt working hours around the business need of the academy is an expectancy of the job role.

The information contained above is to help staff understand and appreciate the work content of their post and the role they are to undertake in the organisation. However, it should be noted that whilst every effort has been made to outline all duties and responsibilities, a document such as this does not permit every item to be specified in detail. Broad headings have therefore been used in which case all the usual associated duties are included in this job description.

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the postholder. Elements of this job description and changes to it may be negotiated at the request of either the postholder or the incumbent of the post.

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I accept my job description and job title as detailed above.

<b>Name (print)</b>	
<b>Sign</b>	
<b>Date</b>	

## Section 6 – Person Specification



### Person Specification

<b>Post title</b>	Attendance Officer
<b>Salary</b>	Band 2

<b>Education and Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Level 2 in Maths and English.	X	
Safeguarding training or willingness to undertake.	X	
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of working effectively as part of a team.	X	
Experience of working alone – a self-starter who can manage their own time.	X	
Can evidence strong communication and interpersonal skills in a professional context with young people, parents/carers and colleagues.	X	
Experience of working in an environment where a high-level literacy and numeracy skills have been demonstrated.	X	
Experience of working with children and young people.	X	
<b>Knowledge and Skills</b>	<b>Essential</b>	<b>Desirable</b>
Ability to provide and maintain a quality customer focused service.	X	
Ability to use various Microsoft Office software, including databases/Excel.	X	
Excellent telephone manner and interpersonal skills.	X	
Ability to communicate effectively both verbally and in writing.	X	
To be able to work under pressure in a busy environment.	X	
Ability to maintain efficient record keeping systems.	X	
Ability to work effectively on your own initiative as well as part of a team	X	
Ability and confidence to undertake lone home visits and build professional working relationships with members of the community.	X	
Experience using a Management Information System (MIS) and excellent record keeping.	X	
<b>Teamwork</b>	<b>Essential</b>	<b>Desirable</b>
Recognises the contribution and achievement of colleagues.	X	
Keeps colleagues, stakeholders and/or customers informed of progress.	X	
Treats others fairly, openly and consistently.	X	
Expresses disagreement or challenges views calmly, constructively and tactfully.	X	

Supports and co-operates with colleagues.	X	
<b>Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>
High levels of discretion, confidentiality, and awareness of Data Protection.	X	
High levels of personal and professional integrity.	X	
A facilitative approach to problem-solving and a 'can do' mindset.	X	
Good written and verbal communication skills.	X	
Ability to prioritise, multitask and manage workloads while maintaining a flexible response to urgent requests.	X	
Good interpersonal skills and ability to work with stakeholders at all levels.	X	
Organised and good attention to detail.	X	
Maintains high standards and takes initiative to make things better.	X	
Make recommendations for improvements to enhance quality of service.	X	
Ability and willingness to travel to locations within the cluster, attend meetings off-site with agencies, etc.	X	
Ability to drive and the use of a vehicle is advantageous.		X

## **Section 7 – The Appointment Process**

These notes are intended to guide you when making an application.

### **The Application Form**

The application form is accessible via the 'Apply' link on the job advertisement. Please complete the application form neatly, fully and accurately, including exact dates. You are requested to submit a concise application. CVs are not accepted.

### **Education and Training**

State your qualifications and any training you have undertaken relevant to the post.

### **Present Appointment**

Make it clear what your present post is, which establishment you work in and who your employer is.

### **Previous Appointment**

When completing this section it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work.

### **Referees**

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. References will be taken if the candidate is successfully short-listed for interview. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

### **The Supporting Statement**

The supporting statement is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post.

### **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. We would ask that all shortlisted applicants read the safeguarding information on the academy website/s prior to attending the interview.

### **The Interview**

Candidates will be invited to interview at the academy during which time they will have the opportunity to meet staff and students and see the academy at work.

### **Feedback**

Feedback is offered to those candidates who are shortlisted, interviewed and not recommended for appointment. It is hoped that this information will help you with future applications.

## Section 8 – Visitors/Contacts for Sheffield Park Academy

**The academy is located in a thriving town close to the beautiful Peak District**



**Sheffield Park Academy**

The best in everyone™

Part of United Learning

Sheffield Park Academy  
Beaumont Road North  
Sheffield  
South Yorkshire  
S2 1SN

Website: [www.sheffieldpark-academy.org](http://www.sheffieldpark-academy.org)

Email: [info@sheffieldparkacademy.org](mailto:info@sheffieldparkacademy.org)

Telephone: 0114 2392661

Sheffield Park Academy is an Ofsted rated 'Good' academy. The academy is part of United Learning, a national group of schools and academies. Sheffield Park Academy is an 11-18 academy. As part of United Learning our aim is to bring out 'the Best in Everyone' and we continuously strive to ensure that students and staff have every opportunity to succeed, with their potential developed to the utmost.