



BRADFORD ACADEMY
TRUST



Application Pack



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Dear Applicant,

Thank you for your interest in working at Bradford Academy.

We are clear in our vision:



At Bradford Academy we believe that by developing responsibility, respect, and resilience we will become a shining light in our community. Our vision underpins everything we do and by living it together we are quickly becoming a school that makes a difference to those we serve.

When you visit us, you will see the impact our passionate and ambitious staff have on children from 2 – 18 years old.

As a Church of England Academy, we believe that a commitment to developing the faith and spirituality of our learners is of vital importance when working at the academy. Our moral purpose guides us to ensure that every learner can be the best they can be spiritually and personally as well as academically. We believe that we make a difference not only within school but beyond it in the local community.

We have two internal resourced provisions in our Secondary Phase; one for Physical Disability and one for Autism. We have a provision to support learners in need of additional SEMH support, RESET. We also have a local authority led SEMH provision on site. This reflects our passion for creating a truly inclusive school that reflects society and develops compassionate, understanding children and young people.

Staff who work at Bradford Academy benefit from support, challenge and investment. We understand how important our staff team are and strive to give them all the tools they need to excel in their chosen field. We value our staff's wellbeing and believe that Bradford Academy is an exciting and worthwhile place to work.

If you feel you share our vision for improving the lives of young people and have the tenacity, resilience and commitment to be a part of our journey, then submit your application or contact us to arrange a visit. We would love to get to know you better.

Yours sincerely

Mrs Mel Saville
Executive Principal

Job Description

Attendance Officer – Parental Engagement & Transition

Responsible for: Attendance, parental engagement and transition support across Primary and Secondary phases

Responsible to: Senior Attendance Officer

General Description

The Attendance Officer – Transition and Parental Engagement is responsible for supporting the improvement of attendance across Bradford Academy, with a particular focus on important transition years (Reception–Year 1, Year 1-2, Year 6–7 and Year 7–8) and building strong relationships with families.

The role combines core attendance officer responsibilities with a strategic focus on early intervention, ensuring that barriers to attendance are identified and addressed before patterns of absence become entrenched.

The postholder will work across both the primary and secondary phases, supporting learners and families through key stages of transition, whilst maintaining a strong operational presence in the day-to-day running of attendance systems.

A key aspect of the role is working directly with families, including undertaking home visits, holding structured conversations, setting clear expectations and agreeing targets to improve attendance.

Strategic Direction and Development

In the context of the academy's aims and policies, the Attendance Officer will:

- Support the development and implementation of a coherent attendance strategy with a focus on transition and parental engagement
- Identify key cohorts at risk of declining attendance, particularly in key transition years.
- Work collaboratively with feeder primary schools to support early identification and continuity of support
- Contribute to transition planning to ensure strong attendance habits are established early
- Support whole-school priorities to reduce persistent absence and improve attendance outcomes
- Build community relationships with families to reinforce expectations and promote the importance of attendance

Attendance Operations and Intervention

The Attendance Officer will undertake all core attendance responsibilities, including:

- Maintain accurate attendance records using the academy systems and quality assure registers daily
- Ensure registers are taken and follow up immediately where registers are not completed
- Carry out first day and second day calling procedures and respond to parental enquiries
- Be highly visible at key points in the day including morning routines, gate duty and lesson transitions
- Monitor attendance and punctuality throughout the day, taking action to address absence and truancy
- Conduct regular home visits, including planned and unannounced visits where required
- Record and track all interventions, maintaining accurate casework and documentation
- Initiate safeguarding logs where appropriate and escalate concerns in line with academy procedures



Parental Engagement and Transition Support

The postholder will:

- Build strong, professional relationships with families, particularly those with a history of low attendance
- Work proactively with parents/carers to discuss reasons for absence, providing both support and challenge
- Conduct home visits to engage families and address barriers to attendance
- Lead and contribute to meetings with parents both in school and at home
- Be confident in holding difficult and honest conversations, setting clear expectations and targets
- Support families through key transition stages, ensuring continuity between primary and secondary phases
- Run or contribute to family engagement sessions and workshops to improve understanding of attendance expectations
- Support families in establishing routines and overcoming barriers such as punctuality, anxiety or disengagement

Assessment, Casework and Intervention Planning

The Attendance Officer will:

- Assess individual pupil and family need and plan targeted interventions to improve attendance
- Maintain detailed casework records, including preparation for potential legal processes where required
- Analyse attendance data to identify patterns, trends and priorities for intervention
- Prepare reports and updates for senior attendance leaders to inform strategic decision-making
- Monitor the effectiveness of interventions and adapt approaches accordingly



Working with Staff and External Agencies

The Attendance Officer will:

- Work closely with Heads of Year, Phase Leaders, safeguarding teams and pastoral staff to ensure a coordinated approach
- Liaise with external agencies including Early Help, social care and other services where appropriate
- Participate in attendance panels, safeguarding meetings and multi-agency discussions
- Contribute to parental consultation events and academy meetings to support key pupils

Efficient and Effective Deployment of Resources

The Attendance Officer will:

- Manage their caseload effectively, prioritising high-need pupils and families
- Use data to inform actions and maximise impact
- Ensure all interventions are timely, targeted and outcome-focused
- Maintain organised systems for tracking pupil attendance and intervention impact

Accountability

- Be accountable for contributing to improvements in attendance for identified pupils and cohorts
- Monitor and report on attendance trends and intervention impact
- Support the academy in reducing persistent absence and improving overall attendance
- Ensure all work aligns with safeguarding and statutory requirements
- Engage proactively with parents/carers to support improved attendance outcomes

Conditions of employment

- Work across the academy to support the school's ethos, policies and procedures.
- Uphold safeguarding, confidentiality and data protection requirements.
- Maintain high professional standards and personal conduct.
- Participate in appraisal and professional development processes.
- Undertake any other reasonable duties as required.

Person Specification

CRITERIA	QUALITIES
<i>Qualifications and training</i>	<ul style="list-style-type: none"> • High level communication skills • Commitment to continuing professional development • Experience of attendance systems (e.g. SIMS) • Full UK driving licence (essential)
<i>Experience</i>	<ul style="list-style-type: none"> • Experience working in attendance, pastoral or family support roles • Experience working with pupils, families and external agencies to overcome barriers to attendance
<i>Skills and knowledge</i>	<ul style="list-style-type: none"> • Strong understanding of attendance processes and statutory guidance • Ability to analyse data and identify trends • Skilled in working with families and managing challenging conversations • Highly organised and detail-focused
<i>Personal qualities</i>	<ul style="list-style-type: none"> • Resilient, proactive and solution-focused • Ability to build relationships and influence families positively • Strong safeguarding awareness • Ability to work flexibly, including home visits and community work

This job description may be amended at any time in consultation with the postholder.

Last review date: June 2026

Next review date: June 2028

Information for Applicants

Safeguarding

Bradford Academy is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share in this commitment. All successful candidates will be expected to undergo an enhanced DBS check and any offer of employment will be subject to its return plus receiving satisfactory references, children's barred list check and section 128 check (where relevant). Teaching staff will also be subject to a 'Prohibition to Teach' check. Please see our DBS Policy in the Academy Info/Policies area of our website for our policy pertaining to the recruitment of ex-offenders.

It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children.

In accordance with Keeping Children Safe in Education the Academy will carry out an online search as part of due diligence on shortlisted applicants. This will be undertaken in accordance with Data Protection Act and the Equality Act.

Health and Safety

Your most important responsibilities as an employee are:

- to take reasonable care of your own health and safety
- to take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work
- to co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies
- not to interfere with or misuse anything that's been provided for your health, safety or welfare
- to report any injuries, strains or illnesses you suffer as a result of doing your job
- to tell your employer if something happens that might affect your ability to work

Mental Health and Wellbeing

As part of supporting the Bradford Academy Community, promote the mental health and wellbeing of others whilst performing your role.

Job Description

This tells you the main responsibilities of the post and explains what we are looking for. It tells you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

Person Specification

This specification sets out which criteria will be used to shortlist candidates for interview.



Visiting

We welcome informal visits from all applicants before they apply. If you wish to do so, please contact recruitment@BradfordAcademy.co.uk to arrange an appointment.

Applying

If you decide you would like to apply for this post please complete the application form online, which can be found at

<http://www.bradfordacademy.co.uk/recruitment/>

Your formal letter of application (supporting statement) should be no longer than 2 sides of A4 and should address the selection criteria and competences detailed in the person specification. The Academy must receive a **signed** copy of the form.

Please email to:

recruitment@BradfordAcademy.co.uk

Or

Post to HR, Bradford Academy, Lister Avenue, Bradford, BD4 7QS.

Interviews

Shortlisted candidates will be contacted within a week of the closing date.