



## **Family Support and Attendance Manager**

**Start date – to be confirmed**

**Full Time – 32.50 hours per week**

**8.30am-3.30pm (half hour for lunch)**



Thank you for your interest in the vacancy at Crowdys Hill School.

These guidance notes are designed to provide you with information to help you complete your application form correctly and give you information about our and on our recruitment process and associated policies. You should read all the guidance notes prior to completion of the application form. If you would like any further advice regarding the vacancy or the recruitment process please contact Trudy Topp Senior Admin Manager at Crowdys Hill School – 01793 312266 or email [ttopp@crowdyshill.swindon.sch.uk](mailto:ttopp@crowdyshill.swindon.sch.uk)

When completing the application form, please refer to the following information:

**Job Description** – this details the main duties and requirements for the post and provides an understanding of the role

**Person Specification** – this describes the skills, knowledge and experience required for the post

**Advertisement** – this will give you brief details of the job and key dates of the recruitment process

Please ensure you complete all parts of the application form, unless otherwise indicated, preferably electronically. **Curriculum Vitae (CV's) are not accepted.**

The application form will be used to assess your skills, knowledge and suitability for the job against the criteria on the person specification, so please ensure it is accurate and complete.

If you require additional space, separate sheets will be accepted, but please ensure they are attached securely to the back of the application form or as attachments if submitting electronically.

Late applications will not normally be considered.

**We reserve the right to contact any of your previous employers/educational establishments to verify the information provided.**

### **Personal Details**

**Only personal information required for processing your application is requested in the main body of the application form.**

### **Disabled Applicants**

As an equal opportunity employer, we welcome applications from disabled people. Disabled applicants meeting all the essential criteria will be shortlisted for interview or test.

If you consider yourself disabled, **please indicate this on the form in the appropriate section** also indicating if you require any adjustments and/or adaptations in order to attend for interview.

### **Equal Opportunities**

To view the Equal Opportunities Policy in full, please visit <https://crowdyshill.swindon.sch.uk/policies.html>

## SAFEGUARDING

Safeguarding students at Crowdys Hill is a priority. All appointments to posts are made through stringent adherence to the requirements of 'Keeping Children Safe in Education' (most recent edition). The school maintains a cohort of staff trained in Safer Recruitment and the trained colleague(s) most appropriate to this post will participate in the selection process.

All staff will be trained annually in Child Protection requirements. Cognisant of Part 1 of 'Keeping Children Safe in Education', (most recent edition), staff are required to refer all Child Protection concerns to the Child Protection trained staff team in their school (recognising that they can refer directly themselves in extraordinary circumstances). Those trained in Child Protection are identified throughout school documentation and on the school's website.

Within their work, employees are required to identify, attempt to prevent or at least minimise the risk of interpersonal abuse or violence; safeguarding children, other vulnerable people and themselves. This includes the timely sharing of information with appropriate colleagues to enable action to be initiated and protection to be afforded to both students and/or colleagues as needed.

All employees are required to be aware of and update colleagues, as appropriate, to comply with current legislation and statutory guidance which will affect their practice in role and must adhere to all policies and protocols of Crowdys Hill School.

We are committed to keeping children and young people safe from harm and abuse and to promoting their welfare, and we expect that everyone who comes to work for us will share the same commitment. Fulfilling this responsibility includes making sure that our recruitment process includes a range of measures to identify those who may be unsuitable to work with children and young people.

In accordance with the provisions of the Data Protection Act 1998, and new GDPR 2018, jobholders should take reasonable care to ensure that personal data is not disclosed outside Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council's written procedures

To comply with the Asylum and Immigration Act 1998 (as amended by S147 of the Nationality and Immigration and Asylum Act 2002) all prospective employees will be required to supply evidence of eligibility to work in the UK.

This organisation is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Background checks and an enhanced DBS will be required.

This post is exempt from the Rehabilitation of Offenders Act 1974. Crowdys Hill School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Background checks and an enhanced DBS will be required. Further information about what the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 means for applicants is provided on the Application Form.

Applicants must be fluent in the English Language (as a requirement of Part 7 of the Immigration Act – for the effective performance of a customer facing role).

In addition, all roles within the school/college are covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, and are subject to an enhanced Disclosure and Barring Service (DBS) (formerly Criminal Records Bureau (CRB)) check. These posts may also be subject to further DBS re-checks at appropriate intervals.

**Please note that having a criminal record is not an automatic bar from working with us: whether or not your criminal record has a bearing on the post you have applied for will be carefully considered as part of**

**the recruitment process. This may involve a discussion with yourself about the circumstances and background to your offences.**

### **References**

All applicants are expected to provide **two referees**, as detailed on the application form.

If you have just completed full-time education you will need to provide the name of your Headteacher/Principal or other professional as a reference. If you are self-employed you will need to provide details of individuals/businesses that can provide you with a professional reference.

‘Open’ references e.g. those addressed “To Whom It May Concern”, will not be accepted.

### **Supporting Documents**

All applicants called for interview will be required to provide original evidence for the following:

For interview:

Eligibility to Work in the UK\*\*

When employment is offered:

Identity\*

DBS (formerly CRB) application form\*

Qualifications/Training\*\*\* – if applicable

Confirmation of Registration with the relevant Professional Body – if applicable

Driving documents – if applicable

We **will not** be able to confirm an offer of employment until we have confirmed the above and received suitable references.

\* Details of what documentary evidence you can provide will be detailed on the invite to interview letter, alternatively please refer to [http://www.direct.gov.uk/en/Employment/Startinganewjob/DG\\_195811](http://www.direct.gov.uk/en/Employment/Startinganewjob/DG_195811)

\*\* In accordance with the Immigration, Asylum, and Nationality Act 2006, all candidates are required to provide proof of the Right to Work in the United Kingdom. For further information please refer to <https://www.gov.uk/browse/visas-immigration/work-visas>

\*\*\* You can check the validity/level of any overseas national's qualifications by contacting the National Recognition Information Centre for the United Kingdom (NARIC) [www.naric.org.uk](http://www.naric.org.uk)

### **Employment History & Gaps in Employment**

To ensure our responsibilities for safeguarding children and young people are met you must ensure your employment history and reasons for any gaps are clearly detailed. This must be a full history going right back to your first employment, giving the month and year of each job. If this is incomplete and you are shortlisted for interview you will be asked to supply this before the interview date.

### **Private Health Care**

After 6 months’ employment you will be eligible to join our health scheme provided by Vitality.

### **Online Checks**

All candidates will be subject to online checks as part of the shortlisting process.

## **Data Protection**

The information you provide on your application form and any subsequent information gathered in respect of your application will be held securely, in confidence and processed in accordance with **the Data Protection Act 1998 and the new GDPR Regulations 2018.**

The information you provide will be used in the following ways:

- To assess your suitability for the post
- To confirm information you have supplied, with third parties, as considered appropriate
- To promote, monitor, and act to ensure our recruitment policies, procedures and processes comply with legislation, our Employment Equality Policy and associated strategies and plans
- To answer requests for information made under the Freedom of Information Act 2000 or related legislation
- It will only be disclosed where lawful obligation applies

Applications and related information in respect of successful candidates will be held securely on computerised and/or manual filing systems in accordance with the Data Protection Act 1998 and the new GDPR Regulations 2018.

Full details available upon request.

**Previous applicants need not apply.**

**No CV;s will be accepted as a form of application.**

# JOB DESCRIPTION

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## Family Support and Attendance Officer

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<b>Salary:</b>	M grade (SBC) Actual Salary £22,666 for 32.5 hours per week, term time only including staff training days (paid for 44.65 weeks per year over 12 months)  32.5 hours per week – 8.30am-3.30pm with half an hour for lunch
<b>Accountable to:</b>	Headteacher/ Designated Safeguarding Lead
<b>Liaising with:</b>	Teaching staff, TLAs, leadership team, relevant associate staff, external partners, LA staff, parents and governors.

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### “Learning for Life”

Crowdys Hill school is an all through special school, for children and young people with learning difficulties. Our emphasis on self-improvement and the continuing desire to do what we do well, is integral to the successful delivery of high-quality teaching and learning that serves to meet the complex needs of all our students.

We have an established team with established safeguarding and attendance systems in place. The successful applicant will be well supported by the team and will be required to maintain and improve the current systems in place.

Our school, and the needs of the students on our roll, demands flexible, solution focussed and positive responses from all staff, who are expected to exercise individual initiative within a team framework. We are seeking to employ an outstanding professional to lead on attendance and family support throughout the school.

## Main responsibilities of role

1. Work under the guidance of the DSL and attendance lead
2. Liaise closely with the Education Welfare Service, attending regular meetings and referring cases where attendance of pupils is a concern.
3. Support the Headteacher and Senior Leaders to implement the attendance policy.
4. Share information regarding low attendance and poor punctuality with the school's EWO.
5. Attend and lead termly attendance meetings
6. Analyse attendance termly, and closely monitors attendance weekly
7. Meetings with relevant staff
8. Organise/ refer for Early Help as necessary and attend relevant meetings
9. Agree actions regarding poor attendance and put support in place
10. Arrange meetings with parents to discuss attendance.
11. Data for Headteachers Report to Governors termly.
12. Update attendance development plan and policy
13. You will work closely with parents to support pupil attendance. You will work with the school's attendance lead, to identify and support pupils with low attendance, and prevent attendance dropping.
14. You must understand the underlying causes for poor attendance, and an awareness of how to work safely and effectively with children who may have experienced traumas.
15. Under the direction of the attendance lead, you will provide support to individuals or whole class support, to access their learning environment. You will promote positive behaviours and act as a role model for the pupils. You will be expected to work closely with the teacher, behaviour support lead, safeguarding team, and class tutors, and parents to ensure that communications are clear and consistent.
16. This role will involve home visits and therefore you will need to be able to drive, and you will need to use your own car, or the school's car.

## Other areas of responsibility

1. Work with young people and their families to promote, strengthen and develop relationship between parents and school
2. Build positive and trusting relationships with families and children.
3. Conduct home visits as necessary.
4. Model best practice and uphold the principles of confidentiality and data.

## General:

1. To support the school's philosophy of education, both within the school and in other settings.
2. To meet regularly with the safeguarding team to keep in touch.
3. To liaise with advisory teachers, therapists, psychologists and other professionals, as required.
4. To attend external agency meetings, representing the school, and keep subsequent paperwork; filed securely and disseminated to relevant parties.
5. To prepare documents, presentations and relevant materials for meetings to support items/discussion and decisions both in relation to areas of personal responsibilities and to support the work of others as appropriate.
6. To take part in in-service training and maintain personal professional development, as required.
7. To uphold and implement all school policies and contribute to the review of policies as required.
8. To visit parents at home, or in different settings, in relation to attendance issues, following school guidelines.
9. To undertake reasonable duties and responsibilities as may be determined in consultation with the Headteacher and members of the Leadership Team.

## PERSON SPECIFICATION: Family Support & Attendance Officer

To effectively undertake this role, the following attributes have been identified as important for the post holder to have.

Qualifications	Essential	Desirable	A	I	R
GCSE or equivalent grade C or above in English and Maths	✓		✓	✓	
Level 2 safeguarding		✓	✓	✓	
Further relevant qualifications		✓	✓		
Experience	Essential	Desirable	A	I	R
An up-to-date knowledge and experience of wider educational issues, particularly for students with safeguarding issues	✓		✓		✓
Experience of working with children or young people, and their families, to improve their attendance		✓	✓		✓
UK driving licence; able to use own car or school car to transport pupils or make home visits	✓		✓	✓	
Evidence of the successful use of ICT	✓		✓		✓
Evidence of ability to develop positive and effective relationships with students, staff, governors, parents/carers and other stakeholders	✓			✓	✓
Experience of working in a school setting.	✓		✓		✓
Experience of attending multi agency meetings and representing the views of others in a professional manner	✓		✓	✓	✓
Skills	Essential	Desirable	A	I	R
Proven ability to lead by example	✓		✓		✓
Demonstrate a good level of written English language via your application form	✓		✓		
Fully completed all sections of the application form including details of 2 referees including email addresses	✓		✓		
An understanding of the importance of safeguarding.	✓			✓	✓
An excellent communicator	✓		✓	✓	✓
Ability to produce and maintain records in a professional manner, and an understanding of the importance of keeping files in order	✓		✓		✓
Ability & willingness to share own good practice and encourage others to do the same	✓		✓	✓	✓
Proven track record of having skill to sensitively manage conflict and inspire confidence in students and parents through building positive and sustained relationships	✓		✓	✓	✓



Attributes	Essential	Desirable	A	I	R
Proven ability to have the resilience to be calm and measured under pressure	✓			✓	✓
To fully support the Head and Leadership team and to be personally loyal to the school at all times	✓				✓
High level of integrity, honesty and fairness	✓				✓
Demonstrate high levels of energy and good humour with full dedication and commitment to Crowdys Hill School	✓			✓	✓
Ability to communicate orally and in writing	✓		✓	✓	
Self-motivated and able to work with initiative	✓		✓		✓
Demonstrate effective time management skills	✓		✓	✓	✓
Readiness to reflect on, evaluate and improve practice	✓			✓	✓
Other	Essential	Desirable	A	I	R
An awareness of use of SIMS; and other school IT systems; i.e. CCTV systems, CPOMS etc (Training will be given)		✓	✓	✓	
An awareness of new technologies, their use and impact		✓	✓	✓	

These attributes will be identified by means of the application, interview, and references as appropriate.