



West Hatch High School

a Specialist Business and Enterprise School

"THE BEST THAT I CAN BE"

Headteacher: Mrs V Schaefer BA (Hons), MA, PGCE (Cantab), MCCT

Attendance and Family Support Officer

37 hours per week Monday to Thursday 8.30am to 4.30pm and Friday 8.30am to 4pm

Term time plus 1 weeks holiday working and 1 week CPD

Scale 4, points 7 - 8 - £25,584 - £25,992 + £1013 Fringe

Actual Salary £22,810 - £23,151

Required ASAP

At West Hatch High School, we believe that every student deserves the opportunity to succeed, and regular attendance is a crucial part of this journey. West Hatch has achieved National Attendance awards for being one of the Top 25% of all FFT Secondary Schools.

The successful candidate will play a vital role in promoting whole school attendance strategies to improve attendance levels and support families. If you are someone who wants to have a real impact on a child's life, this could be the role for you.

We offer the following benefits:

- Newly built sports hall with fully fitted gym available for staff use,
- Swimming pool available for staff use,
- Banked cover/TOIL scheme allowing staff to build time to take some term time days off,
- The Headteacher is passionate about staff workload and wellbeing and holds regular wellbeing meetings with staff,
- We offer a significant number of paid development opportunities within departments and also across the school.

For more detailed information, please see the additional information pack.

At West Hatch we believe in building strong relationships with students and going the extra mile to support students' successes both in and outside of school.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in the commitment. This appointment is subject to an enhanced DBS check and positive references.

Further details about this post and an Application Form are available by visiting our School website at www.westhatch.net

If you require additional information, please contact recruitment@westhatch.net

Closing date: Monday 9th December 2024 at 12pm

Based on the quality and quantity of applications received, West Hatch High School reserves the right to close this vacancy sooner than the specified closing date. Therefore, early applications are encouraged.



JOB DESCRIPTION:	Attendance and Family Support Officer
Responsible to Line Manager	Headteacher Designated Safeguarding Lead responsible for attendance, welfare and mental health.
Grade	Scale 4, points 7 - 8
Hours:	37 hours a week (8.30 to 4.30, 4pm on Friday), 39 weeks per year
Purpose of Job	To work as part of the Attendance and Pastoral Team to secure the beneficial and regular attendance of all students

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Key Responsibilities

- The accurate recording of attendance and absence marks daily and completion of all administrative duties commensurate with the role
- To complete School Attendance Difficulties questionnaires in line with the statutory guidance '*Let's talk... we miss you document*'
- Coordinate and attend early help meetings as part of the *Support First Programme* for attendance
- Support students and families who may be facing challenges with attending school
- Establishing and maintaining positive links between the school and parents / carers in parenting or eliciting outside support for them to do so
- Complete home visits as required and directed
- Facilitate and lead fortnightly Head of Year meetings
- To keep professional, accurate and detailed records in accordance with service policy and practice
- To work with the appropriate agencies to carry out the statutory duty of legal action when all attempts to improve school attendance have failed
- In accordance with the Local Authority's statutory duties, Essex Child Protection Committee and LA child protection procedures work closely with colleagues from other agencies/disciplines in order to protect children from abuse
- To promote the welfare and protection of children and young people
- To assist in the development and, where necessary, maintenance of effective home-school partnerships
- Work as part of the wider Pastoral Team ensuring that students are safe from harm, attending school regularly and as a result are able to make progress in their learning.

Professional standards:

- Carry out your role in a professional, positive and proactive manner.
- To undertake any reasonable instruction.
- Deal courteously with colleagues, students, parents and the public.
- Maintain standards of presentation and work output as set by your line manager.
- Come to work suitably dressed, in accordance with the Schools Dress Code.
- Maintain strict confidentiality with regard to issues relating to students, parents, other staff and school business.
- Set a good example to students.
- Be supportive at all times of the school's aims and ethos.
- Work as part of a team to support the team and school objectives.
- Be familiar and comply with school policies as set by the Governing body.
- Aim for high personal standards of punctuality and attendance.

These duties are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of their job, skill or grade.

The needs of the school are constantly evolving and all job descriptions are reviewed annually and subject to change to meet the needs of the school.

Personal Specification

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful experience working with children in a school/early years environment
	Knowledge of relevant policies and procedures	Good knowledge of appropriate procedures, regulations and guidance.
	Literacy	NVQ level 3 or equivalent in English.
	Numeracy	NVQ level 3 or equivalent in Maths
	Technology	Good working knowledge of ICT to support learning and for administrative/organisational effectiveness
Communication	Written	Ability to write detailed reports, complete returns and write complex letters
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively
	Languages	Specialist language/communication skills if appropriate
	Negotiating	Ability to negotiate effectively with adults and children
Working with children	Behaviour Management	Ability to demonstrate effective implementation of the school's behaviour management policy
	SEN	Successful completion of training to support SEN if appropriate Ability to demonstrate effective strategies to achieve inclusion of pupils at risk of social exclusion
	Curriculum	Good understanding of the school organisation, timetable and learning and pastoral support systems
	Child Development	Good understanding of child development and pastoral issues such as inclusion and transition
	Health & Well being	Understand and support the importance of physical and emotional wellbeing

Working with others	Working with partners	Ability to make a proactive contribution to the work of the team supporting children, their families and carers Ability to work with parents and carers to improve support for children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with a range of adults
	Information	Contribute to the development and implementation of effective systems to share information
Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	Ability to manage and support the work of others
	Time Management	Ability to manage own time effectively Ability to meet deadlines
	Creativity	Demonstrate creativity and an ability to resolve problems independently
General	Equalities	Awareness of and promotion of equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Good understanding and effective implementation of Child Protection procedures
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance