

# The Littlehampton Academy

## Applicant Information Pack



### Attendance Manager

#### Contents

Message from the Principal	2
Introduction to Woodard Academies Trust (WAT)	2
The Littlehampton Academy (TLA)	3
What makes TLA a great place to work?	3
Benefits	3
About the Role	3
About You	3
Job Description	4/5
Person Specification	6
Safer Recruitment Declaration	7
Other Pre-employment Checks	7
Equality and Diversity	7
How to apply	7

## From the Principal

Thank you for your interest in The Littlehampton Academy. This is a great time to become part of our community as we continue to make progress following our Ofsted visit and grading for the academy in February 2026. We are proud to be part of the Woodard Academies Trust which has a distinctive core ethos supporting the development of both staff and students. The group motto: 'opening minds, raising expectations, transforming lives' is at the heart of everything we do and reflects our ambitions for all our students.

The Littlehampton Academy has a long-standing reputation as a busy, vibrant school where staff and students work together with an unrivalled sense of commitment to enable the best possible outcomes - in all senses - for all students during their time with us, ready for the adventures and opportunities they embrace throughout their lives. Our students join us as children, but we aim to ensure they leave us as accomplished young adults, kind, confident and resilient, having developed strong relationships during their time with us.

Our mission is encapsulated in the Woodard Academy Trust motto: '**opening minds, raising expectations, transforming lives**'. Staff at The Littlehampton Academy, in all roles and at whatever stage of our working lives, have an essential part to play in this mission. Every role at TLA supports and contributes to the day-to-day experience and ultimate happiness and success of our students. This is not only a huge privilege for those of us who choose to work in education, but also a great responsibility.

As a member of the TLA team, you will have opportunities to develop and grow both professionally and personally, enabling you to achieve your very best both in your time with us and in future roles, wherever they take you.

If you think you like the sound of TLA, we invite you to come and see for yourself. Please contact our HR Department on 01903 711120 or via [personnel@tla.woodard.co.uk](mailto:personnel@tla.woodard.co.uk)

## Introduction to the Woodard Academies Trust

The Woodard Academies Trust is a collaboration of six schools across England working together to meet ambitious goals for students and staff and to deliver the vision:

- Opening minds: igniting a curiosity about the world, nurturing spiritual and cultural growth and developing a love of learning for life.
- Raising expectations of everyone in the Trust, staff, pupils and governors, of the standards we can reach and the outcomes we can achieve, irrespective of background.
- Transforming lives: a successful education will transform the lives of young people into adulthood so they have rewarding careers, strong relationships, and make positive contributions to their community and society.

The Trust has an impressive heritage as part of the Woodard family of schools, founded by Nathaniel Woodard in 1848 with the aim of providing an education based on Christian values. The Trust's main

focus is school improvement, drawing on the skills and expertise across the Trust to ensure every school is at least 'good' and all pupils achieve well.

## **The Littlehampton Academy**

The Littlehampton Academy is a large academy Situated on the beautiful West Sussex coast and with views of the South Downs, our academy has state-of-the-art facilities - including ample staff parking and a fitness suite. We are close to good transport links to surrounding towns, including Worthing, Chichester and Brighton.

## **Why is The Littlehampton Academy a great place to work?**

An improving school with high expectations and high standards in all we do

- Staff who are completely committed to the academy and its students, who provide support and advice to colleagues, and whose morale is high
- A school with a strong sense of community
- A strong team of highly-skilled support staff who work together to ensure that teaching staff can deliver their lessons in a calm and well-maintained environment conducive to learning
- A growing school, attracting students from surrounding areas
- Excellent on-going CPD and career development opportunities

## **Benefits**

- A competitive salary
- A contributory pension scheme - Local Government Pension Scheme
- Occupational Sick Pay in line with local authorities
- Wellbeing support through free access to an Employee Assistance Programme
- Cycle to work salary sacrifice scheme (offers tax and NI savings)
- Free on-site parking
- Free access to Fitness Suite

## **About the Role**

We are looking to appoint an Attendance Manager to our team to support students with attendance. This is a termtime only position of 40 working weeks in each academic year.

The successful candidate will be working with colleagues who are passionate about the contribution they make to the school and its students in a very motivating, forward-thinking environment. Our school is committed to providing excellent CPD opportunities for all our staff.

**Closing Date: midday on Friday 19th June 2026. *We reserve the right to close the vacancy before the closing date so please apply early.***

## **About You**

The successful candidate will

- Have the highest expectations and standards
- Be flexible and resilient, with a positive, "can do" attitude
- Have good communication skills, with the ability to deal with students, parents and colleagues in a professional manner
- Be committed to personal and professional development

# The Littlehampton Academy

## Job Description - Support Staff



### Attendance Manager

<b>Work Pattern</b>	Monday – Friday 8am - 4pm (37 hours per week), 40 weeks per year.
<b>Salary</b>	NJC Grade F: £32,597 - £32,597 FTE (£28,094 - £30,292 pro rata)
<b>Reporting to</b>	Finance & Business Manager/Assistant Principal

### Role Overview

The Attendance Manager plays a critical role in ensuring every student has the best possible chance of success by maintaining high levels of school attendance. You will be the driving force behind the Academy's attendance strategy, working proactively with students, families, and external agencies to identify and remove barriers to learning.

### Role Purpose

The Attendance Manager will lead on improving and maintaining excellent levels of attendance, working closely with the Senior Leadership Team (SLT). The main purpose of the role is to promote and provide an efficient attendance service for the academy.

### Key Responsibilities

This is a description of the main duties and responsibilities of the post at the date of production and may change over time as requirements and circumstances change. **These responsibilities are not exhaustive and the post-holder is expected to carry out any other related reasonable duties commensurate with their skills, abilities and grade.**

#### Strategic Oversight and Monitoring

- **Data Analysis:** Monitor daily attendance and punctuality data to identify patterns, trends, and "at-risk" groups (e.g., Pupil Premium, SEND, EAL).
- **Reporting:** Produce weekly and half-termly reports for the Senior Leadership Team and the Academy Council regarding attendance targets.
- **Policy Development:** Lead and review the Academy's Attendance Policy, ensuring it meets statutory requirements and reflects best practices.

#### Intervention and Support

- **Casework:** Manage a caseload of students as required including those with persistent absence or those at risk of falling into this category.
- **Home visits:** Conduct home visits to engage with families and assess the welfare of students who are not in school.
- **Parental Engagement:** Lead "Attendance Panels" and meetings with parents/carers to create action plans and "Parenting Contracts."

## **Administrative and Statutory Compliance**

- **Registers:** Ensure the legal accuracy of school registers and oversee the coding of absences (e.g., medical, unauthorized, excluded).
- **Legal Action:** Prepare necessary documentation for the Local Authority regarding Fixed Penalty Notices or legal proceedings for non-attendance, representing the Academy as required.
- **Liaison:** Act as the primary point of contact for the Education Welfare Service (EWS) and social care regarding attendance matters as well as completion of Early Help Assessments (EHA) referrals.

## **Culture and Reward**

- **Promotion:** Design and implement school-wide attendance initiatives including assemblies, and reward schemes to celebrate high and improved attendance.
- **Communication:** Maintain regular communication with parents via newsletters, letters, and the Academy's communication app to reinforce the importance of punctuality.

## **Personal Specification:**

- **Emotional Intelligence:** The ability to read a situation, knowing when a parent/student needs a sympathetic ear versus when they need a direct answer/instruction.
- **Conflict Resolution:** Ability to handle difficult conversations with sensitivity, diplomacy, and firmness when dealing with non-compliance or challenging behaviour.
- **Resilience:** The ability to remain calm and professional under pressure and in the face of emotional or confrontational situations.
- **Empathy:** A genuine desire to support students and families in overcoming barriers to education, maintaining a non-judgmental approach.
- **Collaborative:** A strong team player who can work effectively alongside pastoral and academic staff.

## **Additional Expectations:**

All staff are expected to:

- Promote the Woodard Christian ethos that embraces all faiths and none.
- Take responsibility for their own professional development and support that of colleagues where appropriate.
- Engage in the Academy appraisal process and support colleagues in achieving their own targets where appropriate.
- Have regard to guidance on Keeping Children Safe In Education.
- Follow Trust policy and procedures.
- Observe health and safety requirements and play their part in ensuring a safe working environment.

## **Safeguarding Statement**

The Littlehampton Academy is committed to safeguarding and to promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a DBS enhanced clearance on appointment.

## **Equality and Diversity**

The Littlehampton Academy is committed to equality of opportunity and applications from all sections of the community are welcomed.

# The Littlehampton Academy

## Person Specification



### Attendance Manager

**A = Application R = Reference I = Interview or assessment E = Essential D = Desirable**

<b>A</b>	<b>Qualifications</b>	<b>E or D</b>	<b>Assessed via</b>
1	English and Maths GCSE or equivalent Grade C/4 or above	E	A
2	Educated to degree level	D	A
<b>B</b>	<b>Experience and knowledge</b>	<b>E or D</b>	<b>Assessed via</b>
1	Experience working with children and young people in a secondary school or similar educational setting	D	A/I
2	Experience of attendance focused intervention, inclusion or pastoral support	D	A/I
3	Experience coordinating attendance strategies for pupils with persistent absence	D	A/I
4	Experience working directly with parents/carers to improve school attendance	D	A/I
5	Experience liaising with external agencies in relation to attendance	D	A/I
<b>C</b>	<b>Skills and abilities</b>	<b>E or D</b>	<b>Assessed via</b>
1	Strong administrative skills with high attention to detail	E	A/I/R
2	Ability to maintain data and other records accurately	E	A/I/R
3	Strong organisational skills with the ability to multi-task and prioritise effectively	E	A/I/R
4	Excellent communication skills; both verbal and written	E	A/I/R
5	Ability to build positive relationships with young people, parents and staff	E	A/I/R
6	Strong problem solving skills	E	A/I/R
<b>D</b>	<b>Motivation</b>	<b>E or D</b>	<b>Assessed via</b>
1	Confident with a positive attitude, flexible and resilient	E	A/I
2	Excellent accuracy and attention to detail	E	A/I
3	Positive 'can do' attitude with ability to develop new skills quickly	E	A/I
4	An understanding of the need for confidentiality and data protection	E	A/I
5	Ability to use initiative and work autonomously	E	A/I

<b>E</b>	<b>Personal qualities</b>	<b>E or D</b>	<b>Assessed via</b>
1	Must be friendly and approachable	E	I/R
2	Willing to support the Christian ethos of the Trust	E	I

## Safer Recruitment Declaration

Schools are now required, as part of their shortlisting process, to carry out an online search as part of their due diligence. If shortlisted for the role, an appropriate online search will be undertaken on your name(s). Any information highlighted will be treated as confidential and will only be used in relation to the post for which you have applied.

The successful applicant will be required to undergo full safeguarding and vetting checks, including references and an enhanced Disclosure and Barring Service check, and will be subject to a period of probation.

## Other Pre-employment Checks

In addition to safeguarding checks, all offers of employment are subject to the following:

- Pre-employment health check
- Receipt of two satisfactory references, including one from a recent employer
- Overseas checks where necessary
- Presentation of appropriate qualification certificates
- Proof of right to work in the UK
- Prohibition of management checks for any leadership posts

## Equality, Diversity and Inclusion

The Littlehampton Academy is committed to the promotion of equality of opportunity in its employment policy, practices and procedures. No applicant will receive less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

To help us monitor equal opportunities, please complete the separate Equal Opportunities form. This will be used only for statistical purposes and will not be available to those involved in the selection process, so will make no difference to how the application is treated.

## How to Apply

All applications should be submitted using the on-line application form through our Career Site: <https://mynewterm.com/>

**Please note, we do NOT accept curriculum vitae as the sole means of application as they do not meet the requirements of safer recruitment.** You must complete each section of the online form. We cannot accept applications with missing information. When applying for a role, it is important to demonstrate how your qualifications, skills, knowledge, and experience match the person's specification. You will have the opportunity to provide examples in the personal statement section of the application.

<b>Deadline for receipt of applications</b>	<b>Friday 19<sup>th</sup> June 2026)</b>
<b>Interview Date</b>	<b>Week Commencing 29th June 2026</b>

For queries or to arrange a visit to the Academy, please contact the HR department on: 01903 711120

