

## ADVERTISEMENT TEMPLATE

<b>Post title</b>	<b>Family Liaison and Attendance Officer</b>
<b>Location</b>	High Well School, Rookhill Road, Pontefract, WF8 2DD
<b>Salary &amp; Grade</b>	<b>G6 (SCP 12-18) - £26,421-£29,269 (Actual £26,370-£29,212)</b>
<b>Hours</b>	37 hours per week, Term Time, plus 5 INSET and 4 weeks

**We are seeking to appoint a crucial member of the High Well team to the post of Family Liaison and Attendance Officer**

**So a little about our school** - High Well is a special school which caters for pupils aged 9 -16 year old with an Education Health & Care Plan for profound and severe social, emotional and mental health needs as well as other learning difficulties. The school meets the needs of some of Wakefield's most complex and vulnerable young people.

The school endeavours to provide a nurturing environment with personalised support and specialist teaching to enable our pupils to re-engage in learning, develop their social and emotional skills and leave with not only appropriate qualifications but the skills required to succeed in life after school. This is reflected in our vision of 'Preparing for Positive Futures'.

We are currently on our next journey to innovate our curriculum and student support offer, and become a truly outstanding school.

**What we offer all our staff** - You can be assured a supportive and rewarding working environment at High Well. We place staff wellbeing, and worklife balance at the forefront of all our decision making. There's no late night working expected of you, you are trusted to do your job the right way, and our supportive approach to leadership will mean your voice is always heard. To say a thank you for working so hard you will be able to purchase subsidised daily meals, enjoy a free Wellbeing Breakfast and enjoy the opportunity to take your birthday off with pay!

**So here's what we are looking for and what you will be doing** - The Governors, staff and pupils are seeking to appoint to a newly created post of Family Liaison and Attendance Officer.

The postholder will contribute to the key objective of the School Development Plan by assisting the Senior Leadership Team with the management and organisation of the school in seeking to achieve the highest standards of pupil achievement, through increasing attendance rates and supporting families.

**We want our Family Liaison and Attendance Officer to consistently demonstrate the following qualities and skills:**

- Respond to early indications that children and families could benefit from additional help.
- Focus on preventative and early intervention activities, where presenting needs are below the thresholds that trigger the involvement of specialist services and other agencies.
- Be a Deputy Designated Safeguarding Lead (DSL) for the school and the process of keeping children safe in school and the wider community.
- Engage with the hardest to reach families in accessing the support they need through extended services and lead the provision of out of school activities ensuring that families have access to support during school holidays.
- Be responsible for the day to day monitoring of school attendance and promote good attendance of our pupils.

**To be successful you will be required to:**

- Promote and monitor, and implement strategies to improve attendance.
- Record and monitor daily attendance information,
- Reduce levels of persistent absence and reflect the policies and ethos of the school.
- Liaise with class teams on student attendance matters
- Conduct home visits when required.
- Support pupils in holiday periods and be involved in the development of a summer activity and wider community opportunities

We are looking for an enthusiastic and reliable professional who will have the opportunity to be part of a creative and motivated school team. It is essential that you can work independently and within a multi-disciplinary team and have excellent time management and communication skills.

**In return for your contributions, we also offer :**

- A comprehensive induction package for new staff followed up with outstanding CPD.
- Auto-enrolment into the Local Government Pension Scheme (LGPS)
- A talented and supportive Senior Leadership Team and dedicated Governing Body
- A supportive environment in which your talents will be encouraged, nurtured and rewarded
- Access to Schools Advisory Service (SAS) and other wellbeing platforms, including cycle to work and Employee Assistance Programme (EAP), as well as onsite HR Management support.

**To apply for this post you must fully complete the school's Application Form available to download by visiting the school website at [www.highwellschool.org.uk](http://www.highwellschool.org.uk) and looking at vacancies.**

If you would like to chat about this role prior to submitting an application, please contact Michael Davis, HR Manager, by emailing: [HRManager@highwell.org.uk](mailto:HRManager@highwell.org.uk) and an arrangement will be made for him to call you.

**Closing date:** 19/02/2024 at 5pm

**Shortlisting:** 20/02/2024

**Interview date:** Likely to be W/C 26/02/2024

Prospective applicants should note that appointment will be subject to verification of qualifications, satisfactory enhanced DBS with barred list check, two satisfactory references and evidence of the right to work in the United Kingdom.

Wakefield Council is wholly committed to ensuring children and young people are fully supported and safe. We are dedicated to the safeguarding of all children and young people whilst promoting their welfare and expect all staff and volunteers to share this responsibility. We particularly welcome applications from under represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.



