



THE
PEOPLE'S
LEARNING TRUST

ATTENDANCE AND FAMILY SUPPORT WORKER

RECRUITMENT PACK

WELCOME

At The People's Learning Trust, we are confident that every student can achieve their greatest ambitions. Our academies play a crucial role in shaping their life prospects, and we believe in fostering leadership and autonomy to prepare our learners for the future.

Our commitment to inclusivity, collaboration, and excellence ensures that all children receive the support they need to thrive academically and personally.



How we will help children achieve:

We aim to ensure the highest standard of teaching across our Trust.

Our strategies include:

- *increasing the number of academies rated outstanding by Ofsted;*
- *providing robust support and challenge to schools for rapid improvement;*
- *diminishing attainment gaps between student groups to achieve whole school success.*

Our trauma-informed, attachment-aware approach supports all students, including those in referral units who may have felt isolated in the past. We develop curricula that go beyond content, focusing on foundational literacies, character qualities, and competencies.

Our commitment to excellence:

The People's Learning Trust ethos is "That will do, won't do. For us, it is the best or nothing," aligning with the mission of Everton Football Club, "Nil Satis Nisi Optimum". Our dedication to safeguarding, inclusivity, and the highest expectations drives our determination to cultivate success for our young people.





Join us:

We believe in strong community and citizenship values. Our staff benefit from strategic support while each academy retains its unique identity. By joining TPLT, you will be part of a collaborative network committed to educational excellence and community impact. Our links with Everton Football Club and Everton in the Community highlight our dedication to holistic student development. We offer a dynamic environment where professional growth, support, and shared expertise drive success.

If you share our passion for creating positive educational outcomes and making a difference, we invite you to join us and contribute to our mission of excellence and inclusivity.

Our Mission:

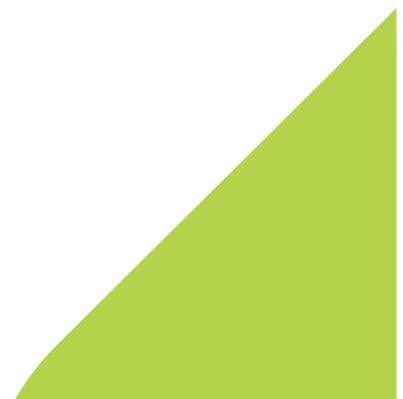
We are committed to creating a compassionate, collaborative, and innovative environment where inclusivity, trust, positive relationships, and a love of learning empower individuals to excel and contribute positively to our global community.

Our Values:

- **Inclusivity:** Emphasises equality, inclusion, and nurturing, ensuring everyone is valued and supported.
- **Collaboration:** Promotes teamwork, mutual support, and positive relationships, fostering a cooperative environment.
- **Respect:** Essential for communication and trust, ensuring everyone is treated with dignity and consideration.
- **Trust:** Foundational for building strong, positive relationships and effective collaboration.
- **Community:** Encompasses the sense of belonging, caring environment, and relationships, fostering a supportive and inclusive atmosphere.

Our Goals:

We are confident that every student can achieve their greatest ambitions. Our academies play a crucial role in shaping their life prospects, and we believe that fostering leadership and autonomy is the best way to prepare our learners for the future.





ABOUT TPLT

The People's Learning Trust is proud to be part of the Everton family. Our approach to education and the learner experience embodies the philosophy of Everton Football Club, which has been a tremendous source of support and inspiration.

From the outset, we collaborated with a range of stakeholders to establish the core values that underpin our Trust.

Our Founder Schools - Everton Free School and Football College, Waterside Academy, Oldfield Primary School, Meadow Primary School, and Bidston Avenue Primary School - have been instrumental in shaping the Trust's development, contributing actively to our shared vision and strategic direction. The Bridge Short Stay School has also received an academy order to convert and join our growing Trust. In addition, we are currently engaged in due diligence with a number of schools who are interested in joining us, ensuring that strong alignment of values and aspirations is established on both sides before formal partnership begins.

We are committed to an inclusive approach that recognises and supports the needs of our staff. While our academies retain their unique identities, they also benefit from the strategic guidance of the Trust. A strong sense of community is fundamental across all our academies, with a focus on citizenship that extends beyond local and national borders, encouraging our learners to embrace their roles as global citizens.

Our reach extends throughout the Liverpool City Region and beyond, offering access to a wide range of academies across various sectors. We believe that people are stronger together, thriving when they

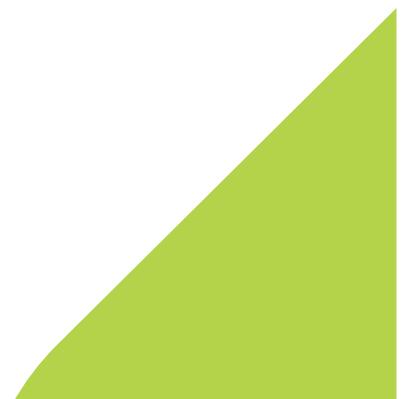
embrace diversity and use differences to foster positive change.

The Trust's role is to unite people, promote positive communication, enhance understanding and tolerance, build trust, and improve lives.

At The People's Learning Trust, we value our people and strive to ensure that everyone within the Everton Family feels recognised, valued, and happy in their roles. Equality and diversity are central to our ethos. We believe in equal opportunities for all, ensuring that no one is discriminated against in any area of diversity.

Our Trust is committed to recruiting the best leaders, teachers, and support staff because we know that our talent is our greatest asset. We select teachers who can motivate, inspire, and support our students, understanding that our success depends on the performance of our people. We treat all staff equally, with a strong focus on the continuous development of their skills and knowledge. Best practice is shared across the Trust, the Liverpool City Region, and beyond.

Our culture of shared learning and development nurtures creativity, making our Trust a place where everyone can grow and succeed. Our environment is where educators aspire to work and where the school leaders of tomorrow emerge.



THE ROLE SUMMARY

The Attendance and Family Support Worker will focus their work on preventative and early intervention to improve attendance and engagement of pupils at Waterside Academy. Working with families, parents, carers and pupils in school to enable all children to have full access to educational opportunities.

In particular, the Attendance and Family Support Officer will target those hard-to-reach families who may need specialist support.

Salary NJC Scale (Point 12-19) £24,816 - £27,821 (Pro rata for term time only)

(FTE £28,598 - £32,061)

Contract: Full time, permanent, Term Time Only

Location: Waterside Academy

Accountable to: Deputy Headteacher and Headteacher

Responsible for: N/A

Start date: As soon as possible



JOB DESCRIPTION

Main Purpose of the Role:

- To be the “First day response” contact for all on and offsite students not in and for all persistent absentees (< 90% attendance). Sharing information with relevant staff using the Academy’s communication systems.
- Regularly conduct home visits to facilitate the pupils return to regular full-time education.
- Undertake safeguarding checks as directed by the Deputy Headteacher and Headteacher.
- To promote a positive attitude towards education and ensure parents are made fully aware of their statutory responsibilities.
- To establish the reason for non-attendance, make assessments and agree a plan for facilitating a return to school using appropriate strategies within specified timescales.
- To arrange, chair and document Attendance Support Plan meetings.
- To significantly reduce persistent absence.
- To ensure that every child identified as persistently absent has a pastoral support plan that clearly details the actions, targets and review dates to be achieved in reducing absence within an agreed timescale.
- To provide information to parents/carers of children who are persistently absent about the impact on their development and outcomes.
- To use and contribute to the management information system (MIS) to ensure effective monitoring, evaluation and review of attendance data.
- To meet with the Local Authority Welfare Officer as appropriate and refer students who are not meeting attendance targets. Liaising with relevant parties to support students in successfully improving their attendance.
- To set up and prepare documentation for attendance panels with parents and relevant staff, regarding student absence and punctuality as set out in the Academy’s attendance policy.
- To acquire and maintain a working knowledge of the statutory framework relating to school attendance, child employment, child protection and special needs in order to be able to offer informed advice to parents, Trust staff, governors and others.
- To support the pastoral team in all aspects and where necessary.

Key Responsibilities:

Be unequivocal in communicating the school's determination that every child receives his/her legal entitlement to a full-time education.

- Challenge as well as support parents/carers to ensure they make school attendance a top priority.
- Be the first point of contact for any parent/carer who has an issue with regard to attendance or punctuality.
- Get to know the families and be proactive in dealing with any barrier to attendance before it escalates.
- Signpost parents to appropriate agencies as and when required.
- Work with families to enhance parenting skills and establish good routines for bedtime/getting to school.
- Carry out weekly analysis of attendance data with particular reference to children who are persistently absent and work with families and teachers to overcome any potential barriers to learning.
- Meet face to face with parents/carers to identify reasons for their child's non-attendance.
- Track persistent absence and work with the Pastoral Assistant to signpost families to additional support.
- Carry out home visits with colleagues, as appropriate.
- Maintain appropriate and confidential written records, including on CPOMS.
- Keep full and accurate records and all relevant documentation relating to meetings and contact with children and their families.

Support for the school:

- Comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the school ethos, aims and development/improvement plan.
- Participate in training and other learning activities as required.
- Establish own best practice and lead specialist area and use to support others
- Assist with the planning of opportunities for pupils to learn in out-of-school contexts, according to school policies and procedures and within working hours

The above list is not exhaustive or exclusive. The role requires the post holder to be professional, co-operative and flexible in line with business needs of the Trust.

The post holder is required to undertake additional such duties as may be reasonably expected within the scope and grading for the post.



PERSON SPECIFICATION

This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

Essential: Requirements without which the job could not be done

Desirable: Requirements that would enable the candidate to perform the job well

Evidence: A – Application form, I – Interview, R – Reference

Qualifications & Professional Development:	Essential	Desirable	Evidence
GCSE A-C, point 9-1 or equivalent	✓		A
Level 2 qualification in Numeracy/Maths and Literacy/English or equivalent qualification.	✓		A
Attendance qualification		✓	A
Experience:	Essential	Desirable	Evidence
Experience of working with people from a range of backgrounds	✓		A / I
Strong interpersonal, communication and team working skills	✓		A / I
Ability to inspire, motivate, enable and get the best from people	✓		A / I
Experience of working with people from a range of backgrounds	✓		A / I
Strong interpersonal, communication and team working skills – ability to inspire, motivate, enable and get the best from people	✓		
Flexible and able to respond to rapidly changing demands and environment.	✓		A / I
Ability to make and justify difficult decisions	✓		A / I
Excellent literacy, numeracy, IT and problem-solving skills.	✓		A / I
Ability to use new and emerging technologies to support improvement and organisational effectiveness	✓		A / I
Experience of multi-agency working		✓	A / I
Experience in a role with a requirement for high level safeguarding work		✓	A / I
Knowledge of children's social care.		✓	A / I

Personal Qualities:			
Considerable personal enthusiasm with a high level of integrity and professionalism	✓		A / I
Resilience, underpinned by good personal administrative and time management skills – the ability to work to deadlines and ensure completion	✓		A / I
Operate with a consistent and clear set of moral values that are compatible with the mission and values of the Academy.	✓		A / I
Commitment to the highest standards of child protection.	✓		A / I
Commitment to equal opportunities – and to upholding Academy / DfE policies	✓		A / I
Experience of prioritising own workload, working under pressure and to strict deadlines & guidelines.	✓		A / I
Good organisational, communication and negotiation skills.	✓		A / I
Approachable but professional manner with excellent interpersonal skills.	✓		A / I
Able to work as part of a busy team or under own initiative with minimal supervision.	✓		A / I
Willingness and ability to obtain and/or enhance qualifications and training for development in the post.	✓		A / I
Effective communication skills both written and oral	✓		A / I





HOW TO APPLY

The People's Learning Trust values equality and diversity and is committed to safeguarding and promoting the welfare of children and young people. As such, we expect all staff and volunteers to share this commitment.

Applicants will be subject to safer recruitment practices, including satisfactory references and an enhanced DBS check.

For more information about the role, or for an informal chat, please reach out to Elaine Oliver, School Business Manager (finance@watersideacademy.co.uk).

SUBMITTING YOUR APPLICATION

Applications should be submitted via our recruitment platform, MyNewTerm. Applicants are encouraged to complete the online application form in full and use the supporting statement section to clearly demonstrate how they meet the criteria set out in the job description and person specification.

We do not accept CVs. All applications must be submitted through MyNewTerm by the advertised closing date.

Closing date for applications is **Friday 27th March 2025**

DATA PROTECTION

Protecting your personal data is of the utmost important to the Trust and we take this responsibility very seriously. Any information obtained by the Trust is held and processed in accordance with the relevant data protection legislation. The data you provide with us will be securely stored by the Trust in accordance with the General Data Protection Regulation (GDPR).

You do have the right to object to us processing your data in this way.

If you believe you have the relevant qualifications, skills, knowledge and personal attributes, then we would welcome an application.





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