

# Applicant Pack



Attendance & Family  
Liaison Officer



# Welcome from the HR Central Services Team

We are delighted you have expressed interest in a vacancy with The Pinnacle Learning Trust. Please take the time to read the 'Join the Pinnacle Learning Trust' booklet available from our website, in order to understand the benefits of working for our trust and how you might support us in achieving our vision and values.

Should you have any questions regarding the position or the application form, please contact the Human Resources Department for assistance on 0161 287 8001.

Please ensure you submit your application by the closing date stated in the advert.

We cannot accept information held on CVs and therefore your application and accompanying statement must show all information about yourself and how you meet our requirements. The job description and person specification will assist you with this. Please provide a day-time contact number on your application form.

You should remember to include information on all your previous employment roles and qualifications gained from secondary school onwards, covering any gaps in employment which are longer than 2 months, detailing what you were doing during that time.

For teaching roles, please provide your results from the last three academic years, where available, together with your application form.

In the meantime, may we take this opportunity to thank you for your interest in working with us and we look forward to receiving your completed application.

Best regards,  
HR Team

\*If you require this or any of the documents in an alternate format please contact a member of the Human Resources Department.



## About Hathershaw College

### *'Together we Succeed'*

The Hathershaw college, based in Oldham , serves more than 1,000 pupils aged 11-16 years across 5 year groups. We are a founding member of The Pinnacle Learning Trust, established in September 2017, and a key driver in the Trust's mission to improve the lives and chances of young people in the local area.

In our most recent Ofsted report published in June 2026, under the new national inspection framework, our school is recognised as welcoming and inclusive, with a strong culture of respect and high expectations. Inspectors judged the school to have met the Expected Standard in Attendance and Behaviour, Inclusion and Personal Development and Wellbeing, whilst confirming that the school meets the national expected safeguarding standard.

Ofsted recognised our inclusive ethos, stating that; *"this is a community where students experience a positive sense of belonging"*. Their findings reflect the commitment of our staff, leaders and students to creating a calm, respectful and supportive learning environment, alongside our continued focus on securing the very best outcomes for all our young people. We place high value on preparing our students for future success through a comprehensive Careers Education Package that meets all the Gatsby Benchmarks. The Pinnacle Learning Trust also includes the successful Oldham Sixth Form College and we benefit enormously from this link.

We are committed to the success of our staff as much as our students. As part of The Pinnacle Learning Trust, our colleagues benefit from extensive support and high quality Professional Development with the support of the **Pinnacle Research School**. Access to INSET days, weekly in-house CPD sessions, and Trust-wide training ensures that you will be learning and developing throughout your career with us. We are also an executive partner in the East Manchester Teaching School Hub, which provides access to sector-leading, evidence-based training for both teaching and support staff.

We actively seek staff feedback to ensure The Hatherhaw College remains a place where our team feels valued and supported. We are delighted that the Pinnacle Learning Trust was winner of the **MAT Excellence Award for Wellbeing Trust of the Year 2025**, and has been recognised by **EduRio for a Trust Value Award** in 2025 for the second year running.

If you are looking to make an impact on the life chances of young people, we invite you to join our team at The Hathershaw College.

# Job Description & Person Specification

## Attendance & Family Liaison Officer - Job Description & Person Specification

### Purpose of the post:

To work alongside the attendance administrator and the pastoral and safeguarding team, to take responsibility for the tracking and monitoring of all student attendance data, instigating appropriate intervention as required.

### Summary of Main Duties and Responsibilities

#### Core Purpose:

- To assist in the development of home school partnerships and work with parents to help them understand and fulfil their legal responsibilities in relation to school attendance
- To use a range of data to identify students requiring home visits
- To carry out home visits, maintaining accurate records including the impact they have had
- To identify and monitor students who meet the criteria for local authority sanctions
- Ensure accurate records are maintained, particularly with respect to reasons for absence
- To meet parents and students to agree actions to improve attendance
- To monitor, track and analyse the attendance of key groups across all year groups, intervening accordingly
- To identify and monitor students at risk of becoming persistently absent, liaising with staff, parents and students
- To produce and interpret various data for maximum impact on raising levels of attendance
- To work with the attendance administrator to produce and maintain the attendance position statement for Governors
- To liaise with parents, members of the pastoral team and the safeguarding leads about all issues relating to student attendance
- To undertake duties commensurate with the safeguarding agenda for children including referring cases to the DSL and representing the school at child protection meetings when required
- To liaise with external agencies, attending relevant meetings as required
- To maintain paperwork for collaborative provision and liaise with providers as appropriate
- To contribute to the rewards programmes by co-ordinating all attendance prizes
- To play a supportive role in the organisation of educational visits, attending them as required

**Core responsibilities:**

- To be a role model and actively promote our expectation that students are responsibility, respectful and ready to learn
- To provide cover for other pastoral functions as required
- To contribute to the supervision of students before school, at break and lunch To understand the importance of safeguarding, inclusion, equality and diversity when working with students and colleagues and to promote equal opportunities for all
- To take a proactive approach to health and safety, working with others to minimize and mitigate potential hazards and risks
- To be a member of our first aid team, accessing training as required
- To maintain confidentiality and observe GDPR requirements as appropriate
- To undertake such duties and responsibilities at a similar level as directed by the Principal

**Requirements of all trust staff:**

- To promote and uphold the Trust Mission Statement, values and strategic aims and objectives.
- To comply with the Academy and Trust policies and procedures, including those relating to health and safety, safeguarding, welfare and security.
- To work positively and inclusively with colleagues, students, parents and other partners regardless of their gender, ethnicity, sexuality, age or disability.
- To attend briefings and staff meetings as required.
- To participate in the Performance Management Review scheme and undertake professional development and training as required.
- To be a positive role model and take responsibility for promoting good standards of behaviour and conduct in students.
- To undertake other duties that are in accordance with the purpose and grade of the post as agreed with the Principal or designated alternate.

**Relationship to other posts within the Trust**

**Supervision given to: NA**

**Supervision received: Assistant Principal**

	Essential	Desirable	Method of Assessment
<b>Education and Qualifications</b>			
A minimum of English and Maths GCSE (Grade C / Grade 4 or above)	✓		Application/Interview
Safeguarding CPD	✓		Application/Interview
Full driving licence and access to own car with business insurance	✓		Application/Interview
<b>Knowledge and Experience</b>			
Experience of working in an educational setting	✓		Application/Interview
Experience of working with parents and young people	✓		Application/Interview
Experience of attendance-related interventions	✓		Application/Interview
Experience of working with Arbor	✓		Application/Interview
Willingness to participate in development and training opportunities	✓		Application/Interview
Ability to work constructively as part of a team	✓		Application/Interview
<b>Skills and Attributes</b>			
Ability to work constructively as part of a team	✓		Application/Interview
Ability to confidently provide challenge and support in interactions with parents and young people	✓		Application/Interview
Excellent written and oral communication skills	✓		Application/Interview
Good literacy, numeracy and IT skills	✓		Application/Interview
Commitment to excellence at all levels and determination to succeed	✓		Application/Interview
Commitment to achieving the highest standards for all students	✓		Application/Interview
Ability to motivate others and adopt a positive approach to education	✓		Application/Interview
Commitment to equality of opportunity for staff, students, and wider community	✓		Application/Interview
Commitment to promoting the College's vision and ethos	✓		Application/Interview
Commitment to ongoing professional self-development	✓		Application/Interview
Commitment to safeguarding and child protection	✓		Application/Interview

# How To Apply

To apply, please click [here](#).

## Additional Reasons to Join Us:

- Automatic enrolment into a Pension Scheme
- Various health and wellbeing benefits (including on site gym membership at Oldham Sixth Form College and The Hathershaw College)
- Employee Assistance Programme, offering health and wellbeing services
- Laptop/Chromebook allocated to teachers and support staff (if required)
- Cycle to work schemes available
- Free on-site parking
- Excellent opportunities for CPD and career development

Please see our Join The Pinnacle Learning Trust booklet for more reasons to work for the Pinnacle Learning Trust.

## **Commitment to Safeguarding**

The Pinnacle Learning Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. Applicants must be willing to undergo pre-employment checks. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check. The Pinnacle Learning Trust is an Equal Opportunities Employer and welcomes applications from underrepresented groups and ethnic minorities.

**“Educational organisations can often have a culture that is somewhat bureaucratic and punitive, but our trust isn’t like that. We have a human side, which we show in abundance, and we really support each other. Things like behaviour management, for example, are a team effort - no-one is just left on their own.”**

**Rebekah Sutcliffe, Trustee and former senior police officer and director in local government**

PROUD  
TO BE  
PART OF





THE  
**Pinnacle**  
LEARNING TRUST

**To find out  
more or to  
apply:**

[pinnaclelearningtrust.org.uk](http://pinnaclelearningtrust.org.uk)  
[hr@pinnaclelearningtrust.org.uk](mailto:hr@pinnaclelearningtrust.org.uk)

**0161 287 8001**

