



Sheffield Springs Academy

The best in everyone™

Part of United Learning

Briefing Pack for Applicants

Senior Attendance Officer

December 2024

Contents

Section 1 - Post Advertisement	1
Section 2 – United Learning	3
Section 3 – Letter from the Regional Director	4
Section 4 – Letter from the Principal of Sheffield Springs Academy	5
Section 5 – Job Description	6
Role Summary	6
Key Responsibilities.....	7
General.....	7
Information	10
Section 6 – Person Specification	11
Section 7 – The Appointment Process	11
Section 8 – Visitors/Contacts for Sheffield Springs Academy	14

Section 1 - Post Advertisement



Job title:	Senior Attendance Officer
Location:	Sheffield Springs Academy, Hurlfield Road, Sheffield, S12 2SF
Starting salary:	£34,500 gross per annum pro rata (actual of £31,295.48 gross per annum)
Start Date:	January 2025
Contract:	Permanent, Full-Time, 41 working weeks (term-time plus 2 weeks)

Sheffield Springs Academy is seeking to appoint a dynamic and enthusiastic Senior Attendance Officer to join their established team.

The academy is part of United Learning, a national group of schools and academies. Sheffield Springs Academy is an 11-16 secondary school serving the Park, Manor and Castle wards of Sheffield. 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.

This is an excellent opportunity to join an Ofsted rated 'Good' academy. The academy is part of United Learning, a national group of schools and academies. 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. Our school has motivated, ambitious students with a high percentage of our students going on to attend Russell group universities.

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.

The city of Sheffield itself is a vibrant place to live and work with two universities and a range of entertainment opportunities alongside the access to the beautiful Peak District within a 20-minute commute. Quality of life is routinely ranked highly, and it is one of the greenest cities in Europe: [Welcome to Sheffield](#)

We are looking for someone who:

- 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.

We will offer you:

- Highly competitive salary. We pay an average of 5% above national scales, the best rates of pay in the sector.
- Excellent facilities and resources.
- Access to an outstanding professional development programme.
- At least one personal leave day a year.
- Polite, respectful and dedicated students who want to learn and fulfil their potential.
- Colleagues who are supportive, friendly and who are committed to each other's professional development.
- A chance to become part of one of the largest groups of academies in the country.
- Opportunities to work collaboratively with colleagues in other schools within the Yorkshire cluster and across United Learning.
- Excellent employee benefits which include a highly sought-after pension scheme with high employer contributions.
- Access to training through the Apprenticeship Levy.
- Generous staff discount scheme.
- We are open to requests for flexible or part-time working; and we encourage open and regular conversations about work-life balance.

If you possess these qualities and share the academy's vision, then we will be delighted to hear from you. Please refer to the job description and person specification for further details.

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 Springs Academy Vacancies](#) and complete our online application form. Please note that CVs are not accepted. **The closing date for this post is midnight Sunday 12 January 2025. Interviews will take place Friday 17 January 2024.**

If you would like to discuss this exciting opportunity, please contact 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 Springs 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 Springs Academy



Dear Candidate

Thank you very much for your interest in the role at Sheffield Springs Academy. The school itself is a fantastic place to work and a brilliant place to learn. Our values are respect, excellence, ambition and pride; if you join our academy, you will see these demonstrated in all aspects of academy life and by all members of our wonderful team.

The team

I am extremely proud to be the Principal of Sheffield Springs Academy, I have worked at the academy for over 15 years and many colleagues have been here longer than this still; I believe this shows the team ethos and community-feel of our academy. The team are deeply invested in our students and new employees are warmly welcomed into this team.

Where we are and where we're going

Sheffield Springs Academy is an outward-facing school, learning from outstanding schools both within the group and beyond. We are unapologetic about our high standards and unashamedly ambitious for all our students and our staff team, we are embarking upon a journey towards becoming a great school. As part of this journey, we are creating an academic culture that is warm, disciplined and joyful and ensures impeccable behaviour. We aim for a culture that means teachers can teach and students can develop their knowledge.

We are committed to staff wellbeing and have a wide-reaching wellbeing programme in place, we listen to the views of our staff team, and we strive to make Sheffield Springs a brilliant place to work. We hold celebration briefings, ensure early finishes on INSET days, have a realistic marking policy, calendar in meeting-free-weeks and host a range of wellbeing activities to make sure staff have the time and support they need to fully support our pupils.

Location

Our academy is located at one of Sheffield's highest points, with incredible views across our catchment area directly to Stanage Edge, Hathersage and beyond into the Peak District. We are less than 30 minutes from the beautiful Peak District National Park, only 15 minutes away from the M1 motorway network and just a 5-minute walk to the nearest Supertram stop which provides efficient links to all areas of the city. Sheffield is a vibrant and diverse city; we are incredibly lucky to be in such a fantastic location which offers so much.

Applying for a new job is a huge investment of time and energy. I would encourage you to seek out any information you need in order to make the important decision to apply, and I welcome visits to our school in advance of applications wherever this might be helpful.

I wish you the very best with your application and thank you for taking the time to consider Sheffield Springs Academy as a place of employment.

Best wishes,

Claire Cartledge
Principal
Sheffield Springs Academy

Section 5 – Job Description



Job Description

Post title	Senior Attendance Officer
Salary	Band 3
Responsible to	Cluster Education Welfare Officer
Responsible for	Line management responsibility for the Attendance team.
Role purpose	<p>To be the strategic lead on whole school attendance to ensure and achieve an attendance level of at least 95% across the academy and at all times on or above national average.</p> <p>To raise the profile of student attendance across Sheffield Park.</p> <p>Liaise with safeguarding professionals to collaboratively manage student safety and care.</p>
Relevant qualifications	<p>Experience in a similar role.</p> <p>Numeracy and literacy skills equivalent to GCSE grade C in English and Maths (or equivalent).</p>

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

Role Summary

The post-holder will raise the profile of student attendance, increase the level, and have a strategic response to improving attendance to contribute toward raising achievement.

Promote positive attitudes by students and families toward education and ensure that parents/carers are made fully aware of their statutory responsibilities. Assist parents/carers in improving their child's attendance, ensure clear systems and processes are in place to track and monitor student attendance.

The post-holder will use and develop and lead on the management of attendance and punctuality systems to ensure academies are meeting their obligations and targets in relation to attendance, internal truancy, and persistent absence.

The post-holder will ensure attendance is recorded and reported accurately.

To make contact with families in their own homes and elsewhere to assess the reasons impacting on the attendance of individual students, facilitating their return or access to regular full-time education.

The post-holder will liaise and work with external agencies to improve the attendance of individuals. They will take overarching responsibility for the admissions process for all in-year admissions, ensuring students are admitted to roll in a timely and effective manner and adhere to statutory and legal processes in relation to non-attendance and admissions.

Key Responsibilities

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

Main Responsibilities

Responsibilities and Accountabilities

- To be responsible for line managing, training and supporting staff within attendance.
- Raise the profile of student attendance across the academies through the academy operational and strategic planning. Assist in meeting agreed targets and outcomes.
- Implement, review and maintain adherence to attendance policies and procedures.
- Be a major contributor to policies and procedures relating to safeguarding.
- Have a clear focus on attendance and strategies to support students where there are areas of concern.
- Analysis of attendance data and implement strategic actions as a result.
- Develop the ethos, values and the importance of attendance within each academy.
- Liaise with primary partners to develop a coherent and consistent approach to attendance,
- Plan interventions, for example, visits, contribution to the Safer Academy Partnership action plans.
- Play a key role within the Safer Academy Partnership meetings.
- Follow up on suspected truancy and inform parents/carers, Headteacher, Principal and Police when required.
- To help families to improve their children's access to learning and enable all children and young people to maximise their educational opportunities, especially those vulnerable groups that may need additional support.
- Ensure clear plans are in place to manage student absence at all levels.

- Support colleagues and attendance teams in meeting and greeting students in the morning, welcoming them and ensuring that any issues are followed up immediately.
- Ensure students who are late to school are met by a member of the attendance team and issued with a detention – all data related to lateness will be analysed and an action plan developed on a monthly basis leading to weekly intervention programmes in conjunction with the Heads of Year.
- Ensure student attendance is correctly recorded on a daily basis and first day absence telephone calls are made by the attendance teams and are responded to.
- Ensure student holidays are managed effectively.
- Set up and maintain efficient and effective systems for filing and organising correspondence, in relation to student attendance and admissions/leavers, ensuring discretion and respecting confidentiality.
- Produce clear and concise letters, reports and documents, including confidential papers as required.
- Ensure all appropriate records are maintained (paper and electronic) including the use of and updates on the Management Information System.
- Arrange and lead meetings relating to attendance and admissions/leavers and support attendance teams on-site to manage meetings.
- Monitoring of persistent absentee cohort, ensuring attendance teams review on a daily basis and parents/carers of those absent to be contacted. Lead in the development of action plans in liaison with the Headteacher and Principal and MAST.
- Ensure home visit lists are managed on a daily basis, determining which staff will carry out the visits and being proactive and actively involved in these visits.
- Always treat parents/carers and students with the utmost respect.
- Ensure contact is maintained with long term absentees and liaise with relevant Inclusion Leaders and Safeguarding Leads.
- Lead the attendance teams in the organisation of all court action and prosecution cases, providing paperwork, records of communications, being available for court appearances when necessary – ensuring that Senior Leaders are fully briefed on an ongoing basis with potential court action cases.
- Coordinate and Chair Internal Student Attendance Panels and monitor and record outcomes.
- Ensure records of calls, correspondence, home visits, etc. for evidence purposes are recorded consistently.
- Analyse data relating to persistent absentees in order to develop strategies to improve this.
- Presenting the attendance data in an appropriate manner in agreement with Senior Leaders – this will be produced in partnership with the Data Team- when needed- and to co- lead weekly attendance meetings with pastoral staff and members of SLT.

- Liaise with Safeguarding Leads regarding student whereabouts, changes in circumstances, information from parents/carers, students whose attendance is dropping and ensuring that appropriate rigour is maintained.
- Liaise with relevant Inclusion Leads regarding issues raised with parents/carers, changes in circumstances, any requirements such as work to be sent home, pending action and meetings, etc.
- Work in partnership with Heads of Year, Safeguarding and Pastoral teams.
- Be a point of contact for parents/carers, key workers and other external agencies for issues relating to attendance/admissions/leavers and ensure attendance teams within each of the academies build and maintain relationships and communicate well.
- Work in partnership with Social Workers to attend relevant meetings, or ensure on-site teams attend when required on issues relating to attendance/admissions/leavers.
- Liaise with the Health and Safety Coordinators and Designated Safeguarding Leads to collaboratively maintain student safety.
- Liaise with the SENDCo and Medical Practitioners to maintain continuity of care for students with significant medical needs/physical disability.
- Contribute to Individual Care Plans as required.
- Develop and implement a strategy regarding rewards across the academies linked directly to good attendance.
- Keep up to date with all legislation relating to attendance.
- Lead Inclusion meetings on a routine basis relating to attendance.
- To be a part of the Leadership team in Inclusion with key colleagues.
- Maintain up to date knowledge and skills in accordance with service standards and specification through regular training and CPD.

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.
- To represent the academies at events as appropriate.
- To support and promote academy and United Learning’s ethos, playing a part in strengthening relationships between academies and with central office.
- To be aware of, and comply with, United Learning’s policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- To actively participate in continuous professional development and act as a positive role model across the academies and Trust.
- 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 Human Resources.
- 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

This post may require the post-holder to have a degree of flexibility and willingness to work outside of normal working hours.

The information contained above is to help staff understand and appreciate the work content of their post and the role they are to play in the organisation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, 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 post-holder.

Elements of this job description and changes to it may be negotiated at the request of either the post-holder or the incumbent of the post.

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

Name (print)	
Sign	
Date	

Section 6 – Person Specification



Person Specification

Post title	Senior Attendance Officer
Salary	Band 3

Education and Qualifications	Essential	Desirable
Numeracy and literacy skills equivalent to GCSE grade C in English and Maths (or equivalent).	X	
Safeguarding training or willingness to undertake.	X	
Experience	Essential	Desirable
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	
Knowledge and Skills	Essential	Desirable
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	
Teamwork	Essential	Desirable
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	
Personal Attributes	Essential	Desirable
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. Reference 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 school website/s prior to attending the interview.

The Interview

Candidates will be invited to interview at the school during which time they will have the opportunity to meet staff and students and see the school 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 Springs Academy

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



Sheffield Springs Academy
Hurlfield Road
Sheffield
South Yorkshire
S12 2SF

Website: www.sheffieldsprings-academy.org

Email: enquiries@sheffieldsprings.org

Telephone: 0114 2392631

Sheffield Springs Academy is an 11-16 secondary school and is Ofsted rated 'Good'. As part of United Learning, our aim is to bring out 'the Best in Everyone'. Our values are Respect, Excellence, Ambition and Pride, and these are demonstrated in all aspects of academy life and by all members of our wonderful team.