

# Tapton SCHOOL

ACADEMY TRUST

Realising the life chances and dreams of every child

# EWO

## 15 hour contract mornings only

### Application Pack



Registered address: Tapton School Academy Trust, Darwin Lane, Sheffield, S10 5RG  
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Charitable Limited Company Registration Number: 07697171.  
Registered office: England and Wales. VAT Number: 134392225.

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Welcome to Tipton School Academy Trust (TSAT) and thank you for your interest in joining our organisation. I am the new Chief Executive Officer and I feel incredibly proud to lead to such a wonderfully diverse group of schools, who have people at their heart. We were established in 2011 and operate a family of schools across Sheffield, offering education from early years to sixth form.

We employ over 900 staff and those people are incredibly important to us. One of our key strategic priorities is to make TSAT a 'great place to work' and we are working hard to achieve that. If you work with us, you will receive best-in-class talent management opportunities, to develop yourself and open doors to a wealth of career opportunities within (and outside of) our trust.

We are mindful the workload challenge currently facing the sector, so are focused on reducing workload and creating conditions where our colleagues have fair work/life balance. To do so, we are investing in technology (such as iPads and AI) and creating aligned curricula and assessments, to save our staff time so they can focus more on the things that really matter.

We are at an exciting crossroads in our journey as a multi-academy trust. If you are passionate about working with young people, and love working collaboratively within a team environment, then we'd love to hear from you. If you want to help shape the future of a modern, transformative group of schools, where excellence, innovation and collaboration thrive, you will find a like-minded group of people at TSAT.

Thank you again for your interest in joining us and the best of luck with your application.

**Lee Barber**  
**CEO**



# About TSAT

Since forming in 2011 TSAT has grown to 9 schools, 5 primary and 4 secondary, providing learning to over 7,500 learners from 2 – 18.

Collaboration is at the heart of our Trust. Our aspiration, with distributed leadership across TSAT, is to be greater than the sum of our parts.

**Our Vision** : To realise the life chances and dreams of every child.

**Our Mission** : To provide a safe place to be; provide great teaching and learning; create an environment where all opportunities are in reach.

## Our Values

- A culture of professionalism.
- A focus on nurture as well as achievement.
- Involvement of the family and wider community in everything we do.
- Make visible those who feel invisible through disability, poverty, ethnic or cultural disadvantage.
- Mutual support and development.
- The health, well-being and safety of all our people.

## Our ways of working

- Schools sign up to our 'Mission, Vision and Values' and collaborative ways of working.
- Schools collaborate 'in partnership for excellence with TSAT'
- Each has something to bring to the table and can lead on this.
- Schools retain their identity and are part of something special.
- Differentiated solutions according to support needs.
- Mentoring, coaching, directing.
- A clear [scheme of delegation](#) and decision making to ensure that all our children get the best educational experience.

For further information please visit the Trust website: [TSAT - Home \(taptonttrust.org.uk\)](https://taptonttrust.org.uk)

# Our School

Southey Green are committed to giving our children the very best education. We recognise the individuality of every child and young person and aim to ensure that each one achieves their full potential.

The curriculum is unique and personalised to Southey as it incorporates a range of key elements aimed to remove specific barriers to children's learning and enrich children's experiences to ensure that they leave our primary school as successful learners.

- **Our aim is that children leave our school:**
- **As [responsible](#) members of society.**
- **With curious minds and a developing understanding of the world around them.**
- **Articulating ideas while being [respectful](#) and considerate of others views.**
- **With raised aspirations – children are [ready](#) to take on new challenges.**
- **Literate and numerate.**

The school was inspected in October 2021 and was graded 'Good' in all areas. Ofsted stated that 'Pupils are happy, keen and engaged. Pupils, staff, parents and carers appreciate the family feel of the school.' Pupils said, 'School is just marvellous.' Staff have high expectations and aspirations for all pupils, including those with special educational needs and/or disabilities (SEND). Pupils live up to these expectations; they are ever mindful of being 'Ready, Respectful and Responsible'. They have positive attitudes to learning and enjoy all that they do.

The school has a 32 place two year old provision and a three/four year old nursery with a 78 place capacity.

The Senior leadership team is made up of a Headteacher, six assistant Headteachers, and an inclusion lead. It also has a large Inclusion/SENCO team.

- The school has an establishing governing body.



# The Role

We are seeking to appoint an **Education, Welfare and Attendance Officer** on a part-time contract starting **September 2025**.

**Applicants must hold a full UK Driving Licence.**

The successful candidate will join us to complete a strong team and contribute to the school's success. We are looking to appoint someone who is keen to work as part of a team, willing to inspire and motivate pupils, and have a good understanding of school improvement.

Visits to the school are warmly welcomed. Please contact school to arrange a date to visit.

Completed applications should be returned to: [enquiries@southeygreen.sheffield.sch.uk](mailto:enquiries@southeygreen.sheffield.sch.uk)

**Please do not use the Local Authority application form.**

**Southey Green Primary School is committed to safeguarding and promoting the interests of children and young people and expects all staff and volunteers to share this commitment.**

**The successful candidate must have the ability to converse at ease with members of the public and students and providing advice in accurate spoken English is essential to the role.**

**References for shortlisted candidates will be requested before the interview**

<b>Salary Range:</b>	Grade 5 SCP 15 – 20 (FTE £29,093 – £31,586) Actual salary £10,144 - £11,014
<b>Hours of Work</b>	15 hours 3 hrs per day 8:30 – 11:30 Monday – Friday
<b>Responsible To:</b>	Headteacher
<b>Responsible For:</b>	To work within the remit of the school attendance policy and procedure to improve levels of student attendance. To work with students and their parents/carers, to re engage these children with education.
<b>Benefits:</b>	<ul style="list-style-type: none"><li>• Local Government Pension Scheme.</li><li>• Salary Sacrifice Car Scheme.</li><li>• Cycle to Work Scheme.</li><li>• Discounted membership for Westfield Health.</li><li>• Occupational Health.</li><li>• Wellbeing Programme.</li><li>• Continuous CPD and Training.</li></ul>

# Responsibilities

- **The postholder must at all times carry out his/her duties and responsibilities within the spirit of Tapton School Academy Trust Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.**
- **Attendance monitoring under the direction of the Inclusion Manager**
- Ensure that school/s continue to improve the attendance of students by challenging absence accordingly.
- Undertake home visits to those students that are persistently absent, identifying reasons for non-attendance, working closely with families and others to achieve regular attendance.
- Monitor attendance of key students, provide immediate response in the event of an absence, liaising with the Inclusion Manager to ease return to school with appropriate support.
- Attend parents' evenings and whole school events.
- To meet parents on a regular basis to discuss attendance strategies and draft parental agreements.
- To attend Attendance Panel Meetings alongside other school representatives and representative from the MAST Team.
- To provide guidance, support and advice to all staff regarding the attendance protocols and procedures for the school including statutory legislation
- Provide advice and support to families in identifying and understanding barriers to students achieving their full potential.
- 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 support the LA's legal response to non-attendance including decisions on penalty notices and court referrals
- Aid transition from Primary to Secondary for students where attendance is a concern.
- To undertake Attendance interviews in school with individual students.
- To alert the Inclusion Manager to any concern/issues relating to student welfare identified whilst working with students and/or parent/carers.
- The ability to converse at ease with members of the public and students and provide advice in accurate spoken English is essential to the role

# Attendance Reporting

- Monitor the systems and procedures for monitoring and recording absence to ensure best practice
- Ensure the accurate and timely reporting and analysis of all attendance data
- Provide accurate attendance information to school management, and other agencies as appropriate
- Maintain accurate records of parental meetings, home visits and actions proposed to support the work of the Inclusion Manager and to support the preparation of cases for further action.
- Any other duties and responsibilities appropriate to the grade and role

**All the above duties and responsibilities to be carried out in accordance with Tipton School Academy Trust Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.**

# The Person

- **The successful candidate will demonstrate the following:**
- To work within the remit of the school attendance policy and procedure to improve levels of student attendance. To work with students and their parents/carers, to re-engage these children with education.
- Good standard of literacy & numeracy
- Experience in Local Authority/Multi Agency environment
- Ensure that school/s continue to improve the attendance of students by challenging absence accordingly.
- Undertake home visits to those students that are persistently absent, identifying reasons for non-attendance, working closely with families and others to achieve regular attendance.
- Monitor attendance of key students, provide immediate response in the event of an absence, liaising with the Inclusion Manager to ease return to school with appropriate support.
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- To undertake Attendance interviews in school with individual students.
- To alert the Inclusion Manager to any concern/issues relating to student welfare identified whilst working with students and/or parent/carers.
- The ability to converse at ease with members of the public and students and provide advice in accurate spoken English is essential to the role
- Attendance Reporting
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**All the above duties and responsibilities to be carried out in accordance with Tapton School Academy Trust Policies, and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.**

**Fluency Duty:** The ability to converse at ease with members of the public and pupils and provide advice in accurate spoken English is essential for the post.

# How to apply

Applications for this role are via the TES website. If you require a paper copy of the application form please contact us at [enquiries@southeygreen.sheffield.sch.uk](mailto:enquiries@southeygreen.sheffield.sch.uk)

The closing date for applications is **Tuesday 6th May 2025** and interview dates to be confirmed.

## Safeguarding

TSAT is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All candidates will be subject to the following employment checks:

### Shortlisted Candidates:

- References will be requested before interview.
- A Criminal Convictions Disclosure Form will be requested at interview.
- Evidence of right to work in the UK will be requested at interview.
- Qualification certificates will be requested at interview.
- Disclosures concerning child protection investigations, relationships with pupils, employees, governors or trustees, prohibition orders and section 128 directions (where applicable) will be requested at interview.
- We may conduct online searches for shortlisted candidates prior to making our final decision. If any information obtained from the online searches raises concerns around someone's suitability for the role or to working with children then this may be raised with the candidate at interview and/or we may take advice from the local authority children's services.

### Successful Candidates:

- Successful candidates will be required to undertake a DBS Enhanced Disclosure (with barred list) check.
- Successful candidates will be required to be asked to complete a Childcare Disqualification under the Childcare Act 2006 Declaration (for applicable posts).
- Pre-employment medical screening

**Please note:** Canvassing of any employee, Trustee or member of the Local Governing Board directly or indirectly is prohibited and your application will be disqualified.

## **Policies**

Our approach to safeguarding and school safeguarding policies can be found on the Trust website: [TSAT - Safeguarding \(taptonttrust.org.uk\)](https://taptonttrust.org.uk)

## **Equality & Diversity**

We are committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair and that applicants are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status or sexual orientation. [Click Here](#) to access TSAT's Equality and Diversity Statement.

## **Data Protection**

As part of the recruitment process, we need to collect your personal data. For more information about what we do with your personal data, please see our Recruitment Privacy Notice on the [policies page](#) of our website.

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