



Attendance Support Officer

Fixed Term Contract

Required 1st April 2025 – 31st December 2025

Salary NJC 11-17 Actual Salary £23,669- £26,092 per annum

37 hours per week

Term time plus 1 week

Closing Date for applications: Friday 17th January 2025

Recruitment Information Pack

Bradford Forster Academy

Fenby Avenue, Bradford, BD4 8RG

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December 2024

Dear Colleague

Thank you for taking an interest in joining our staff team here at Bradford Forster Academy. Bradford Forster has an excellent team of staff and this is an exciting time to join us.

Bradford Forster Academy is an 11-16 Church of England secondary Academy and part of the Bradford Diocesan Academies Trust (BDAT), a growing Christian Multi-Academy Trust based in Bradford. The Academy opened on 1 September 2015 and now has approximately 1000 students on roll. Within BDAT there is an exciting opportunity to work across a variety of growing and diverse schools.

Bradford Forster Academy is a student-centered place of learning, fully committed to providing all the students in its care with the highest quality of education. Our goal here at Bradford Forster Academy is to provide the best education possible and our strapline underpins all we do: 'Everything is possible for one who believes' (Mark 9:23). The academy serves a multicultural community in which many of our students experience high levels of economic and social disadvantage. As Principal, I am fortunate to work with a talented staff team who demand the highest standards from themselves and our students and deliver this with great commitment and enthusiasm. We believe that valuing all members of staff is how we get the very best out of everyone. Every member of staff has their own part to play in ensuring that our school is a special place to be.

There is a strong emphasis on relationships between staff, students, and parents; the Form Tutor is the first point of contact with the family. The Christian ethos of the academy supports and encourages students and staff to explore their own and other faiths and develop their spiritual awareness. This is integral to life at Bradford Forster Academy.

We offer a comprehensive and personalised CPD (CONTINUED PROFESSIONAL DEVELOPMENT) programme consisting of internal and external courses and training, which are intended to develop staff expertise. We are committed to growing our own, and we know that excellent CPD for all staff will ensure that staff can progress within our own academy.

This is an exciting opportunity for a talented and ambitious professional to make a sustained and substantial contribution to the growth and development of the academy. If you share our enthusiasm for making a difference and would like to visit us, then please get in touch.

I hope the enclosed information is helpful and will encourage you to apply; I look forward to meeting you and reading your application.

With all good wishes

Mrs Gemma Earles, Principal

Vision and Ethos

'Everything is possible for one who believes' (Mark 9:23)

The vision for the Academy is to further raise the hopes, aspirations and ambition of our students, their families, and the local community, by generating self-belief, self-esteem, and confidence through:

- Focusing upon high quality teaching and learning, standards of attainment and achievement, the best student care and support to transform the education of the young people served by the Academy.
- Providing outstanding opportunities for young people to develop healthy and active lifestyles, enjoy their learning and achievement, act and behave safely and become well prepared for adult life in a rapidly changing society.
- Actively promoting self and mutual respect, good conduct, and behaviour.
- Developing an educational organisation of which the students, staff and local community are both proud and feel part of and of which they make extended use.
- Creating a culture which celebrates success within and beyond the Academy, for example in securing greater numbers of students progressing to higher education or employment with training.
- Providing opportunities for students to explore their own and other faiths.

We set high standards and have high expectations for both learning and personal development. We strive to set our children on the best path for their future, by instilling self-belief and self-confidence in what they can achieve.

Ethos and Culture

In creating a successful ethos, culture and climate in the Academy, the following are essential characteristics:

1. Student learning, attainment, achievement, and well-being are at the centre of strategic thinking, planning and actions.
2. A 'can do' attitude is actively promoted and prevalent throughout the Academy. Staff work collaboratively in the best interest of the students in our care.
3. Underpinned by high aspirations and ambition for both students and staff, there is an expectation for everyone to be determined and have a desire and commitment to continuously improve.
4. The Academy is an inclusive organisation with shared facilities e.g., dining room, social spaces for students and staff. In addition, there are dedicated staff work and professional development facilities.

The Academy is a faithful community, starting each day with two minutes of reflection time, where students can gather their thoughts before beginning their day. Whilst our student-centred learning is founded on a Christian ethos, Christian values and Christian principles underpin our work, our students are supported to explore their own spirituality and to recognise and understand the beliefs of others.

Application Process

The closing date for all applications is **Friday 17th January 2025**

Applications must be completed via [MyNewTerm](#).

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within two weeks of the closing date, please assume your application has been unsuccessful.

References and Police Checks

All offers of appointment will be subject to receipt of satisfactory references. Specified post, which involves substantial one to one access to children, will be subject to a search of police criminal records and appointment to these posts will be conditional upon confirmation by the police of information provided to us by the applicant.

All appointments will be subject to an enhanced criminal records check.

Inclusion

As a Trust we are an inclusive employer. We welcome applications from candidates of all backgrounds, faith, ethnicities or with any protected characteristics. We are simply looking for the very best candidate for the job and will assess your application only on the information in your written application or your performance at interview should you be successfully shortlisted.

We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, gender, religious beliefs, marital status, sexual orientation or disability. The person specification sets out the criteria used to assess candidates through the selection process.

Bradford Diocesan Academies Trust (BDAT)

Bradford Forster Academy is an academy within Bradford Diocesan Academies Trust. If you are successful in being appointed, the Trust will be your employer.

General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Multi- Academy Trust (MAT) supporting a number of primary and secondary academies in Bradford. BDAT is the only Church of England MAT operating in Bradford and is part of the Diocese of Leeds. BDAT is a charity, governed by a board of trustees who are responsible for, and oversee, the management of the company. The Memorandum and Articles are available on the Trust's website at www.bdat-academies.org.

Our mission statement

"The Trust's mission is to provide an education of the highest quality within the context of Christian belief and practice." We believe every child only has one chance at a good education.

In practice, as a Trust, we seek to work with and alongside the academies in our Trust to provide a good quality of education to all children in our academies. The Trust does this through operating a light touch support role for academies at times of challenge and by establishing collaborative structures and processes to enable them to work together and share good practices. As our family of academies continues to grow, we are constantly looking at how we can continue to improve to establish effective and efficient ways of partnership working. We believe this means we are big enough to achieve business economies of scale whilst being small enough to retain our family of schools approach where we are truly able to know, understand and support each other.

Our Christian ethos

BDAT is a proudly Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical, and spiritual opportunities and development for each member of its academies. Whilst robust Christian principles underpin the work of the academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor Non-Church of England academies, as well as those within the faith.

ICARE

At BDAT we have considered the importance, effectiveness, and sustainability of how we tackle issues like racism and other types of discrimination across all areas of our MAT and within each of our schools. We have led a Trust wide consultation to ensure we understand what we mean by inclusion and to look at what we can do differently centred around the Trust values: "ICARE." To download our ICARE consultation documents please [click here](#)

BDAT People: Our Faculty of Professional and Career Development

The BDAT Faculty of Professional and Career Development brings together into a single entity all that we currently do to recruit, develop, and retain our staff. The faculty provides the strategic direction to ensure that our professional and career development supports school improvement and drives our vision of BDAT as an employer of choice.

By bringing all our work in this area under 'one umbrella' it ensures our staff know about BDAT's development offers and how they can be accessed. <https://bdat-people.org/>

Attendance Team

Attendance is a priority for the school. We firmly believe that great attendance leads to great academic and personal outcomes. We are looking for an enthusiastic and committed Attendance Support Officer who will complement the strong pastoral support system at our school by adding to the essential support relating to attendance. The work will be challenging and rewarding in equal measure, and you will be supported as part of a team, working with other colleagues whose sole focus is attendance, and alongside a team of five Year Managers and five Year Leaders whose work includes the support of attendance across the school.

Working under the guidance of the Assistant Principal (Behaviour, Attitudes & Attendance), you will support our staff in helping to ensure barriers to attendance are minimised by providing appropriate support and challenge for students and parents, reinforcing the expectation that attendance is the key to academic and personal success in life.

The Attendance CSO will be required to work collaboratively with students, parents/carers and the local authority, using knowledge and skills in order to improve and maintain high attendance and punctuality rates. A key element of the role will be engaging hard to reach families and re-engaging them with education and the academy for the benefit of the students. Candidates should be motivated, confident, able to take initiative and build strong relationships with students, staff and parents alike.

This is a great opportunity for someone who is looking to start or continue their career in the world of education, who is motivated to inspire children with varied circumstances and who comes from our local community in the BD4 district of Bradford and so fully understands our context.

Job Description

Post title:	Attendance Support officer Fixed Term Required 1 st April 2025-31 st December 2025
Salary:	NJC 11– 17
Actual salary range:	£23,669- £26,092
Hours:	37 hours per week – term time plus 1 Week (7.45 am – 3.45 pm)
Responsible to:	Assistant Principal – Behaviour, Attitudes & Attendance

Purpose of Role:

To support the academy attendance team in providing operational and administrative support to promote whole school attendance strategies to improve attendance and reduce persistent absence.

To support parents/carers to improve their children's attendance thereby improving their access to learning, enabling all children and young people to maximise their educational opportunities.

Main duties and responsibilities:

- Apply the academy attendance and punctuality policy consistently and effectively.
- To assist in meeting agreed targets and outcomes in the academy, particularly in relation to reducing persistent absence and increasing regular attendance levels.
- To identify those students and parents in need of support by reason of their absence from school.
- To identify need, plan interventions and implement effective actions to support students and their parents/carers to improve student attendance to the academy, including re-engagement interventions for reluctant attendees and those with the lowest levels of attendance.
- To undertake home visits as part of daily ongoing work to engage parents/carers in working together to support students.
- To build strong relationships with key families to overcome barriers to attendance and improve levels of engagement with the academy and education.
- To respond efficiently and effectively to parental enquiries and complaints regarding attendance concerns.
- To discuss reasons for absence with parents/carers offering support and challenge where appropriate.
- To assist parents/carers with processes regarding admissions, exclusions and elective home education as required.

- To arrange and lead meetings with parents, both on site and at the student's home address as appropriate.
- To use a range of assessment and intervention strategies, to support students and families.
- To identify and follow academy and Local Authority procedures regarding children going missing from education and make reasonable enquiries to locate such children, working with and referring to the Local Authority as appropriate.
- To attend and contribute to inclusion and attendance meetings and develop plans to support students with attendance related difficulties.
- To work with attendance colleagues to identify those cases that should be referred to the Local Authority for court proceedings or Penalty Notices; to prepare reports and appropriate evidence as required, acting as a witness in the Magistrates Court if required.
- To understand, follow and implement procedures regarding child performance and child employment.
- To prepare and maintain appropriate case notes and records to enable the production of comprehensive statistics on outcomes of intervention, legal sanctions, etc.
- To prepare and analyse regular data reports for the SLT, governors and BDAT;
- To work with the DSL and safeguarding team to implement robust safeguarding procedures.
- To use a variety of Microsoft applications during the course of their work, for example Word for reports, Excel for data analysis and recording, PowerPoint for presentations and SIMS for attendance management.
- To give guidance and support to academy staff regarding attendance policies and procedures and in relation to improving attendance of individuals and groups.
- To send out appropriate correspondence to parents/carers regarding absence and attendance, including leave of absence requests.
- To prepare and lead regular attendance panels/fast-track meetings, ensuring appropriate follow-up action is taken.
- To develop, implement, maintain and evaluate systems of praise and recognition for good and improved attendance.
- To deal with requests for absence.
- To be aware of and support diversity and ensure all students have equal access to opportunities to learn and develop.
- To contribute to the overall ethos/work/aims of the academy.
- To have due regard for personal health and safety in the course of their duties including risk assessing home visits and other out of academy duties.
- To demonstrate an active commitment to their own professional development.
- To participate in Performance Management reviews.

Additional Responsibilities:

- To deal with any immediate problems or emergencies according to the academy's policies and procedures.
- To respect confidential issues linked to home/students/teacher/academy work.
- Fire Marshall duties in case of fire and/or emergency evacuation where applicable on site.

- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns.
- To comply with the academy policies and procedures at all times.
- To undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts:

External: Parents and external agency professionals.

Internal: Students, Staff, Governors, Parents and any other visitors to the academy.

This job description may be subject to change, following consultation between the post holder and the academy.

Any Special Conditions of Service:

Bradford Forster Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are required to have a clear enhanced Disclosure and Barring Service (DBS) check.

There may be a need to work outside of normal working hours and off academy premises, as required by the principal. The academy operates a strictly no smoking policy.

The information is furnished to assist staff joining the academy to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

Whilst every endeavour 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 therefore may have been used below; in which case all the usual associated routines are naturally included in the job description.

Note:

As an equal rights employer we are committed to make any necessary reasonable adjustments to the job role and working environment that enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Person Specification

POST TITLE: Attendance Support Officer

This person specification describes the job requirements on which the short listing and selection decision will be based. To be selected for an appointment you must be able to show that you meet all the 'essential' requirements for the post.

The very best candidates are most likely to also meet the 'desirable' criteria.

	Essential	Desirable	Evidence base
Qualifications	<ul style="list-style-type: none"> • GCSE Maths and English at Grade A*- C or equivalent • Willingness and ability to obtain and/or enhance qualifications and training and development in the post • Full driving licence 	<ul style="list-style-type: none"> • Training in social work, counselling or other professional development areas relevant to working with families / parents / children and young people. • Training in child safeguarding. • Minibus driving qualification/experience 	Application form Interview
Experience	<ul style="list-style-type: none"> • Experience of record keeping to a high standard and with attention to detail. • Experience of working in the education system and in multi-agency settings • Experience of work involving relationship building and outreach work 	<ul style="list-style-type: none"> • Experience of using a social work or counselling approach to working with parents and children • Experience of working in public services, e.g. police, social care • Experience of supporting young people and families with mental health issues. • Experience of working with families in areas of high deprivation. • Experience of involvement with school attendance management procedures and legislation, including penalty notices and court action 	Application form Interview

Training	<ul style="list-style-type: none"> • Strong ICT skills including experience of Microsoft Office 	<ul style="list-style-type: none"> • Knowledge of SIMS data and reporting systems 	Application form Interview
Specialist Knowledge and Skills	<ul style="list-style-type: none"> • Knowledge of school systems, pastoral systems, approaches to working with parents of disaffected students and positive approaches to empowering and enabling students and parents/carers to help themselves • Good written and verbal communication skills • Ability to undertake assessments and write reports with accuracy and to a good standard • Good organisational skills and ability to prioritise own workload • Ability to work individually or as part of a team • Ability to work under pressure with high level of accuracy / attention to detail 	<ul style="list-style-type: none"> • Knowledge of the BD4 area • Knowledge of the legislative framework that underpins the work of supporting families and schools, including attendance and behaviour. • Knowledge of safeguarding principals and legislation. • Negotiation skills 	Application form Interview
Personal Attributes	<ul style="list-style-type: none"> • Highly organised individual • Ability to work flexibly and effectively with a 'can do' approach and attitude across the whole organisation • Commitment to promoting the safety and welfare of students. • Ability to act with discretion, diplomacy and remain professional at all times and in all situations • Ability to deal with sensitive information in a confidential manner • Demonstrates sound judgment • Ability to remain calm when under pressure 		Application form Interview References

Christian Ethos	<ul style="list-style-type: none">• Commitment to promoting the Christian ethos, values and truths in all elements of Academy life and education	<ul style="list-style-type: none">• Previous experience of working in a church school/trust	Application form Interview
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To ensure that the short-listing panel can make a proper assessment of your suitability for the post, please ensure that the application shows how you meet the requirements set out in the person specification.

Attendance Support Officer Fixed Term 1st April 2025-31st December 2025

Start Date: 1st April 2025

37 hours per week (7.45am – 3.45pm) – Term Time Plus 1 week

Salary: NJC 11-17

Actual Salary range: £23,669 - £26,092

Bradford Forster Academy is an 11-16 Church of England secondary Academy and part of the Bradford Diocesan Academies Trust (BDAT), a growing Christian Multi-Academy Trust based in Bradford. The Academy opened on 1 September 2015 and now has capacity for 1050 students on roll in years 7-11. The school is forward-thinking, providing high quality CPD and there is an exciting opportunity to work across a variety of growing diverse schools within the Trust.

We are seeking to appoint a talented, inspirational, creative and ambitious individual with relevant experience who can make a sustained and substantial contribution to the growth and development of the Academy. You will be self-motivated, exceptionally well-organised and a good team worker.

The successful candidate will:

- Work alongside key staff and external agencies to promote whole academy attendance strategies
- Work with students and families to improve levels of attendance
- Build strong relationships with key families to overcome barriers to attendance and improve levels of engagement with the academy and with education
- Have excellent communication skills
- Have excellent inter-personal skills
- Be able to keep calm under pressure

We can offer you:

- An attractive, very well-resourced working environment
- Supportive colleagues
- Employee Pension Scheme with WYPF
- Opportunities for personal and professional development

Closing Date: Friday 17th January 2025

For full details, application details with information pack, please visit our website:

<https://bradfordforsteracademy.co.uk/>

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. All posts are subject to an enhanced criminal records check via the Disclosure and Barring Service (DBS).