



TRUE LEARNING PARTNERSHIP



Glossopdale School & Sixth Form Attendance Officer Recruitment Pack

<https://www.truelearning.org.uk/vacancies>



ASPIRATIONAL

We encourage everyone to dream big and pursue excellence.



COLLABORATIVE

We work together, valuing diverse perspectives and shared success.



COMPASSIONATE

We act with kindness, respect, and a genuine desire to serve others.



CURIOUS

We foster innovation and a love of learning for all through inquiry and creativity.



INCLUSIVE

We ensure everyone feels valued, supported, and able to contribute fully.



TRUE LEARNING PARTNERSHIP

Our Mission

To inspire and empower every individual within our trust to achieve their fullest potential.

We are committed to providing a safe, inclusive, and innovative learning environment where compassion and collaboration thrive. Encouraging high aspirations, courage and curiosity, we equip all members of our community with the skills, confidence, and character to make a meaningful, positive impact in their communities and beyond.



Inspiring the best in everyone

Welcome to Glossopdale School & Sixth Form, part of the True Learning Multi-Academy Trust

Dear Candidate,

Thank you for your interest in joining Glossopdale School & Sixth Form. Our school is an oversubscribed 11-18 comprehensive secondary school which serves the Glossop and wider community. We are a warm and caring school that has the highest expectations of students and ourselves, where every student is expected to work hard, behave well and contribute positively to the school community.

We are looking to appoint a dedicated and proactive Attendance Officer who is organised, resilient, and committed to improving student outcomes. You will need to have strong expertise in monitoring attendance, working closely with families, and supporting student wellbeing, alongside a clear understanding of safeguarding and statutory processes. A proven track record of successfully improving attendance and reducing persistent absence will be essential.

We are seeking to appoint an Attendance Officer who is passionate about making a meaningful difference to the lives of young people and the wider community we serve. You will play a key role within the pastoral team, working collaboratively with staff, students, and external agencies to remove barriers to attendance and engagement, supporting the school as it continues its journey of improvement and success.

We exist to empower our students to find their purpose, develop high aspirations and thrive, both academically and personally. We provide a knowledge-rich curriculum which exposes students to powerful knowledge, places them on an ambitious pathway and develops the character traits needed as young people and into adulthood. Our core purpose is not merely finite 'success' for our students but our culture and curriculum enables them to thrive – to continually grow and flourish.

We are explicit about the culture we want to create and have clear ideas of the desired behaviours necessary for our students to succeed. At Glossopdale School & Sixth Form, we maintain a relentless focus on the day-to-day actions, behaviours and routines within the school and adopt a disciplined approach to teaching students effective learning habits. We communicate and practise these regularly, as both staff and students.

While with us, we encourage every member of staff to stretch themselves and we give everyone access to a wide range of learning and development opportunities. We are a research-based school with the aim to develop highly effective evidence-based practices including teaching, learning and assessment, where we collaborate as a whole staff to persistently improve our pedagogy and where we evaluate our practice habitually.

We have some of the best facilities in the area having fully rebuilt our school in 2018. This not only provides both staff and students with everything they can expect for modern teaching and learning, but also gives us exceptional environmental credentials.

I am extremely proud to be the Headteacher of Glossopdale School & Sixth Form and consider it a privilege to be a part of such a vibrant and caring learning community. If you think this sounds like your sort of school, then we very much look forward to receiving your application to join us.

Kate Smith
Headteacher

Job Description & Person Specification

Post:	Attendance Officer
Scale:	Grade 8 – £25,642 - £27,344 actual salary (£29,719 - £31,691 FTE) 37 hours per week 39 weeks per year
Contract:	Permanent
Effective from:	September 2026
Line managed by:	Assistant Headteacher – Inclusion: Attendance
Key relationships:	Attendance Manager, Pastoral Teams
Liaising with:	Family Support, Inclusion Team

Job Purpose

To manage the day-to-day operational attendance and punctuality processes for a specified key stage, including daily attendance checks and support, first-day response, liaison with year teams, parents and external agencies.

Responsibility for the monitoring and improvement of attendance and punctuality of a caseload of students/families.

Responsibility for effectively engaging with students, families and external agencies, to identify barriers and reduce persistent absence, with particular focus on vulnerable students.

Main Responsibilities

Attendance Monitoring

- Inputting daily absences on Bromcom from the school's student absence line
- Ensuring all registers are completed correctly on Bromcom using the correct codes
- Monitoring the input of lates and absences of students onto Bromcom
- Sending in-touch text messages from Bromcom for absent students
- Update Bromcom with information received from Form Tutors and Year Managers
- Identify poor attenders in liaison with the Attendance Manager and monitor their attendance.
- Ensure that 'first day absence calls' and afternoon follow up calls for all absent students are made

Attendance Intervention

- Work with targeted students to improve attendance; meeting students, parents/carers and other outside agencies including the Family Support Workers, Early Help Team, Social Care etc
- Conduct frequent attendance and wellbeing visits as and when necessary
- Attend Parents' Evenings to discuss attendance and improvements required with targeted parents/carers

Engagement

- Monitor focus groups of students with low attendance and poor punctuality in liaison with the Attendance Manager and implement strategies to re-engage these students, through effective communication with parents/carers, regular discussions with the students and partnership working with internal and external professionals
- To work closely with key staff in school and partner agencies to identify and resolve attendance and punctuality problems
- To make attendance and wellbeing visits to students who are failing to engage with school
- To meet parents/carers and students at school or home to explain legal responsibilities, create reintegration plans and improve students' attendance
- To form constructive relationships with students who are failing to engage with school (and their parents/carers)
- To establish barriers to student attendance and work closely with our Attendance Manager, Pastoral Team, Family Support Team and SLT in order to seek appropriate and timely interventions
- To update Bromcom with information received from Form Tutors, Year Managers, all other staff, parents/carers and partner agencies
- To update computerised school records following all meetings
- To handle sensitive information professionally and seek support from the safeguarding team where necessary
- To attend meetings with staff in school and partner agencies (e.g., Police, Health, Social Care) as required
- To assist with writing letters to parents and carers of students with persistently poor levels of attendance and punctuality
- To assist with the attendance panel and prosecution process
- To resolve barriers to attendance such as transport, uniform and family routines

Punctuality

- Work with the Attendance Manager and the pastoral team to improve punctuality to the school through a range of strategies
- Ensure lateness is input within Bromcom and the necessary disciplinary measures are in place and that parents/carers are informed
- Promote the importance of good punctuality across the school through a range of strategies: rewards/letters home etc.

Absence

- Use Bromcom to monitor students' absence, communicating with Attendance Manager, Year teams, Family Support Teams and SLT
- Inform parents/carers of through phone calls home, meetings and Bromcom
- Liaison with outside agencies
- Coordinate and attend school-based meetings with parents/carers as appropriate to improve attendance
- Work with the Attendance Manager, Year Managers and Family Support to identify strategies for persistent absentees
- Where appropriate, attend meetings with Year Manager/Family Support/Social Worker and parents/carers

- Liaise with the Virtual Schools and social services with regard to the attendance of Looked After Children
- Attend agency meetings as requested where the student's attendance/punctuality is a concern
- To complete all associated paperwork and administration tasks in place to monitor and improve the school's overall attendance and punctuality, as well as the attendance and punctuality of focus groups – SEND, PP(DisA)

General

- To attend School and relevant wider based training sessions as required or necessary
- To attend meetings and undertake duties as reasonably directed by the Headteacher
- To take an active part in quality assurance and staff development opportunities
- To actively contribute to the Performance Management Review process
- To undertake any necessary training associated with the duties of the post
- To be aware of and comply with policies and procedures relating to Child Protection, Safeguarding, security, confidentiality, equal opportunities and data protection; reporting all concerns to the appropriate person
- To comply with the Health and Safety Policy of the school with regards to the wellbeing of themselves and others
- To carry out other duties commensurate with the level and grade of the post as directed by line or day-to-day management

Person Specification

Selection Criteria	Essential/ Desirable	Assessment
Essential skills and knowledge		
<ul style="list-style-type: none"> High-level organisational skills. 	E	AR
<ul style="list-style-type: none"> The ability to work with initiative without direct supervision. 	E	AR
<ul style="list-style-type: none"> High-level time management skills. 	E	A
<ul style="list-style-type: none"> The ability to prioritise a range of tasks. 	E	A
<ul style="list-style-type: none"> Good communication skills, oral and written 	E	AI
<ul style="list-style-type: none"> ICT skills (experience of Excel would be appropriate) 	E	AI
<ul style="list-style-type: none"> Level 2, or equivalent, in Maths and English 	E	A
Experience		
<ul style="list-style-type: none"> Experience of working with and supporting children, including children with special education needs and disadvantaged students 	E	AI
<ul style="list-style-type: none"> Experience of improving attendance in an educational setting 	D	AIR
<ul style="list-style-type: none"> Knowledge/understanding of Bromcom (or similar MIS) and its management of attendance 	E	AR
<ul style="list-style-type: none"> Experience of Microsoft Office packages and email 	E	A
<ul style="list-style-type: none"> Knowledge and experience of pastoral support and interventions 	D	AIR
<ul style="list-style-type: none"> Experience of working with parents, carers and external agencies 	E	AIR
<ul style="list-style-type: none"> Understanding of potential vulnerabilities and strategies to address them 	E	AIR
<ul style="list-style-type: none"> High quality oral and written skills 	E	AI
Personal Skills		
<ul style="list-style-type: none"> Ability to maintain professional integrity even when under pressure 	E	R
<ul style="list-style-type: none"> Excellent attendance and punctuality 	E	IR
<ul style="list-style-type: none"> Good interpersonal skills and an ability to communicate effectively with a range of audiences 	E	IR
<ul style="list-style-type: none"> Ability to work as an integral part of a team 	E	IR
<ul style="list-style-type: none"> Good listener and can draw on advice from colleagues to improve practice 	E	R
<ul style="list-style-type: none"> Ability and desire to work in a high challenge and low threat way 	E	R
<ul style="list-style-type: none"> An assertive but unaggressive manner when dealing with parents and pupils 	E	IR
<ul style="list-style-type: none"> Drive and enthusiasm 	E	IR
<ul style="list-style-type: none"> Reliable and trustworthy 	E	R
<ul style="list-style-type: none"> A commitment to participate in partnership with colleagues within the school and across other linked schools 	E	AR
<ul style="list-style-type: none"> The ability to organise work, prioritise tasks, make decisions and manage time effectively 	E	AR
<ul style="list-style-type: none"> Set high standards for staff and students 	E	AIR
<ul style="list-style-type: none"> Warmth and compassion in supporting families in challenging circumstances 	E	AIR
Special requirements		
<ul style="list-style-type: none"> A commitment to on -going personal development and willingness to undertake appropriate training 	E	AIR
<ul style="list-style-type: none"> Suitability to work in an environment where you will be responsible for promoting and safeguarding the welfare of children and young people 	E	AIR
<ul style="list-style-type: none"> Satisfactory Enhanced Disclosures with the Disclosure and Barring Service 	E	AIR

Core Responsibilities for all Trust Employees

Health & Safety

All staff within True Learning Partnership are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, and raise concerns through their line manager, the Director of Business & Operations, the site management team or another member of SLT as appropriate.

Equality & Diversity

Staff employed by True Learning Partnership are expected to promote equality of opportunity for all students and staff, both current and prospective, and to support an environment that values diversity and respect. True Learning Partnership believes that all individuals are of equal value and we are committed to equal opportunities for all.

Data Protection

All staff within True Learning Partnership have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the organisation, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role in the Trust shall not be kept for longer than is necessary for that purpose or those purposes, in accordance with GDPR 2018.

Safeguarding & Child Protection

True Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the Trust's Safeguarding and Child Protection policy and procedures at all times.

Notwithstanding the detail in this job description, in accordance with the Trust's Flexibility Policy the job holder will undertake such work as may be determined by the CEO from time to time, up to or at a level consistent with the main responsibilities of the job.

Key Information regarding the Application Process

To Apply

Completed application forms should be submitted via My New Term.
Please **do not** include your name when completing your supporting statement.

Only completed application forms will be submitted for shortlisting, CVs will not be accepted.

Key Dates

Closing date for applications: Friday 19th June 2026 at 10am

Interviews will take place on Wednesday 24th June 2026.

Benefits

At True Learning Partnership, we're proud to support our staff both in and outside of work. We're committed to your wellbeing, professional growth, and maintaining a healthy work-life balance.

Our benefits package includes a wide range of support and resources, such as wellbeing tools, a confidential Employee Assistance Programme (EAP), learning and development opportunities, and access to discounts on everyday spending and lifestyle services.

Other benefits include;

- Pension Scheme
- Cycle to Work Scheme
- Eye Care Vouchers
- Seasonal Flu Jabs
- Access to free CPD courses
- Strava – True Learning Runners

Safer Recruitment Information

True Learning Partnership is an inclusive Equal Employment Opportunity employer that considers applicants without regard to gender, gender identity, sexual orientation, race, ethnicity, disabled or veteran status, or any other characteristic protected by law. We welcome applications from all individuals regardless of individual background or circumstance. Please note if you are shortlisted, an online search will be carried out before interview which may identify any incidents or issues that have happened, and are publicly available online, which we might want to explore with you at interview.

True Learning Partnership is committed to safeguarding and promoting the welfare of all children and young people and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.

The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (one of which must be from the current/latest employer) and evidence of the formal qualifications required for the role.

Trust Safeguarding Statement

True Learning Partnership recognises the important role that our schools and their staff have in the wider safeguarding system for children. ALL staff have a responsibility to provide a safe environment in which children can learn. True Learning Partnership fully adopts statutory guidance "Keeping Children Safe in Education" (September 2025).

True Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our schools are a safe place for children, where our responsibilities for safeguarding children are taken seriously. As a Trust, we are responsible for ensuring that all our schools have thorough and robust child protection and safeguarding policies and procedures.

Should you have safeguarding concerns regarding any pupil at any of our schools, please speak to one of the Designated Safeguarding Leads at that school.

True Learning Partnership Designated Safeguarding Officer is Catherine Holyland, Deputy Head Teacher at Poynton High School. If you wish to contact her directly please e mail Cholyland@truelearning.org.uk

True Learning Partnership Trust Board safeguarding representative is Paul Jarvis. If you wish to contact them, please e mail info@truelearning.org.uk stating that the e mail relates to a safeguarding issue.

Our schools' Local Governing Bodies are regularly updated about child protection, bullying and safeguarding policies and practices by the relevant school Head Teachers, and other members of the Senior Leadership Team. This information is reported to the Trust Board.

For further details on roles and responsibilities, and recording information regarding Safeguarding, please see the Safeguarding Policy and Procedures documents held by each school in our Trust.



**TRUE LEARNING
PARTNERSHIP**

Contact Us



True Learning Partnership

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