

Tile Cross Academy



Attendance and Admissions Officer Candidate Pack



Washwood Heath
Multi Academy Trust
Respect Collaboration Aspiration



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Headteachers Welcome

Welcome to Tile Cross Academy. Thank you for your interest in the role of Attendance and Admissions Officer.

At Tile Cross Academy we care deeply for our students; their safety and wellbeing is our primary concern. Tile Cross Academy is the ideal environment in which to stimulate the minds of the next generation. It is a special place where both students and staff feel a real sense of belonging, with relationships at the heart of everything we do. With the wide range of backgrounds and cultures represented in our school population we celebrate diversity and difference, whilst recognising that we are all equal through a Rights Respecting ethos where students' rights are 'learned, celebrated and lived'. We value everyone's opinions and beliefs, whilst also encouraging every single child to achieve their very best.



We were honoured to be named **'School of the Year 2020'** at the **UK Social Mobility Awards** and have been recognised as a finalist every year since. This reflects our unwavering commitment to providing opportunities for all students, regardless of background.



Most recently, in **June 2024**, we were **rated 'Good' by Ofsted**, a testament to the dedication and hard work of our staff, students, and wider school community.

Tile Cross Academy opened in May 2017 as part of the Washwood Heath Multi Academy Trust. It sits on a site once occupied by Central Grammar School for boys, Byng Kenrick Grammar School for Girls, Sir Wilfred Martineau School and The International School. Our new school sits at the very heart of its community with a proud and distinguished heritage and an exciting and successful future ahead of it.

Thank you for your interest in our school and I would like to take this opportunity to wish you well in your application.

Gurt Sanghera

Headteacher

'Strive, Achieve, Believe'





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About Our School

School Vision & Ethos

Tile Cross Academy is a small and caring 11-16 mixed comprehensive school. We have high expectations for our students in which they develop through high quality Teaching and Learning and our focus to develop the Character of every child, so they become outstanding learners and citizens.

We aim to provide a high-quality education in an atmosphere of mutual respect where everyone is valued as an important member of our school community. We strive to develop and nurture the values, skills and attributes which create good citizens and lifelong learners, so that every student can discover, develop, and achieve their full potential and be successful in whatever path they choose. Our broad and balanced curriculum prepares our students to meet the challenges of a rapidly changing society, ready and willing to grasp the opportunities available to them and positive about their futures. and Ethos.

Curriculum Overview

Our curriculum is at the heart of our school and reflects our values 'Strive, Achieve, Believe'.

At Tile Cross Academy we aim to offer a curriculum that is ambitious and designed to give all learners the knowledge and cultural capital they need to succeed in life. We offer this through a curriculum which is sequenced towards knowledge retention and developing skills for future learning and employment. We offer a full programme of enrichment activities to engage our learners that allows them to develop experiences outside the classroom.

We offer a full, broad and balanced curriculum with a diverse range of subjects including GCSE and Vocational subjects. Within our curriculum, we strive to improve literacy across all age groups so that our learners are articulate, speak to a high standard, listen to their peers and respond with fluency and expression, read widely and write with enjoyment and confidence.

We want all our students, no matter what their background or previous social and academic experience, to leave school as well qualified, resilient, independent and confident young adults, ready to make a highly positive contribution to their community and wider society.

In a rapidly changing world we feel strongly that our students should show adaptability and resilience as well as demonstrating respect, kindness and tolerance of people from all faiths, cultures and backgrounds.

Our ambitious curriculum will engage and stimulate our learners and develop their knowledge and skills to achieve high quality outcomes.

Our learners will:

- Experience a diverse, challenging, and engaging curriculum
- Thrive by exemplary practice modelled through our Teaching & Learning cycle
- Develop their independence, collaboration, and ability to evaluate
- Be supported and challenged as they aim to reach their true potential
- Be literate and articulate enabling them to access the wider world



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Pastoral Care & Wellbeing

Tile Cross Academy Provides a caring atmosphere where students feel secure and comfortable as they settle down to focus on their learning.

Form Tutors and Pastoral Managers look after the day to day needs of students and they remain with their tutor groups throughout the five years wherever possible, getting to know both students and parents very well. We value our close partnership with parents and encourage them to be actively involved in their child's education at every opportunity.

Students build up a trusting and friendly relationship with their Tutor, Pastoral Manager, Head of Year and peers through activities in registration and assemblies. Each Year group has a weekly assembly in the Central Hall, with Form Tutors, the Head of Year and a member of the Senior Leadership Team present. Others, including outside speakers are invited during the year. Heads of Year ensure the social and academic well-being of students in their year group as well as helping to maintain good attendance and standards of behaviour. A wide range of pastoral, wellbeing and academic interventions take place with students supported to overcome challenges and develop lifelong character traits.

Our culture and environment will empower each child to develop the attitudes and their characters to thrive, enabling them to be the best version of themselves.

Our learners will:

- Understand how their behaviours and attitudes impacts on theirs and other children's progress within a supportive, caring, and inclusive environment.
- Anticipate and experience being praised and rewarded as well as experience support and fair and effective sanctions when they fail.
- Grow through our Personal Development curriculum, modelling British Values, our 'Character Days' and our ethos of visible kindness.
- Understand their rights and responsibilities to themselves and others.
- Understand their roles within a cohesive, diverse community, celebrating our equalities and diversity.
- Prosper through understanding the needs and requirements of a healthy lifestyle.
- Be shaped for their future, their studies, their careers, and their lives as adults.



At Tile Cross Academy, we expect our students to be:

- On time, think smart and dress smart and be **Ready** to learn.
- **Respectful** of everyone in school; every child, every adult.
- **Responsible** for their learning and responsible for their actions.
- **Resilient** to the challenges that face them; in lessons and around school and as they grow through life.
- **Reflective**; understand what they do well, what they could do better and how they can all help each other grow and develop.





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Job Description – Attendance and Admissions Officer

- The Attendance and Admissions Officer will play a pivotal role in ensuring that every student at Tile Cross Academy is able to access education consistently and without barriers. This role combines rigorous data management with proactive engagement with families, pastoral teams, and senior leaders to secure high levels of attendance and punctuality across the academy.

Job Title: Attendance and Admissions Officer

Line managed by: Senior Leader for Attendance and Safeguarding

Grade: GR3

Roles and Responsibilities

Attendance Monitoring and Intervention

- Monitor daily attendance and punctuality, ensuring registers are completed accurately and promptly.
- Analyse attendance data to identify patterns of persistent absence, emerging concerns, and vulnerable groups requiring targeted intervention.
- Oversee the updates on the Academy Attendance Tracker.
- Produce weekly, termly, and ad hoc attendance reports for Pastoral Teams and the Senior Leadership Team (SLT).
- Lead on the academy's processes for addressing poor attendance, including first-day calling, follow-up communication, and escalation procedures.
- Coordinate and conduct home visits to support families, investigate concerns, and encourage improved attendance, ensuring safeguarding protocols are followed at all times.
- Lead on referrals to external agencies, including the Local Authority, Early Help, and Education Welfare Services, to support statutory processes where required.
- Oversee and maintain attendance documentation for pupils placed in alternative education settings.

Admissions

- Manage the admissions process, including in-year transfers, ensuring compliance with statutory guidance and academy policies.
- Maintain accurate admissions records and liaise with the Local Authority regarding offers, refusals, and waiting lists.
- Coordinate transition arrangements for new starters, ensuring smooth induction and timely communication with families and staff.
- Oversee student leavers' processes, ensuring all safeguarding and data requirements are met.

Communication and Collaboration

- Work in close partnership with Pastoral Teams and SLT link for Attendance and Safeguarding to ensure attendance concerns are addressed swiftly and effectively.
- Provide regular updates to the Senior Leadership Team, highlighting trends, risks, and recommended actions.
- Build strong, supportive relationships with parents and carers, offering guidance and challenge where necessary to promote good attendance.
- Contribute to multi-agency meetings, pastoral briefings, and attendance meetings as required.
- Lead on meetings with parents and carers regarding attendance concerns.

Data Management and Compliance

- Maintain accurate attendance and admissions data on the academy's MIS, ensuring compliance with statutory requirements.
- Prepare documentation for Ofsted, governors, and external audits as required.



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- Ensure all processes align with safeguarding expectations, GDPR, and academy policies.

General

- To perform other such duties as the Headteacher may from time to time determine.
- This allocation of duties is subject to regular review.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or come into contact with.
- To ensure all tasks are carried out with due regard to Health and Safety
- To undertake appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the school.
- To promote the agreed vision and aims of the school and to set an example of personal integrity and professionalism.
- To attend appropriate staff training, meetings and parents evenings.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

JOB TITLE: Attendance and Admissions Officer - 37.5 hours per week, TTO + 2 weeks

ATTRIBUTES		ESSENTIAL (E) DESIRABLE (D)
QUALIFICATIONS	<ul style="list-style-type: none"> • GCSE A*- C (or equivalent) in both Maths and English Language. 	E
KNOWLEDGE AND EXPERIENCE	<ul style="list-style-type: none"> • Recent experience of working in the education sector and/or with secondary aged students aged 11 – 16. • Experience & proven ability to use a variety of Computer Applications, in particular Microsoft Office (Excel and Word). 	D E
SKILLS & ATTRIBUTES	<ul style="list-style-type: none"> • Ability to set and maintain high standards. • Ability to remain calm under pressure. • An understanding of a range of strategies to deal with and lead on attendance matters. • Excellent organisational, planning and interpersonal skills. • Good communication skills: verbal/written. • Flexible approach to working conditions and working environment. 	E E D E E E



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	<ul style="list-style-type: none"> • Self-motivated and enthusiastic worker. • Good ICT skills and confidence in learning new systems. • Ability to work on own initiative. • Ability to prioritise tasks, manage time effectively and meet deadlines. • Effective team worker. • Discreet and considerate when dealing with sensitive and confidential matters. 	<p>E D E E E E</p>
<p>OTHER</p>	<ul style="list-style-type: none"> • Good attendance and punctuality record. • A willingness to undertake relevant training to support effective classroom practice. • Commitment to equal opportunities. • Commitment to student safety and safeguarding. • Support with Afterschool clubs where possible. • To become a fully trained Designated Safeguarding Lead (DSL). 	<p>E E E E E E</p>



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We are part of Washwood Heath Multi Academy Trust, welcoming students from 11 years old to 16 years old, providing a standard of academic excellence for secondary and education. We are very proud of the positive learning experience offered to our students and the support available to ensure they achieve their full potential.

We:

- offer an excellent induction programme within a friendly and supportive environment
- offer a whole range of opportunities to further develop colleagues' teaching skills and leadership potential, paid opportunities to upskill via apprenticeship levy (right up to masters level).
- are creative and innovative in our approach to all aspects of school life
- have motivated, vibrant, multi-ethnic students and staff
- have a strong family ethos where individuals are respected and valued
- are part of the WHMAT that provides numerous professional development opportunities

We know you would love working at Tile Cross Academy. We have wonderful, enthusiastic students and amazing staff who always go the extra mile for their classes.

Informal conversations are warmly welcomed. Please contact **Andrew Stylianou – Senior Leader** astylianou@tilecross.academy

Application Packs are also available to download from our website on www.tilecross.academy

Tile Cross Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.