

APPLICANT

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NEWFIELD SCHOOL



Realising Potential. Transforming Lives.

Headteacher's Welcome

Dear Colleague

Thank you for your interest in joining Newfield School. This is an excellent opportunity to join our great school and to play role in shaping the provision of education and lifelong learning opportunities for our students. We believe that 'Achievement Leads to Opportunity and Choice' and our three core values underpin and drive all that we do for our students;



- We are high performing because we are curious and have a thirst for knowledge;
- We are considerate and value our community;
- We succeed through commitment and relentless ambition.

Irrespective of starting point, family background or ability each and every child that walks through our school doors deserves a quality first education. We are passionate about the numbers of students who are classed as disadvantaged making the same as, if not more, progress than their advantaged peers. Therefore, we lead a high functioning school that gives children true social justice and the opportunity to make the best of their education ensuring no doors are closed in their future. Achieving qualifications alongside our commitment to exciting and engaging extra-curricular offer means our students have opportunity and choice following their rich education at Newfield School.

Newfield School is a truly special place to work. The core business of teaching and learning is at the heart of all we do. We have high expectations of our staff but we also value and look after them. We balance hard work with meaningful and tailored professional development, great practice every day with a manageable workload. Our school has a proven consistent record of success and we will continue to make exceptional progress with our students this year and into the future.

We believe that our students are future scholars in their chosen fields and that teachers are the experts in the classroom who should impart their knowledge to students. We use the best evidence to lead our approach to learning and teaching and follow approaches that are supported by cognitive science. As a result, lessons are structured around the explicit teaching and assessment of knowledge. They are characterised by rapid progress, whole class drills, repetition of facts, teacher led instruction and high performance regardless of ability or background.

The climate for learning in our school is very positive and this is underpinned by very high expectations of behaviour, dress and attitude to learning. Our students are well-behaved and ambitious. All staff are consistent in their high expectations and

approach to discipline and the Senior Team have a high presence day in day out in our school.

Newfield School is a valued partner and driving force within Mercia Learning Trust, a local and ambitious Trust that is dedicated to improving the life chances and careers of its students and those professionals working within it. The Trust is one of the most successful Trusts in the Yorkshire and Humber region and changes the lives of over 3000 children and young people in Sheffield and is continuing to grow.

This is an exciting time for us as we move towards being a truly exceptional school. Our reputation is growing and our challenge now is not just to sustain but to surpass our recent GCSE performances, to lead the way on pedagogy, to deliver effective and exciting learning at the highest level and to become a beacon school for training, research and professional development.

We support applications from candidates who understand and support our approach to teaching and learning. Imaginative and committed, you will have a passion for your subject, high standards of professionalism and high expectations of students.

For an informal and confidential discussion, please contact Ruth Cressey, PA to the Headteacher on 0114 255 7331 or email rcressey@newfield.sheffield.sch.uk.

If this excites you and you believe you have the necessary skills for this role, I would welcome your interest and application.

I look forward to meeting you.

Yours faithfully



Emma Anderson
Headteacher



Advertisement

Post: Attendance Support Officer

Full Time Salary: Grade 4 (currently £22,369 – £24,496 FTE)

Actual Salary: £19,240 – £21,069 (with under 5 years' service)

Contract Type: 37 hours, 41 weeks

Contract Term: Fixed Term (1 Year in the first instance)

Start Date: September 2023

Thank you for your interest in our Attendance Officer role at Newfield School.

Mercia Learning Trust, one of the most successful Trusts in the Yorkshire and Humber region is a local and ambitious Trust that is dedicated to improving the life chances and careers of its students and those professionals working within it. The Trust changes the lives of over 3000 children and young people in Sheffield and is continuing to grow.

Newfield School is part of the Mercia Learning Trust and is a valued partner and driving force within the Trust. The students and staff of our school are brave, proud, work very hard and take advantage of the variety of opportunities that are available to them.

Our values underpin all we do at Newfield School and we believe that 'achievement leads to opportunity and choice'.

- We are high performing because we are curious and have a thirst for knowledge.
- We are considerate and value our community.
- We succeed through dedication and relentless ambition.

An exciting opportunity has arisen for an Attendance Support Officer. Attendance plays a vital role in a student's education and the Attendance Support Officer plays a key role in working to promote improved attendance for students that are, or are in danger of becoming persistent absentees.

The Attendance Support Officer will work within our existing Student Services Team which includes the Student Services Manager, Attendance Support Officer, Inclusion Support Administrator and Receptionist. This team is student centred and delivers a high quality service in supporting our Newfield School community.

The role will involve contacting families regarding attendance, supporting parents and students and home visits so you will need to establish and maintain good, positive working relationships with all students, parents, colleagues and other professionals. Information relating to student attendance and punctuality is confidential; it is important

that none of this information is disclosed to any unauthorised person and that is dealt with discreetly and with integrity.

Duties will include:

- Receiving and recording daily student absence calls in an efficient and timely manner as safeguarding underpins all we do in our daily practice
- Follow up student absences and lateness by telephone or other means on a daily basis with guidance from relevant colleagues as well as making appropriate referrals where necessary i.e. reporting welfare concerns to the Head of Year
- Running attendance and behaviour reports from SIMS.net
- Conduct home visits for identified students according to absence patterns

If this excites you and you believe you have the necessary skills for this role, we would welcome your interest and application.

Further information and details about how to apply can be found on the school website or by emailing recruitment@merciatrust.co.uk. For an informal and confidential discussion, please contact Ruth Cressey, PA to the Headteacher on 0114 255 7331 or email rcressey@newfield.sheffield.sch.uk.

We welcome visits to the school prior to application.

Closing date for applications is **4 June 2023**

The Recruitment process is expected to take place week commencing **12 June**

JOB DESCRIPTION

Post Title:	Attendance Support Officer * This post is a designated customer facing role under the fluency duty and requires a specified level of spoken English in the person specification
Grade:	Grade 4, £22,369 - £24,496 FTE
Responsible to:	Student Services Manager
Responsible for:	N/A

The post holder must at all times carry out his/her responsibilities within the spirit of School policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to statutory responsibilities of the Governing Bodies of Schools.

PURPOSE OF THE POST

- Improving levels of student attendance. Working with students and their parents/carers, to re-engage these children with education.

KEY RESPONSIBILITIES

Attendance monitoring

- Working closely with the Student Services Manager, Attendance Support Officer, Deputy Headteacher, Head of Lower School, Head of Upper School and Heads of Year to ensure that school continues to improve the attendance and attainment of students by challenging absence accordingly.
- Home visits to those students that are absent and persistently absent, identifying reasons for non-attendance, working closely with families and others to achieve regular attendance.
- Monitoring attendance of key students, provide immediate response in the event of an absence, liaising with key staff to ease return to school with appropriate support.
- Use SIMS for data input and analysis and provide reports as necessary
- To facilitate effective partnership between parents, school and external agencies to raise attendance.

- To meet parents on a regular basis to discuss attendance strategies and draft parental agreements to ensure that they fulfil their legal responsibilities.
- To complete relevant referrals where necessary.
- To attend referral meetings and Attendance Panel Meetings regularly alongside the Senior Leadership Team, Student Services Manager, Attendance Support Officer, Head of Lower School, Head of Upper School and Heads of Year and other representatives from appropriate external agencies, maintaining appropriate links with these agencies.
- To liaise with the Multi Agency Support Teams and Social Care regularly for referral updates.
- 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 keep accurate and appropriate records of all interventions.
- Aid transition from Primary to Secondary for students where attendance is a concern.
- Liaise with 'Family of Schools' to identify 'at risk' families
- To develop a 1-1 supportive relationship with students needing particular support, aimed at achieving the goals defined in the plan.
- To undertake Attendance interviews in school with individual students.
- To provide and coordinate Attendance Group work and /or 1:1 interventions to students to help improve attendance also offering mentoring support where appropriate.
- To be the designated support worker for students identified as Young Carers.
- To liaise with external agencies relating with Young Carers.
- To work with other staff in identification and support of Young Carers.
- To attend all relevant meetings relating to Young Carers and attendance.
- To ensure all Safeguarding procedures are followed.
- Attend parents' evenings and whole school events.

WORKING ENVIRONMENT AND CONDITIONS OF THE POST

- The post may be required to travel and work within any school in the Mercia Learning Trust

GENERAL DUTIES

- To contribute to whole school events as and when required.
- To ensure accurate records are securely maintained and held in accordance with General Data Protection Regulations (GDPR)/Data Protection Act 2018.
- Be aware of and support diversity, ensuring equal opportunities for all.

- Develop professional, constructive relationships with other agencies, schools and professionals.
- Participate in meetings, training and performance development as necessary.
- Recognise own strengths and areas of expertise using these to advise and support others.
- Be willing to undertake training and professional development as required of the post.
- Any other duties and responsibilities appropriate to the grade and role.

PROMOTION OF TRUST VALUES

- To contribute to the overall development of Mercia Learning Trust to ensure the Trust operates on the basis of shared and collective responsibility.
- To contribute to the overall ethos, work and aims of Mercia Learning Trust.
- To support and contribute to the Trust’s commitment to safeguarding all students. All schools in the Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.
- To be aware of the school’s duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities.
- All the above duties and responsibilities to be carried out in accordance with policies adopted by the School Governing Body and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Issue Date: May 2023

PERSON SPECIFICATION

Post Title:	Attendance Support Officer
Salary:	Grade 4, £22,369 - £24,496 FTE
Responsible to:	Student Services Manager
Responsible for:	N/A

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications and Training	GCSE Grade C in English and Mathematics	
Skills and Knowledge	<p>The ability to establish and maintain effective working relationships with students, parents, staff and other agencies.</p> <p>Working knowledge of SIMS.net</p> <p>The ability to work well within a team committed to improving the attendance and attainment of students.</p> <p>Work in a collaborative and multi-disciplinary framework</p> <p>A good understanding of the issues and problems that impact upon families experiencing a range of difficulties and the ability to support parents/carers and young people.</p> <p>Have the ability to motivate disaffected young people and non-compliant parents/carers.</p> <p>The ability to challenge parents/carers and young people who are failing to respond to support given.</p> <p>Well-developed interpersonal skills towards students, parents and members of the community</p> <p>The ability to work collaboratively with team</p>	

	members and provisions to deliver improved outcomes.	
Experience	<p>Experience of working with young people and children</p> <p>Experience of completing and maintaining pupil records.</p> <p>Communicating effectively, both verbally and in writing, with colleagues, parents/carers and other agencies.</p>	2 years' experience of working with children in an educational setting
Personal Qualities	<p>Flexible</p> <p>Honest and reliable</p> <p>Calm under pressure</p> <p>Patient</p> <p>Empathetic with young people</p> <p>Team player</p> <p>High personal and professional standards</p>	

The Application Process

All candidates must complete the following application process.

- All applicants must submit a Trust application form. We do not accept CVs or Council Forms. The application form can be found under 'Careers' at www.merciatrust.co.uk
- Email your completed application to recruitment@merciatrust.co.uk or post it to:
 MLT Recruitment Team
 Mercia Learning Trust
 79 Glen Road
 Sheffield, S7 1RB

After your application has been submitted:

- In all cases written references will be taken up and made available to interviewers BEFORE the final selection stage.

- All applications that have been submitted via email will receive an email confirming receipt.
- An email and/or letter will be sent to shortlisted candidates with details of the interview process.
- If you have not heard from us within 2 weeks of the closing date, please assume that on this occasion, your application has been unsuccessful.

Further information:

- Take a look at www.mercialearningtrust.co.uk/careers for more on what it's like working for the trust, what we offer you, and what we're looking for.
- Should you require any additional information about the role or the school, or would like an informal discussion or out of hours visit, please contact us on 0114 2557331 or enquiries@newfield.sheffield.sch.uk.
- For more information about the application process, please email recruitment@mercialearningtrust.co.uk.

Key dates:

- **Closing Date Sunday 4 June**
- **Interviews expected to take place week commencing 12 June**

The small print

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. If you are shortlisted, your suitability to work with children will be explored, and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.

The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

We are an Equal Opportunities employer. Our staff are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity. Please indicate whether there are any reasonable adjustments or access requirements you would need to help you to attend an interview. If you wish to discuss your requirements prior to submitting your form, please contact the Recruitment Team on 0114 349 4230. Alternatively, please give details on a separate sheet and return with your application form.