



GLoucester
AcADEMY



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Proud to be part of the

GREENSHAW
LEARNING TRUST

RECRUITMENT PACK



GLoucester
Academy

Gloucester Academy
Painswick Road,
Gloucester,
GL4 6RN

Telephone: 01452 428800

Email: info@gloucesteracademy.co.uk

Dear candidate

Thank you for your interest in the role of **Attendance and Family Liaison Officer** at Gloucester Academy.

Introduction

This role is an exciting opportunity to join Gloucester Academy and further contribute to the life chances of our young people in the school, and across the Greenshaw Learning Trust. It is a chance to be part of something very special.

Gloucester Academy ensures that students and staff can develop and learn in a disruption free environment with exceptional standards. Our school is dedicated to the achievement of all and as such we provide exceptional training and education not only for our students but also for our staff whom we value equally.

Gloucester Academy has an exceptional track record of improvement with results last year making us the 11th most improved school in the country. The latest Ofsted report for Gloucester Academy relates to a different phase of the school's life. The report was written prior to Greenshaw Learning Trust bringing Gloucester Academy into its rapidly improving set of schools and in fact was the very reason why they took on its leadership.

This role will support career development and equip you for a further promotion within the Academy and within our trust. We are based in central Gloucester which in itself is in a beautiful area of the country and provides access to the Cotswolds whilst maintaining close proximity to Bristol and Cheltenham. The area we serve is diverse, and therefore our catchment and students offer a range of expectations and exciting challenges. At Gloucester Academy we make a real difference to the lives of all we serve.

Work life balance is a high priority at Gloucester Academy. To support this, we offer a highly visible and supportive senior leadership team. We have centralised planning within the school and across the trust with dedicated time in the day for departments to work collaboratively to adapt lessons, centralised detentions, disruption free learning, whole class feedback through a clear feedback policy, lesson's structure based on the Rosenshein principles, visualisers in every classroom, subject experts working together within a collaborative

trust, highly bespoke CPD in a short weekly session i.eTeach Like a Champion focus each session.

We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently comprise of thirty schools: seven in South London, five in Berkshire, one in Surrey, fourteen in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person-specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

Gloucester Academy is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school websites provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information from our school HR Manager, Raj Patel rapatel@gloucesteracademy.co.uk . We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

I am looking forward to hearing from you.

Yours faithfully



Phillipa Lewis

Headteacher

ABOUT OUR SCHOOL

At Gloucester Academy, we have built our ethos on a strong set of core values which underpin everything that we do. Our aim is to give students at Gloucester Academy a better chance of success than if they attended any other school in the country.

Ambition, excellence and pride run through all aspects of school life.

Ambition

We have a strong desire and determination to achieve success. We believe there are no limits to what can be achieved. We do what it takes for as long as it takes. In other words, we go for it every day!

Excellence

We strive for greatness in everything we set our minds to. We endeavour to do our very best and excel in all aspects of school life.

Pride

We are 'fiercely' proud of ourselves, our school, our community and our Trust. We hold our heads high and feel a sense of togetherness and joy in our school.

TERMS AND CONDITIONS

Permanent

SALARY

Salary calculated in line with Support Staff Pay scales. Grade F, Points 8-20 (FTE £26,824 -£32,597). Actual Salary £23,132.44 to £28,229.73.

HOURS OF WORK

Monday to Friday 8am to 4pm 36 hours per week, term time only plus all inset days. 45 minute unpaid lunchbreak.

PLACE OF WORK

Gloucester Academy, Painswick Road, Gloucester, GL4 6RN.

PENSION SCHEME

Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>

HOLIDAY ENTITLEMENT

The postholder will be paid an enhancement for holiday pay, which is included in the salary details above.

PROBATION PERIOD

New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

Post:	Attendance and Family Liaison Officer
Responsible to:	Assistant Headteacher

ROLE OVERVIEW

MAIN DUTIES AND RESPONSIBILITIES

The **Attendance and Family Liaison Officer** role is an exciting addition to the Gloucester academy team.

The role is to take over when early interventions put in place by the Attendance Officer are proving to be ineffective. Our Liaison Officer will work alongside key members of school, staff, young people, families and other agencies to:

- Identify barriers to good attendance and cause of persistent absence
- Promote a positive attendance and punctuality culture
- Support students in achieving their full academic potential

Main Duties

- To work with the Attendance Officer and other relevant staff on improving whole school attendance to consistently be in excess of 95%, with a specific focus on disadvantaged students.
- Arrange and undertake home visits to school refusers, implementing strategies to improve their attendance.
- Hold regular link meetings with the Head of Year, Safeguarding Lead and Attendance Officer to discuss students.
- Hold Attendance Action Plan meetings with parents and set targets for students.
- Attend meetings with parents where a student has fallen into/was about to fall into persistent absence PA and that medical evidence/return to school meetings would be required to authorise all further absence.
- To take supportive remedial action in respect of individual absentees to secure their regular attendance at school or other education provision.
- To make referral to, to liaise and collaborate in joint work with other practitioners, educational colleagues, local agencies and community groups in relation both to individual cases and aspects of children's general welfare.
- To work with small targeted groups of students to improve attendance either one to one or in small workshops.
- Monitor targets groups of students and monitor interventions.
- Maintain the attendance tracking spreadsheet and ensure kept up to date with new interventions and targets.
- Collate evidence and prepare paperwork for legal proceedings.
- Complete CME, Child Missing in Education referrals to Gloucester County Council.
- Attend regular meetings with Greenshaw Learning Trust, Head of Attendance and Educational Welfare.

- To support a minibus service to collect students who have failed to attend school punctually, or are known to struggle to attend.
- In the last week of the summer holiday, to focus on those students who may struggle with returning to school after the long break and prepare them for the new academic year.
- To attend multi-agency meetings as necessary.
- To support the Head of Year in charge of Attendance in the use of attendance statistics for the monitoring and management of school attendance.
- To monitor the effectiveness of interventions using available data and feedback from staff and students, adapting plans and reviewing strategies in order to support teachers and students.
- To contribute pro-actively and with a preventative emphasis to relevant areas of school policy and planning including the whole school attendance policy and liaison with governors as appropriate.
- To maintain appropriate records, prepare assessments and reports; and provide statistics as required.
- To deal with all confidential matters with tact and discretion.

Support Staff Communications

- Liaise with the Senior Leadership, Shared Services staff, parents and the wider community, dealing with immediate issues, as appropriate.
- To keep abreast of any long-term projects for the school.
- To be the single contact for the headteacher when issues arise with any of the support team in the school.
- Research and compile relevant information/advice in relation to proposed education initiatives.
- Act as a point of contact for matters relating to the Ofsted inspection arrangements. It is expected that the postholder would work additional hours during an Ofsted inspection which may mean weekend working as well.
- Liaise with the Clerk with regard to: planning of meetings; the production of agenda and reports; implementation of Governor Elections.
- Prepare (or collate aspects of) any required reports e.g. for Governing Body Meetings.
- Administrative duties in connection with chairmanships undertaken by the Headteacher.

Other Job Requirements

- Be trained and proficient to offer First Aid provision on a day-to-day basis at school.
- Participate in annual reviews of performance and training as appropriate.
- Ensure all appropriate information and communications are disseminated to appropriate staff.
- Work with the Designated Safeguarding Lead and Deputy Designated Safeguarding Lead to assist with Child Protection matters.
- Assist in extra-curricular, College and enrichment activities.
- Be actively involved in break and lunchtime duties.
- To undertake Level 3 Safeguarding Training.
- To undertake First aid at Work Training.

Staff Development

- To engage actively in the Performance Management process
- To participate in whole school CPD programmes

- To take part in the staff development programme by participating in arrangements for further training and professional development.

Communications, Marketing and Liaison

- To communicate effectively with the parents of students as appropriate
- Where appropriate, to communicate and cooperate with persons or bodies outside the school.
- To follow agreed policies for communications in the school
- To take part in marketing and liaison activities such as Open Evenings, Academic Review Days, liaison events with partner schools, etc.

Personal Responsibilities

- To play a full part in the life of the school community and to encourage staff and students to follow this example
- To actively promote school policies and procedures
- To be responsible for own continued professional development
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate.
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment
- To undertake duties before the school day, at break and after the school day on a rota basis
- To attend meetings scheduled in the school calendar punctually
- To set cover work during any leave of absence
- To adhere to the School's Safeguarding Policy.

SAFEGUARDING

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
Qualifications and training		
A good relevant education to A Level or equivalent.	x	
Experience in Pastoral support or relevant work with young people in one of a range of fields such as education, youth work, health and social work.	x	
Experience of supporting vulnerable children and awareness of relevant legislation.	x	
Able to demonstrate empathy; to be supportive, patient and caring and be able to manage potentially volatile situations.	x	
Able to demonstrate a commitment to school improvement and raising achievement for all students.	x	
A valid UK driving licence		
Honours degree or equivalent.		x
Evidence of professional development in a relevant discipline.		x
Further qualifications or training relevant to the role.		x
Skills and experience		
Able to work as a member of a team and liaise effectively with others.	x	
Able to maintain a consistently positive approach and give constructive feedback.	x	
Able to adapt to changing role requirements.	x	
Able to keep accurate written records and assist with monitoring and evaluation.	x	
Ability to build positive working relationships with colleagues, members of the public and other relevant stakeholders.	x	
Demonstrate a proven ability to communicate effectively including report writing and presentation skills, with the ability to present findings in a clear and concise format.	x	
Able to support the implementation of the school's Behaviour Policy.	x	
Able to maintain confidentiality and data security.	x	
Personal attributes		
Able to establish good working relationships with a wide range of people - students, colleagues and parents	x	

A willingness to become involved in all aspects of school life	x	
Committed to the safeguarding of children	x	

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 11.59pm on 15th February 2026. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

INTERVIEW PROCESS

Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

TAKING UP POST

The successful applicant will take up the post as soon as possible.



**GREENSHAW
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ORU Sutton,
7 Throwley Way,
Sutton SM1 4AF



020 3988 0218



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