



**WE ARE** ASTREA

# **ATTENDANCE & SAFEGUARDING OFFICER**

**NETHERWOOD ACADEMY**  
PART OF ASTREA ACADEMY TRUST

APPLICANT BRIEF





# O PEN LETTER FROM PRINCIPAL, JONNY MITCHELL

Dear Candidate

I am absolutely delighted that you have shown an interest in applying for this absolutely crucial post at Netherwood. Netherwood is on a journey to becoming an exceptional place to learn, and I am keen to ensure that the academy community espouses the values and vision around which I have cultivated my own professional journey – and I want exceptional colleagues to join the staff community to realise the potential which Netherwood clearly has in spades.

We need to attract the right calibre of professional to work alongside our dedicated team of staff; a colleague who shares the clear vision that the child is at the very heart of everything we do; a colleague who is able to enjoy positive, professional relationships with young people; and, perhaps most importantly, a colleague who can demonstrate high levels of resilience and emotional intelligence when dealing with complex and sensitive situations.

The ideal candidate will be an experienced and outstanding classroom practitioner with a track record of strong outcomes and in supporting the development of other colleagues. We need someone who can walk the walk and be a beacon of excellent practice in a classroom environment, whilst possessing the muscularity of intellect and professional credibility to drive up standards across the academy.

I hope you can see that this is an exciting time to join the Academy. If you are considering applying for this role, you will need to have ambition for the students as well as for yourself. I want colleagues who are prepared to push themselves professionally to develop their skills and experiences, so that the young people of Netherwood get the very best we can offer them; my ambition is that Netherwood provides a world-class education, and colleagues joining the academy will need to want to be part of this ambition.

Everyone connected with the academy will expect commitment and drive, but this needs to be coupled with sensibility and humility. A sense of humour and a willingness to work really hard are also huge attributes. I would never have entertained the idea of becoming Principal in a school I did not think had the level of potential that this place has – if you feel you have the skills, expertise, energy, enthusiasm and passion to join the staff team here, please ensure you submit an application.

I am currently able to arrange short visits to the academy after 3pm most days. I may have limited availability to conduct short visits during the school day, subject to availability. If you would like to visit, please contact me; equally, if you would like an informal conversation about the role prior to submitting an application, please feel free to get in contact with me to make arrangements.

My email address is [jonny.mitchell@astreanetherwood.org](mailto:jonny.mitchell@astreanetherwood.org)

In the meantime, I very much look forward to hearing from you. I appreciate the amount of time that goes into preparing an application, so thank you in advance for considering joining us.

**Jonny Mitchell**  
Principal at Netherwood Academy



# JOB DESCRIPTION

<b>POSITION</b>	<b>Attendance and Safeguarding Officer (Key Stage 3 / Key Stage 4)</b>
<b>SALARY RANGE</b>	<b>Grade 4, points 7 to 11</b>
<b>CONTRACT TYPE</b>	<b>Permanent</b>
	<b>Term Time (38 weeks &amp; 1 additional week &amp; 2 INSET days)</b>
	<b>37 hours per week, Monday to Friday</b>
<b>REPORTING TO</b>	<b>Designated Safeguarding Lead (SLT)</b>
<b>LOCATION</b>	<b>Netherwood Academy</b>

The Attendance and Safeguarding Officer will carry out the responsibilities listed below in a manner which is in keeping with the ethos of the Academy.

This description is not intended to be exhaustive and is a general outline of the typical duties and responsibilities expected to be carried out whilst accepting that these may vary.

The post holder will under the guidance of their Line Manager organise their own work load and will make decisions as to how and when duties are to be carried out and will respond independently to unanticipated problems and solutions.

## Purpose

Under the guidance of the DSL, be responsible for undertaking administrative and organisational processes within the Academy. Assist with the planning and development of support services.

To provide general support for the implementation of the Academy's attendance and safeguarding policies and procedures.

## Key Areas:

Organisation  
Administration  
Resources

## Key Duties and Responsibilities

### Organisation

- Work with the Pastoral Teams to ensure robust administration and record-keeping in relation to attendance improvement, monitoring and management.
- Support the Pastoral Teams and the Safeguarding Team with agreed individual casework.
- Have regular contact with families whose children are not attending school regularly.
- In liaison with the DSL, ensure proactive support for children, against an agreed set of criteria.
- Foster productive relationships with families and students so as to ensure their attendance at school improves.



- Support the work of the wider attendance team during busy periods and/or during periods of staff absence.
- Contribute to the planning, development and organisation of support service systems/procedures/policies.
- Liaise with key personnel within the academy to ensure information is communicated swiftly and efficiently.

#### **Administration**

- Manage manual and computerised record/information systems, particularly SIMS and CPOMS.
- Analyse and evaluate data/information and produce reports/information/data as required.

#### **Resources**

- Operate relevant equipment/complex ICT packages.
- Provide advice and guidance to staff, students and others.

#### **Responsibilities**

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Academy.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

#### **General**

- To develop and promote high standards throughout the Academy Trust and Barnsley Children, Young People & Families Services.
- To undertake any other duties, commensurate within the grade, at the discretion of the Principal.
- Be familiar and comply with all relevant Health and Safety, Operational, Personnel, Child Protection, Data Protection and Financial Regulations, policies and procedures.
- Ensure equality of opportunity is afforded to all persons both internal and external to the authority, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.

#### **General Information and Working Arrangements**

Netherwood Academy operates a no smoking policy throughout the site.

Netherwood joined Astrea Academy Trust in May 2017 and caters for the 11-16 age range. The Academy is very popular and growing and the number on roll is currently 1140. We value equally all members of the school community and work together for the educational progress of all our students in partnership with the whole community.

**The Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.**

**The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.**



# PERSON SPECIFICATION

This part will allow you to understand who we are looking for within this role and the skills knowledge or experience that we would expect.

<b>Relevant Experience</b>	<b>Essential</b>	<b>Desirable</b>
Recent relevant experience in relative discipline	*	
Experience of development, management and operation of administrative systems	*	
<b>Education and Training</b>		
4 GCSEs A*-C (or equivalent), including English and Maths.	*	
Level 3 or equivalent qualification		*
Safeguarding Children Level 3 Designated Lead Training		*
Significant experience of working with children/young adults in a formal role		*
<b>General and Special Knowledge</b>		
Very good numeracy/literacy skills	*	
Very good ICT skills	*	
Experience of School Information Management Systems		*
Effective use of ICT and other specialist equipment/ resources	*	
Full working knowledge of relevant policies/ codes of practice and awareness of relevant legislation	*	
<b>Skills and Attributes</b>		
Ability to relate well to children and adults.	*	
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	*	
Ability to self-evaluate learning needs and actively seek learning opportunities	*	
<b>Additional Factors</b>		
This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	*	