



Performance
Academy

Our Values:
RESPECT AMBITION DETERMINATION



APPLICATION PACK

Attendance Administrator Date: 19/12/24

Respect - Ambition - Determination



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- **Submit your application by 12pm on Friday 10th January 2025**
- **If you have any queries regarding the application process please contact our HR team at HR@waterheadacademy.co.uk**
- **Closing date for applications: 12pm on Friday 10th January 2025**
- **Interviews: Week beginning 20th January 2025**



WELCOME

Dear Potential Colleague,

Firstly, thank you for your interest in working at Waterhead Academy a proud member of the highly regarded South Pennine Academies Trust.

As new leaders to the academy we are keen to establish a bold new agenda to truly transform and rapidly establish the pace of change at WHA on our 'Journey to Good'. We know that there is a great deal of work to do at WHA based on the October 2022 Ofsted report, but you can be rest assured that as new leaders who joined in January 2023, we will have an unwavering commitment to deliver the very best for our school community and are already seeing tangible impact with the new behaviour and learning and teaching strategies introduced.

We firmly believe that positive relationships should be at the core of what we do every day, along with high quality teaching and pastoral care overseen by strong and passionate staff. With this mindset, we will ensure that Waterhead Academy creates a stimulating, ambitious and caring environment to enable our students to thrive and achieve their full potential.

We are looking for a passionate, energetic and dedicated candidate with a strong character and someone who has the ability to motivate and inspire our students to achieve

their full potential. Most importantly we are keen to hear from candidates that are driven by a strong sense of purpose and the genuine ambition to help the academy drive standards and turn our vision into reality.

If this is a position that appeals to you and you have the passion to make a positive difference to the life chances of our students, we very much look forward to hearing from you.

If you wish to discuss any of the opportunities we have on offer, please contact us at HR@waterheadacademy.co.uk or call 0161 620 5859. Please also visit our website <https://www.waterheadacademy.co.uk> and our social media pages to learn more about life at WHA.

Yours faithfully,

Mr Kash Rafiq
Executive Principal

Mr James Wilson
Principal

ABOUT WATERHEAD ACADEMY

OUR VISION AND VALUES

Our **vision** is to maximise every child's potential to ensure we can say

“WE GAVE EVERY STUDENT THEIR GCSE PASSPORT TO SUCCESS.”



Our core **values** of Respect, Ambition and Determination underpin everything that we do, and we passionately believe that, as educators, we have the power and responsibility to inspire our students to be the best they can be - to enable our learners to pursue their dreams and achieve their passports to success.

WHY JOIN US

1. **School improvement journey:** We are a rapidly improving school with a clear plan in place for an ambitious future for our academy.
2. **Community:** Waterhead Academy is a welcoming place to work and staff work together as a collective team and go above and beyond for our school community.
3. **Culture:** Positive relationships are at the core of what we do each and every day; and these are underpinned by our core values of Respect, Ambition and Determination, to create a positive environment for learning.
4. **Strong routines:** The Academy has structured routines and high expectations to support learning both inside and outside of lessons of both staff and students.
5. **Facilities:** We have great facilities with a modern building and specialist classrooms, good quality sports facilities including an Astro turf, fitness suite and extensive outdoor spaces which all support high quality learning experiences both within and outside of the classroom.
6. **Leadership:** We have strong and passionate leadership at all levels who are committed to the development of the Academy. Senior leaders are highly visible, supportive and have an open-door policy.



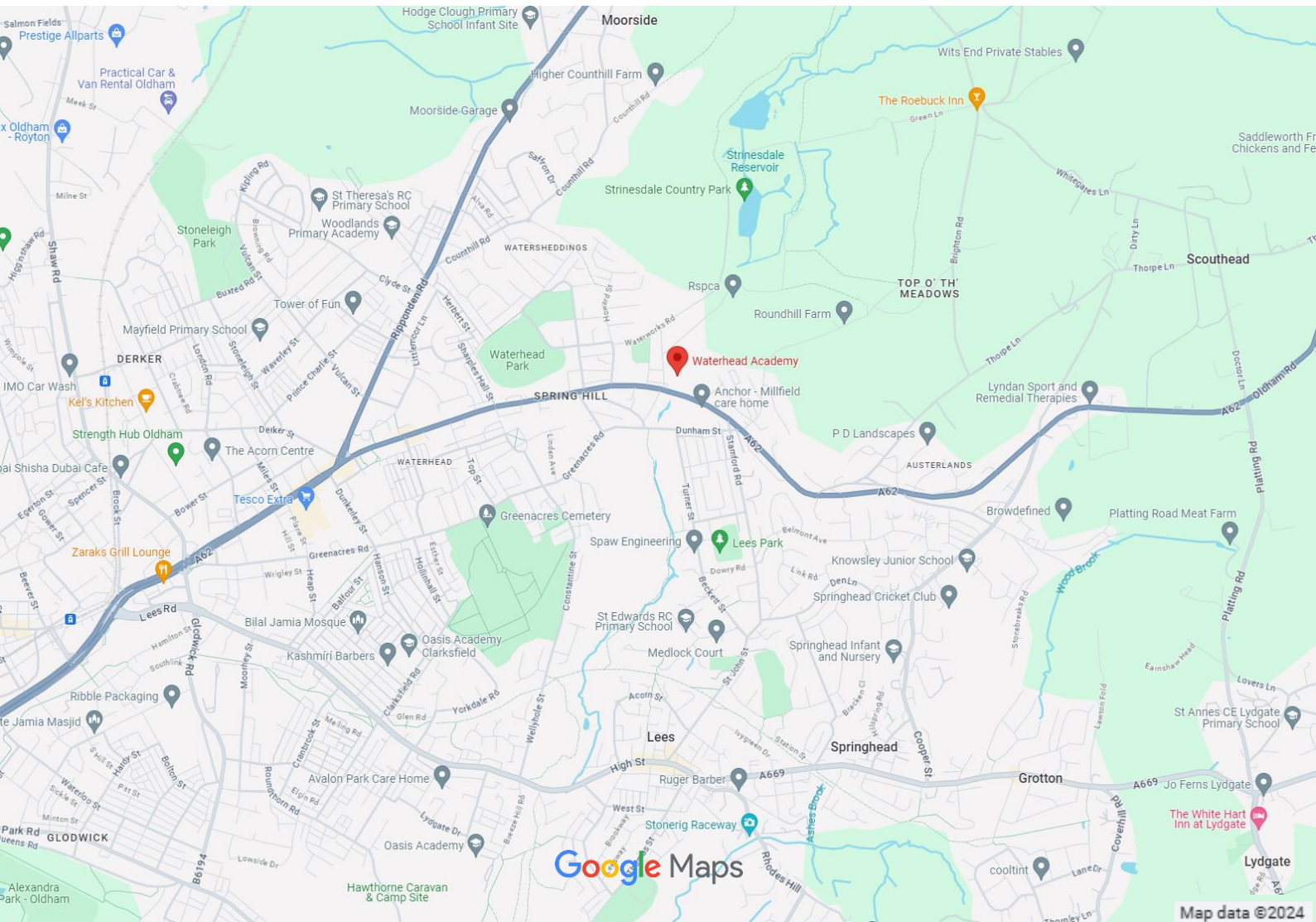
OVERVIEW OF THE DEPARTMENT:

As a member of our dedicated Attendance team, you will play a pivotal role in motivating, empowering and guiding our students to reach their full potential - as well as being part of a forward thinking and innovative team.

You will join a team of seven dedicated members of staff which is overseen by a Vice Principal.

If you're enthusiastic about this role, understand our vision, and want to be part of our exceptional academy, then we would welcome your application.

HOW TO FIND US



HOW TO APPLY

- Thank you for taking time to read about the Academy and Trust. If you wish to apply you should;
- Complete the application form fully, via My New Term www.mynewterm.com ensuring all details are accurate and all declarations are signed.
- Please ensure you enclose at least two professional referees with one being your current employer and any other employers in the last two years (with email addresses if possible).
- Do not enclose additional CVs.
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification and the unique contribution that you could make to the future success of our Trust.
- Please ensure that you also include information on how you will develop the role and how your previous experience has equipped you for this.

The academy is committed to safeguarding and promoting the welfare of all students and staff must share this commitment. Appointment is subject to a satisfactory enhanced Disclosure & Barring service check and the Academy's Safer Recruitment policy and procedures. Please note two references will be taken up prior to the interview process, please ensure your referees are prepared and aware of your application.



JOB DESCRIPTION

Post Title:	Attendance Administrator
Grade:	Grade 2 Points 4 to 6, Term Time only + 3 days
Salary:	£24,404 to £25,183 pro rata to term time plus 3 days
Line Managed by:	Attendance & Improvement Lead

JOB PURPOSE:

To support the actions of the Attendance team in improving attendance and punctuality across the Academy and to implement the Academy Attendance Strategy.

Key Responsibilities:

- Relentlessly seek to improve the attendance of students at the academy, in order to meet targets, set by the Principal.
- Work alongside other Attendance and Pastoral colleagues, Assistant Principals and Heads of Year to implement strategies that will improve the behaviour, attendance and attainment of individual and targeted groups of students.
- Produce and send letters regarding lateness and attendance / truancy.
- Assist with home visits to support parents / carers, encourage students to come in to school and discuss the link between absence and attainment.
- Assist with the organisation of school attendance panels, setting targets and if necessary the organisation and completion of parenting contracts.
- Assist with the implementation and development of re-integration strategies to support a student returning to school, in order to resolve any difficulties and reduce the likelihood of further absence.
- Liaise with the Attendance Lead and Year teams and other staff regarding attendance issues and arrange meetings as appropriate.
- Participate in the Academy's pastoral training programme as appropriate and when requested.
- Promote and support high levels of attendance through the full implementation of the Academy Attendance Strategy.
- Telephone parents / carers where appropriate and assist with home visits for absent children.
- Report and update CPOMS with any matters related to child protection / concerns as required.
- Support with transition arrangements for students entering or leaving the Academy.
- Be committed to improving personal practice through training and performance management.
- Undertake additional duties appropriate to the post as required.

Duties and Responsibilities

- Assist with the provision of reports to the Senior Leadership Team & Governors as required.
- Assist with providing support to the Behaviour and Inclusion team as required.
- Provide support to the Administration Team as required.

- Attend key after school events and fully participate in training days.
- Attend staff training and briefings as required by the Principal.
- Complete AM, Break, Lunch and PM duties as required by the Principal.

Personal Responsibilities

- Hold positive values and attitudes and adopt high standards of professional conduct.
- Carry out the duties and responsibilities of the post, in accordance with the Trust's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout South Pennine Academies.
- To willingly engage with training as required by the academy.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

Any Special Conditions of Service

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of the Trust.
- The Trust operates a No Smoking Policy.

Review Arrangements

- The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the trust will expect to revise this job description from time to time and will consult with the postholder at the appropriate time.

POST: Attendance Administrator			
Characteristics	Essential	Desirable	Assessment
Qualifications	4+ GCSE A* - G (or equivalent) A full, clean driving licence. □	4+ GCSE A* - G	Application Certificates
Knowledge & Skills	Knowledge and understanding of key government legislation surrounding attendance. Knowledge of the social, emotional and mental health needs of young people. Good ICT skills	Knowledge of the legal process surrounding poor attendance, including fines for parents. An in-depth knowledge of steps that can be taken to support students in improving attendance	Application Selection Process References Teaching exercise and practical activities

	<p>An excellent understanding of Positive Discipline.</p> <p>A passion for education and making a difference.</p> <p>Excellent communicator.</p> <p>Effective team member.</p> <p>Drive and determination.</p> <p>Ambition.</p> <p>Energy, enthusiasm, sense of humour.</p> <p>Willingness to contribute to the wider life of the Academy.☐</p>		Interview
Experience	Recent experience working in a secondary school.☐	<p>Experience working with a variety of external agencies to support young people.</p> <p>Experience working within the Attendance team in a secondary school.</p> <p>Experience supporting students to overcome personal barriers to academic success.</p>	Interview and practical activities.
Continuous Professional Development	Evidence of commitment to Continuing Professional Development☐		
Other Conditions	Enhanced DBS Clearance☐		



The WHA Way:
"LEARNING Today -
LEADING Tomorrow!"

Our Values:

RESPECT

We are well behaved and considerate to all staff and students in our learning community.

AMBITION

We are high-achieving and have an ambitious attitude to succeed and achieve.

DETERMINATION

We accomplish our desired goals by using the skills and motivation to achieve a positive outcome.

SAFEGUARDING NOTICE

Important Safeguarding notice/ Statement of Intent

As part of your wider duties and responsibilities you are required to promote and actively support the Trusts 'responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable

South Pennine Academies is committed to ensuring a culture of safer recruitment and as part of that implement recruitment procedures that deter, reject or identify people who might abuse children. All Academies across the Trust adopt a consistent and rigorous approach in the recruitment and selection processes, with the aim of ensuring that those recruited are suitable for such an important and responsible role. The purpose of safer recruitment is ultimately to:



- Deter: From the beginning of the recruitment process, it is important to send the right message – that the organisation has a rigorous recruitment process and does not tolerate any form of abuse. Wording in adverts and recruitment information must aim to deter potential abusers.
- Identify and Reject: It will not always be possible to deter potential abusers. Therefore, careful planning for the interview and selection stage, in terms of asking the right questions, setting appropriate tasks and obtaining the right information can assist in finding out who is suitable for the role and who is not.
- Induct: Induction is an essential part of our recruitment process, we ensure that comprehensive induction processes are in place, together with appropriate policies and procedures, raising awareness through staff training and generally developing and maintaining a safe culture within the organisation will all help to prevent abuse or identify potential abusers. Academy is committed to safeguarding and promoting the welfare of all students and staff must share this commitment. Appointment is subject to a satisfactory enhanced Disclosure & Barring service check and the Academy's Safer Recruitment policy and procedures. Please note two references will be taken up prior to the interview process, please ensure your referees are prepared and aware of your application.

The intention of this policy is to ensure that all stages of the recruitment process contain measures to deter, identify, prevent and reject unsuitable people from gaining access to pupils within the organisation. The policy and the practical implementation of recruitment and selection processes also aim to meet all legislative requirements, any statutory or other guidance that may from time to time be issued in order to keep children safe and safer recruitment in education, as well as principles of general good practice.

As part of our shortlisting process, in accordance with KCSIE Guidance, an online search will be completed on all shortlisted candidates.

Equality

The Board of Trustees and school are committed to a policy of equality and aims to ensure that no employee, job applicant, pupil or other member of the school community is treated less favourable on grounds of sex, race, colour, ethnic or national origin, marital status, age, sexual orientation, disability or religious belief. Any behaviour, comments or attitudes that undermine or threaten an individual's self-esteem on these grounds will not be tolerated.

We aim to provide equal access to high quality educational opportunities and to ensure that everyone feels that they are a valued member of the school community. We seek to provide a safe and happy environment where all can flourish and where cultural diversity is celebrated.

Disabled applicants

Disabled applicants are guaranteed an interview if they meet the essential requirements of the Personnel Specification. As an equal rights employer our school is committed to make any necessary reasonable adjustments to the selection process, the job role and the working environment that would enable access to employment opportunities for disabled people. Where a disabled applicant is being assessed the selection panel's decisions will be based on an assessment of that person's expected capabilities once reasonable adjustments have been made.

Privacy notice

Our school aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) (EU 2016/679) and the provisions of the Data Protection Act 2018 (DPA 2018). This policy applies to all personal data, regardless of whether it is in paper or electronic format. For further information please see the full privacy policy on our school website.



529 Huddersfield Road
Oldham, OL4 3NY

Telephone: 0161 620 5859, Email:
office@waterheadacademy.co.uk

Website: www.waterheadacademy.co.uk

PARTNERS OF THE SPA TRUST

South Pennine Academies is a charitable multi academy trust established in 2012. We currently work with eleven primary and secondary converter and sponsored academies located in Calderdale, Kirklees and Oldham. The Trust also operates Huddersfield Horizon SCITT, rated a good ITT provider by Ofsted.

The team at South Pennine Academies are committed to delivering school improvement through the development of effective partnerships with our academies, the communities we serve and external organisations. Our academies are an integral part of their local communities. We value the diversity and distinctive opportunities that working within our local communities brings. Development of local solutions to meet local needs is a key aspect of our work.

BENEFITS OF JOINING THE TRUST:

- **Professional Development** - The Trust is committed to developing all staff within their roles and creating continued fantastic opportunities for further career progression.
- **Pension** – Every employee of South Pennine Academies has access to the Teachers' Pension Scheme or the Local Government Pension Scheme.
- **Wellbeing Benefits** – Through our wellbeing provider, Smart Clinic, staff can access a number of generous wellbeing benefits including physiotherapy, 24-hour GP helpline, cancer support, stress counselling support and weight management.
- **Free Will writing service** – Provided via solicitors Dunham McCarthy – a free and completely confidential service for all SPA employees. The free service is provided remotely, either by telephone or video call, at a time to suit you. You will have an adviser to help you complete each step from start to finish.
- **Cycle to Work Scheme** – The Trust has registered to join this scheme as a provider for staff to be able to take advantage of the salary sacrifice tax-relief arrangement. For more information, eligibility criteria and details of how to apply, please contact the central HR team.
- **Annual Flu Vaccinations** – Annual Flu vaccinations offered to staff either by visit from nurse on site or via vouchers, accepted at various GP surgeries or pharmacies
- **Flexible Days** – Our Trust is trialing a Scheme which allows all staff up to 2 days paid time off during term time for life events

