

Bingley Grammar School

Attendance and Welfare Officer

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This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. You will be required to undertake an enhanced DBS check.
Please refer to the Bingley Grammar School Child Protection and Safeguarding Policy on our website (About/Policies)

Headteacher Mr Luke Weston

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www.bingleygrammar.org



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WELCOME FROM THE HEADTEACHER

Dear Candidate

Thank you for your interest in applying for a position at Bingley Grammar School. This is an exciting opportunity to be part of a dedicated team and to make a real difference to the lives of our students. It is our staff who drive the high standards of achievement that our students expect and deserve.

Within this Information Pack you will find;

- School History & Vision
- Staff Benefits Information
- Department Information
- Post details
- Job Description
- Person Specification

If you feel you are ready for the challenge and would like to know more about the school and its activities, please take a look at our website. If you would like to speak with me directly or arrange a visit to the school please do not hesitate to contact school on 01274 807700.

I hope the information provided will assist you in submitting your application but if you require any further information please contact our recruitment team on 01274 807720 or recruitment@bingleygrammar.org

To apply for the post please complete the relevant application form in full and ensure it is submitted before the closing date advertised. We do not accept CVs as a form of application but please feel free to attach a copy of your CV to your application form as reference.

We, as a school, are extremely proud of our diverse community of staff and students and we look forward to you joining our team.

Yours faithfully



Mr Luke Weston
Headteacher



SCHOOL HISTORY & VISION

At around 1900 students, Bingley Grammar School is a large and high attaining 11-18 comprehensive, mixed ability and multi-cultural school and understandably that gives the school a great sense of community. All our staff are incredibly hard working and we take pride in knowing our students as individuals. We deliver a constantly evolving broad and rich curriculum along with high quality pastoral support. As a staff we are committed to high quality professional learning and as such we have a two hour CPD session on alternate Mondays as well as many other opportunities such as our programme allowing staff to study for a Master's Degree in Education and a variety of other in-house bespoke courses.

Since its foundation the School has prided itself on its motto of 'passing on the torches of learning', and this is as true today as it was in 1529. We are proud of our past but also focused on the future and aim to provide an education that combines the very best of tradition and innovation.

Constantly developing a culture of excellence is at the heart of everything we do and we do not limit our definition of achievement simply to traditional academic pursuits. We believe in developing well rounded individuals and as a result we make significant investment into the areas of sport and the creative and performing arts.

The Sixth Form at BGS is a thriving one with over 300 students following highly personalised pathways. Virtually all our learners leave us at the end of Y13 to attend their first choice university. We are currently redeveloping our sixth form building to enhance the resources available to our Sixth Form students.

Our vision is simple, we seek to develop the skills, talents and interests of all our students as individuals. No young person learns effectively unless he or she feels safe, secure and happy. Bingley Grammar School is a caring and supportive school and we try to address the individual needs of every student through a comprehensive, flexible pastoral system. As such, we work together to develop self-respect, self-discipline and self-understanding.

We look forward to our future but we value our past and particularly our traditions, believing they provide a solid and stable foundation for the whole school. Our well-established house system at the heart of the school helps to foster a strong sense of belonging.

We, as a school, are extremely proud of all our staff and students and we look forward to you joining our team.



STAFF BENEFITS INFORMATION

The school offers all its staff a range of benefits including:

Appraisal – The opportunities to achieve enhanced increments for outstanding achievement and progress in lessons.

CPD – An extensive programme including the opportunity to apply for Master's Degree in Education and NPQML/NPQSL. The school also closes early on alternate Mondays in order for staff to participate in training much of which is faculty based.

Cycle to Work Scheme – lease a bike and safety equipment as a tax free benefit through our salary sacrifice scheme.

Employer Pension Scheme – Teachers Pension Scheme (Teachers). Local Government Scheme (Support Staff).



POST DETAILS

We are looking to fill the following permanent post to start as soon as possible:

Attendance and Welfare Officer

37 hours per week, term time + one week (39 weeks per year)

Mon - Thurs 8.00am to 4.00pm, Fri 8.00am to 3.30pm

(with a half-hour unpaid lunch break)

Salary level SCP 12-17, Actual Salary £21,066-£23,087 (FTE £24,496-£26,845)

Due to the expansion of our Student Support team, we are looking to appoint an Attendance and Welfare Officer to work closely with students and families to ensure high standards of safety, welfare and behaviour of students. The role will develop with a greater focus on attendance and safeguarding with the role working across year groups, facilitating home visits as well as attending Early Help, Child in Need and Child Protection meetings. The role will need flexibility and the ability to manage time and directions from multiple staff. Overall this will enable the successful candidate to gain a variety of experiences before then working specifically with one-year group in the future.

The role and responsibilities include:

- Monitoring, mentoring, and supporting targeted groups of students under the direction of the Head of Years, DSL and Deputy DSL;
- Working with parents, colleagues and external agencies to ensure individual and year group attendance continues to improve;
- Working with parents, colleagues and external agencies as appropriate to ensure student well-being;
- Following the school's agreed procedures in cases of safeguarding and/or child protection issues;
- Working to ensure that students feel able to communicate concerns and report problems, and that appropriate and effective action follows;
- Responding to parental and student concerns from the school's concerns helpline;
- Investigating and dealing with day-to-day incidents involving students;
- Participating in monitoring student behaviour through report systems and pastoral support plans;
- Providing a visible presence around school at all times, particularly break and lunchtimes and building up positive and supportive relationships with students;
- Liaising with parents in matters concerning student welfare;
- Attending relevant meetings with students, staff, parents and outside agencies as appropriate and as required (may be outside working hours).

The successful candidates will be able to demonstrate:

- Minimum standard of GCSE (grade A*-C) or equivalent, in English and Maths
- A good sense of humour, enthusiasm and a positive attitude
- Recent and relevant experience of working with young people
- Experience of improving student behaviour and outcomes
- The ability to work well both individually and as part of a team
- Good literacy and numeracy skills
- Strong ICT skills and SIMS proficiency
- Excellent interpersonal and communication skills

Closing date for completed applications is Tuesday 13th June 2023 at 9.00am

Interviews will be held the 19th June 2023.

Please note CVs will not be accepted

JOB DESCRIPTION

Prime Objectives of the Post

To work as a member of the Student Support Team, namely to:

- Work with students and families to overcome barriers to learning; ensure they receive the education entitlement and support student well-being through attendance management, the implementation of support packages in liaison with the Head of Year and other agencies.
- assist the Student Support leadership in ensuring that no student has barriers to achievement
- assist the Student Support Team in ensuring high standards of safety and welfare for students
- assist the Student Support Team to ensure co-ordinated support for every individual child as required
- assist the Student Support team in promoting and maintaining high standards of behaviour and discipline amongst students
- To be a point of contact for students and to deal with every-day student support matters, including dealing with incidents, responding to student concerns and disciplining students when necessary

Supervisory/Management Responsibilities

No supervisory responsibility for other staff.

Supervision and Guidance

Day to day work under the supervision of the relevant Head of Year. Daily liaison with students, form tutors, Lead Attendance Officer, Attendance staff, mentors, counsellors and parents.

Range of Decision Making

Required to use own initiative to make decisions within established working practices and procedures to ensure accuracy and consistency of application. Expected to take initiative in the development of new administrative procedures to meet changing requirements and improvements in quality. Required to use good common sense and initiative in all matters relating to the duties of the post.

Responsibility for Assets, materials, information etc

To maintain the confidential nature of information relating to the school, its pupils, parents and carers. General responsibility for the care of all equipment and materials within the designated area of the school.

Range of duties:

Learning, progress, and achievement

- monitor, mentor, and support targeted groups of students under the direction of the relevant Head of Year

Student safety and welfare

- Engage with a wide range of students and their parents/carers, including many experiencing family difficulties.
- Support students, their families and the school in achieving maximum attendance at school
- Work with the attendance team to ensure early identification, investigation and assessment of school attendance concerns
- Manage and follow up individual cases causing concern regarding school attendance
- Facilitate home links and the fostering of good relationships between families and the school to improve communication and cooperation
- Work with parents and staff to ensure knowledge of the range of educational facilities which remove barriers to learning and support attendance at school are known.
- work with parents, colleagues and external agencies as appropriate to ensure student wellbeing
- follow the school's agreed procedures in cases of safeguarding and/or child protection issues
- work with form tutors, staff and parents to ensure that students are safe
- work to ensure that students feel able to communicate concerns and report problems, and that appropriate and effective action follows
- respond to student concerns and issues as they arise
- respond to parental and student concerns that come through the school's concerns helpline where required

Student behaviour and discipline

- monitor, mentor, and support targeted students with problematic behaviour, under the direction of the Heads of Year, including, where appropriate, supporting students in lessons and working with small groups of students
- carry out roaming duties across the school site to assist in combating truancy and ensuring appropriate behaviour, as required
- manage challenging and extreme behaviour of individual students
- calm and diffuse difficult situations involving students
- promote positive behaviour management by modelling and suggesting effective strategies with students in class and around school including break and lunchtimes
- on a daily basis collect and escort to the Future Focus Centre any students who are required to attend ensuring that students have topped up their catering funds on the way
- give comments and detentions as appropriate within the school's Behaviour and Rewards system, and make recommendations for isolation/exclusion
- participate in re-admission interviews, other parental interviews, case conferences etc., as requested

- participate in monitoring student behaviour through report systems and pastoral support plans and work collaboratively with colleagues to support rewards and sanctions in line with school policies;
- support the reduction of fixed term exclusions, internal exclusions and the raising of attendance
- work in conjunction with Heads of Year and other members of the Student Support Team in supervision of and follow up work regarding detentions

General

- delivering part/whole assemblies
- attend home visits where necessary – a full and clean driving licence is essential to this post
- deputising for Head of Year when required
- work as a member of the Student Support Team to work with students who require support at the beginning of the school day, during breaks, and during lunch times, responding to concerns and issues as they arise including emergency call-outs from staff
- build up positive and supportive relationships with students and be available to provide appropriate support particularly around break and lunchtimes
- liaise with parents in matters concerning student welfare and attendance
- attend relevant tutor meetings, student support meetings, staff meetings, training meetings, and meetings with other colleagues and outside agencies as appropriate and as required
- administrative tasks and updating records as required
- support the aims and ethos of the school i.e. to be the school of first choice in Bingley, where every student is valued, challenged and nurtured in order to realise their potential
- be a good role model for all members of the school community
- set a good example in terms of dress, punctuality and attendance
- uphold the school's behaviour code and uniform regulations
- develop and maintain links with all relevant stakeholders
- be aware of and comply with the school's policies and procedures, including those relating to child safeguarding, health and safety, equal opportunities, data security and confidentiality and data protection
- To provide additional support within school, as required e.g. exam invigilation
- support, uphold and contribute to the development and implementation of the school's equal rights policies and practices in respect of employment issues and the delivery of services
- participate in training and other learning activities and performance development as required
- create and maintain a brief procedure manual for key areas of the role as appropriate (written copy to be available near your work station)
- contribute to the efficient running of the school by contributing to the development of systems to meet changing needs and to improve the services provided

- To demonstrate fluency of English language at an advanced threshold level

Your duties also include any assistance which may reasonably be required of you by the School from time to time.

Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may have been used in which case all the usual associated routines are naturally included in the job description.

Safeguarding Statement

Bingley Grammar School is committed to safeguarding, to safer recruitment practices and promoting the welfare of children and young people and expects all staff to share this commitment.

Fluency Duty

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Mastery or proficiency level which requires the post holder to demonstrate that he/she can express him/herself spontaneously at length with a natural conversational flow, avoiding or backtracking around any difficulty so smoothly that the person with whom they are conversing is hardly aware of it.

Staff should not refuse to undertake work which is not specified in this job description. Any additional duties should be recorded and these will be taken into account during the performance management process.

PERSON SPECIFICATION

Key

E/D = Essential/Desirable Criteria for post

A = Application Form

I = Interview

R = References

T = Test

C = Certificate/Documentary Evidence

Criteria	E/D	How Measured			
		A	I	T	C
Qualifications					
Studied to a minimum standard of GCSE (grade A*-C) or equivalent, in English and Maths	E	X			X
Qualifications/training relating to post e.g. social work, behaviour management and child protection	D	X			X
Full, clean, driving licence	E	X	X		X
Experience & Knowledge					
Minimum of 12 months' experience of working with children of secondary age	E	X	X		
An awareness of the current issues affecting young people	E	X	X		
Knowledge of improving student behaviour, attendance and outcomes	E	X	X		
Good knowledge of safeguarding policies and procedures	E	X	X		
Experience of working in a school or similar establishment	D	X	X		
Experience of making contact and dealing with external agencies	D	X	X		
Experience of working within and with local communities to increase achievement of young people	D	X	X		
Experience of working with children with emotional and behavioural difficulties	D	X	X		
Appreciation of relevant policies, procedures, codes of practice and awareness of relevant legislation	D	X	X		
Working knowledge of SIMS (or equivalent) School MIS systems	D	X	X		
Skills and Competencies					

Good standard of numeracy and literacy skills	E	X	X		
Excellent verbal and written communication skills	E	X	X		
Excellent organisational skills and ability to maintain accurate records & filing systems	E	X	X		
Excellent inter-personal skills with the ability to communicate with people at all levels and maintain strict confidentiality	E	X	X		
A willingness to develop a range of approaches to assist in engaging with young people and encourage them to engage with the learning process	E	X	X		
Ability to use ICT packages and office equipment effectively	E	X	X		
Ability to provide and seek relevant advice	E	X	X		
Commitment to the highest standards of child protection	E	X	X		
Effective behaviour management skills	E	X	X		
Working Behaviours					
Able to take initiative to prioritise their own work	E	X	X		
Enthusiasm, energy & commitment	E	X	X		
Able to follow direction and work in collaboration with Line Manager and Student Support Team	E	X	X		
Proactive and flexible approach with the ability to react well to changes and unplanned events	E	X	X		
Ability to work constructively as part of a team, understanding school roles and responsibilities	E	X	X		
Willingness to take responsibility for identifying own training and development needs	D	X	X		
Fluency Duty					
Demonstrable fluency of English language at Mastery Threshold level.	E	X	X		
Bingley Values & Ethos					
A passion for education and for making a difference to young people's lives	E	X	X		
Commitment to supporting & promoting equality, diversity and inclusion	E		X		
Commitment to safeguarding young people and vulnerable adults	E		X		

