

Dear Prospective Applicant,

Thank you for your interest in the post of **Attendance Officer** at Christ Church Secondary Academy in Yardley Ward. This is a significant appointment for us and an exciting opportunity for the successful applicant as we move into our next phase of opening.

Christ Church Secondary Academy is a new Church of England 11- 18 Academy that opened with the first year 7 cohort in September 2021. We now have years 7 to 9 and are well into the planning for key stage 4 for September 2024. As we are in our third year of opening, we are due our first Ofsted Inspection this year.

As an inclusive Church of England Academy, welcoming students from all faiths, the Christian faith and no faith, our vision and values inspire and inform every aspect of our work. Our vision is to be a community, wanting to learn and live well together by instilling hope, gaining confidence, showing perseverance, inspiring ambition, and creativity, supporting each other to achieve our God-given potential. So that we send our students out into the world to be courageous, to be beacons of light in their local communities, knowing the love of God.

Our Academy values, courage, compassion, service and flourishing inform our CCSA way: We are Courageous in our Learning, Compassionate in our caring, Supporting each other in love we Achieve and flourish together.

We are part of the Birmingham Diocese Multi Academy Trust (BDMAT). As a BDMAT academy, staff wellbeing and development is given a high priority. The BDMAT policies actively support all staff with initiatives such as wellbeing days and staff development and appraisals not directly linked to pay awards.

This is a unique opportunity to be part of the growing staff team. I joined as Headteacher in June 2023 and am seeking a hardworking, committed and organised Attendance Officer to join the support staff team. Student attendance is a priority. We need to make every day count. There is an obvious correlation between a student's attendance and their achievement. Student attendance is also a national priority as it has not recovered since the covid pandemic.

Please do contact my interim Personal Assistant Dorothy Quartey, d.quartey@bdiocese.org.uk if you would like to arrange a visit or to have a telephone conversation with me about the role.

I look forward to hearing from you if you are considering applying, and I sincerely look forward to working with the successful applicant as we continue to grow our fabulous school community.

Yours Faithfully



Joy Langley
Headteacher