



Education
Partnership
Trust

High Expectations • Commitment • Ambition

Candidate Information Pack

Family Liaison & Attendance Officer

The Heights Burnley





A message from the Headteacher

Thank you for expressing an interest in the position of Family Liaison & Attendance Officer at The Heights, Burnley.

This is a fantastic opportunity for an outstanding, ambitious and dynamic Family Liaison & Attendance Officer to join our school at an exciting stage of its journey.

We are an age 5-16, 150-place alternative provision school in Burnley who have recently been judged 'Good' in all areas by Ofsted. The Heights, Burnley is a thriving, ambitious community that places the best interests of young people at the heart of everything we do. We are part of the Education Partnership Trust (EPT), serving the community of Burnley, Pendle, Rossendale, Hyndburn and The Ribble Valley. We have a fantastic student cohort and dedicated staff that thrive on a culture of high expectations.

At The Heights, Burnley, we are proud to provide a safe and inclusive learning environment: promoting positive attitudes and respect. Through instilling our PRIDE values of Perseverance, Respect, Initiative, Drive and Excellence, we aim to nurture our students' character, self-esteem, personal and social development. We are committed to providing the best educational experiences and opportunities for our students. Our vision is to ensure an excellent education, addressing social disadvantage where it exists through high expectations and an ambitious curriculum. At the very heart of the school's work is a commitment to high quality teaching and learning and achievement for all: for our pupils to be safe, happy and successful developing as individuals into caring, responsible citizens who participate fully in school life and are proud of their achievements. Our Ofsted report highlights that 'parents spoke candidly about how the school has changed not only their child's life, but also that of the whole family.'

We aim high at The Heights, Burnley and expect high standards of behaviour and academic effort. Every student at The Heights, Burnley is encouraged to have ambitious goals and is responsible for creating a culture of high expectations and academic excellence. Ofsted inspectors noted and praised the good behaviour of pupils in lessons, the ambitious curriculum and the support for each pupil and the calm atmosphere around school. We support our students to become conscientious, high-achieving individuals, who are able to discover their talents and passions through the opportunities we provide. Our ethos revolves around ensuring that we provide the very best educational experiences and opportunities, both in and out of the classroom environment.

We are proud of our achievements at The Heights, Burnley our aspirational and exciting curriculum, our examination success, our ambitious opportunities for pupils' personal development, our charity work and our community involvement. We are committed to the pursuit of outstanding teaching and learning alongside the highest possible academic, personal and moral standards. This

commitment is built upon a shared belief in hard work, self-reflection and a culture of respect and support for others.

The Heights, Burnley is a successful age 5-16, 150 place alternative provision and over the past three years has achieved the following:

- 100% of our year 11 cohort moved into further education, employment or training.
- 98% of respite students successfully transitioned into their next phase of education.
- Established working relationships with over 40 mainstream schools.
- Established as the 'school of choice' for alternative provision in the local area.

To apply for this post, please follow the instructions on the 'Vacancies' page on our website. For visits to the school or any other information, please contact the School Business Manager dbury@theheightsburnley.com



N. Lewis
Headteacher



**Education
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I am delighted that you are considering a role within the EPT. The EPT was established in 2012 as a high performing multi academy trust and approved academy sponsor, that delivers the very best educational experience for our pupils within an ethos of collaboration and excellence.

The reduction of workload and the wellbeing of our colleagues are key priorities with Wellbeing Champions in each school and a designated trust lead.

Wishing you all the best with your application.



Sharon Roscoe
Chief Executive

Our Vision

Creating outstanding schools which transform learning, lives and communities

Our Values

High Expectations

of ourselves, our pupils and our school community

Commitment

we are dedicated to raising standards and improving opportunities

Ambition

we constantly strive to improve by setting ourselves challenging goals



Job Advertisement

Family Liaison & Attendance Officer

Hours: 37 hours per week

Weeks Worked: 39 weeks (Term Time Only)

Start Date: 28th October 2024

Salary: £22,092-£24,453 actual. (SCP 9-15)

The Heights, Burnley wishes to appoint a hardworking, enthusiastic and committed Family Liaison & Attendance Officer. If you are experienced, enthusiastic, open to new ideas and have a flexible 'can do' approach, we would welcome an application from you.

The Job

To provide a complimentary service to senior leaders, teachers and support staff in school addressing the needs of children who need help to overcome barriers to learning both inside and outside the school, in order to achieve their full potential.

To help families to improve young people's access to learning and enable all pupils to maximise their educational opportunities, especially vulnerable young people who may need extra support for social and emotional needs.

What are the job requirements?

- Experience of working within the multi- agency arena
- Experience of working with children in an educational setting
- Experience of family support and pastoral care
- Experience of working with children with behavioural concerns
- Ability to deal with and respond calmly and promptly to incidents, safeguarding issues and challenging behaviour, in accordance with role and responsibilities.
- Ability to cooperate with and work flexibly as part of a team through information-sharing, feedback, problem-resolution and support
- Ability to foster positive relationships between children/young people and with other adults and to recognise and encourage resolution of issues
- A proactive and dynamic individual willing to lead whole school attendance, pushing attendance and offering rewards and incentives.



Amongst the many benefits of working within the Trust you will receive:

- Healthcare cash back plan provided free by the Trust includes optical, dental, physio, diagnostics, health assessment, NHS prescription charges, hospital cover, discounted gym memberships plus lots more.
- 6 sessions of free counselling including CBT, wellbeing and bereavement.
- Cycle to work scheme.
- Electric Car Scheme (Salary Sacrifice)
- Access to government pension schemes.
- Free parking
- Training and development opportunities
- Personal development and promotion opportunities across the Trust
- Trust wide focus on staff wellbeing
- Trust wide Intranet to share knowledge and resources

Closing date: 20th September 2024

Interview date: w/c 23rd September 2024

Safeguarding

The Education Partnership Trust is committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment.

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed.

Education Partnership Trust is also committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community.

Incomplete application forms will not be shortlisted, if you need to discuss a reason for being unable to complete a section, please contact the recruitment team HR@ept-uk.com.

Applications for this exciting post are to be made through <https://ept.face-ed.co.uk/vacancies>



Job Description

Family Liaison & Attendance Officer

Job Title: Family Liaison & Attendance Officer

Reports to: Assistant Head Teacher

Grade: SCP 9 – 15

Job Purpose

To provide a complimentary service to senior leaders, teachers and support staff in school addressing the needs of children who need help to overcome barriers to learning both inside and outside the school, in order to achieve their full potential. To help families to improve young people's access to learning and enable all pupils to maximise their educational opportunities, especially vulnerable young people who may need extra support for social and emotional needs.

Duties and Responsibilities:

- Working with senior leaders, teachers and support staff identify those children who need extra help to overcome barriers to learning inside and outside the school
- To work with pupils and families for children who demonstrate: poor behaviour compared to peers; failing motivation and/or confidence; difficulty in concentrating and being focused; poor attendance and / or punctuality and difficulty in relationships with peers or adults
- To develop a 1:1 mentoring relationship with children needing particular support and to take a lead in drawing up an action plan, with SMART targets, for each child who needs particular support.
- To manage and lead nurture groups for identified children
- To work closely with the Headteacher, Behaviour lead and the class teacher to ensure that the needs of the targeted children are met.
- To meet regularly with the Headteacher and Behaviour lead to report on progress of identified pupils
- To report on the implementation of all action plans to the Headteacher, Behaviour lead and class teachers where appropriate
- To maintain regular contact with families/carers of children in need of extra support, to keep them informed of the child's needs and progress, and to secure positive family support and involvement (e.g. Attendance, Child Protection, Behaviour).

- To have knowledge and appreciation of the range of activities, courses, opportunities, organisations and individuals that could be drawn upon to provide extra support for the children.
- To work closely with the Headteacher and the Behaviour lead to make referrals to a range of agencies and to be the Lead Professional on Early Help Assessments
- To facilitate the sharing of relevant information between local agencies and school and be a point of contact for accessing a range of community and specialist support services for example, Social Care, Family Support Worker, Speech, Language & Communication Therapy, Behaviour Support Services.
- To take a lead role in Child Protection in school and liaise with parents regarding concerns
- To take a lead role in supporting new staff with Safeguarding Inductions, Child Protection Policy and Procedures
- To attend LAC and PEP meetings
- To provide links and liaise between school, home and agencies to ensure there is consistency in the response to children's needs.
- To take a lead role in developing parenting classes on site
- To assist young people to make a successful transfer between educational establishments and transition at key stages in their learning
- To ensure relevant staff are kept up to date with relevant information. e.g..child protection issues
- Attend and participate in regular meetings as required
- Participate in training and other learning activities as required
- Establish own best practice and use to support others
- To network, advise, support and share best practice with other learning mentors.
- To inform midday supervisors of any concerns, offering support and training when appropriate.
- To be responsible for the maintenance and development of systems and procedures relating to attendance.
- To be prepared to work flexible hours as may be required.
- To undertake further duties in agreement with the Head teacher, safety legislation and council policy taking appropriate action where necessary
- To undertake further duties in agreement with the Head teacher commensurate with the grading and nature of this post.
- To manage a case load of pupils and be responsible for tracking and evaluating their progress.
- To set personal growth targets for pupils to reduce the negative impact of their behaviour's, with particular reference to groups of pupils referenced in the School Improvement Plan.
- Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others.

- Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.
- Liaise with professional or specialist support staff involved in the children's education. These may include social workers, health visitors, language support staff, speech therapists, educational psychologists, and physiotherapists

Note

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future. As a general term of employment, the Trust may affect any necessary change in job content or may require the post holder to undertake other duties, at any location in the Trust's service, provided that such changes are appropriate to the employee's remuneration and status.

As a term of your contract of employment, the Trust reserves the right to vary your hours of work and require you to work outside the range of your "typical working arrangements" specified in your Statement of Particulars. The Trust reserves the right at its discretion to affect this condition of your employment. Should this be necessary you will be given reasonable notice of any proposed changes.

Person Specification

Family Liaison & Attendance Officer

Reports to: Assistant Head Teacher

Grade: SCP 9-15

No	CATEGORIES	Essential/ Desirable	App Form	Interview / Task
QUALIFICATIONS & EXPERIENCE				
1.	Experience of working with children in an educational setting	E	✓	✓
2.	Experience of working within the multi- agency arena	E	✓	✓
3.	Experience in writing action plans with relevant targets, reviewing and evaluating plans as required	E	✓	✓
4.	Experience of family support and pastoral care	E	✓	✓
5.	Experience of working with students in 1:1 and small group situations	E	✓	✓
6.	Experience of dealing with child protection	E	✓	✓
7.	Experience of working with pupils who present a wide range of needs and have excellent knowledge of strategies to help overcome barriers particularly within alternative provision	E	✓	✓
8.	Experience of working within a team environment and working independently	E	✓	✓
9.	NVQ Level 3 in a relevant qualification or equivalent	E	✓	✓
10.	GCSE (grades 9 – 4) or equivalent qualification in English and Mathematics	E	✓	✓
11.	Use of MIS systems to improve attendance and to provide information and monitor pupils and address any causes for concern	E	✓	✓
12.	An understanding of child related behaviour / learning strategies	E	✓	✓
13.	Experience Early Help Assessments	E	✓	✓
14.	Experience of working with children with behavioural concerns	E	✓	✓

15.	A proactive and dynamic individual willing to lead whole school attendance, pushing attendance and offering rewards and incentives.	E	✓	✓
16.	Experience of data analysis	E	✓	✓
KNOWLEDGE, SKILLS and COMPETENCIES				
17.	Ability to work effectively within a team environment, understanding roles and responsibilities across school	E	✓	✓
18.	Ability to build effective working relationships with all pupils, colleagues, parents and with service agencies	E	✓	✓
19.	Ability to cooperate with and work flexibly as part of a team through information-sharing, feedback, problem-resolution and support	E	✓	✓
20.	Ability to promote a positive ethos and role model positive attributes	E	✓	✓
21.	Ability to deal with and respond calmly and promptly to incidents, safeguarding issues and challenging behaviour, in accordance with role and responsibilities.	E	✓	✓
22.	Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate	E	✓	✓
23.	Ability to foster positive relationships between children/young people and with other adults and to recognise and encourage resolution of issues	E	✓	✓
24.	Ability to engage and communicate effectively with pupils and their families, staff and other agencies, adapting communication styles and approaches to individual needs, abilities and situations	E	✓	✓
25.	To demonstrate excellent listening skills	E	✓	✓
26.	Ability to adapt own approach in accordance with pupil needs, using own initiative, managing and organising own work effectively	E	✓	✓
27.	To understand how to operate confidentiality in relation to pupils and their families	E	✓	✓
28.	Understanding of inclusion, especially within a school setting	E	✓	✓

29.	Working knowledge and understanding of principles of child development, learning styles and independent learning	E	✓	✓
30.	To understand potential barriers to learning and behaviour that may affect young people	E	✓	✓
31.	To have a sound understanding of child protection issues and how this may impact on the lead role	E	✓	✓
32.	Working knowledge of relevant policies/codes of practice/legislation	E	✓	✓
33.	Ability to apply agreed behaviour strategies, responding appropriately to incidents in accordance with role and responsibilities	E	✓	✓
34.	Ability to provide constructive feedback on a range of issues to colleagues and other professionals	E	✓	✓
35.	To understand the importance/role of Secondary School and In Year Liaison/Transition	E	✓	✓
36.	Excellent numeracy and literacy skills	E	✓	✓
37.	Effective use of ICT to support learning	E	✓	✓
38.	Experience of resources preparation to support learning programmes	E	✓	✓

PERSONAL QUALITIES				
39.	Demonstrate a positive and resilient outlook	E	✓	✓
40.	Ability to inspire and motivate students and peers	E	✓	✓
41.	Committed to safeguarding and promoting the welfare of children	E	✓	✓
42.	Pleasant and professional manner	E	✓	✓
OTHER				
43.	Full driving license use of a car	D		✓
44.	Willingness to undertake visits to families in their homes	E		✓



Contact

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An Education Partnership Trust School