



**THE REACH FREE
SCHOOL**

Attendance and Welfare Officer

Candidate Pack

**The Reach Free School
Long Lane
Rickmansworth
Hertfordshire
WD3 8AB**

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Dear candidate,

Thank you for expressing an interest in this position. The last two years have presented many challenges, not just in education, but in all aspects of life. If this period has taught us anything, it is that face-to-face interaction with people is vital for our wellbeing and development. Academic achievement, our school community and a love of learning are key to this school's ethos. We take great pride in knowing all of our pupils, their strengths, goals and passions and everywhere you turn in this school there are pupils and staff working together to achieve the very best. Hopefully the disruptions of the last two years are behind us and we can now look ahead to what the future holds.



As a school we have continued to expand and develop, building on the significant strengths identified in our February 2019 Ofsted report. Attracting the very best staff is the most effective way to grow and it is important for us as we enter the next chapter in the history of the school.

Our GCSE and A Level results are strong and we are firmly established in our purpose built school ensuring that future generations of young people have access to modern educational facilities right in the heart of their community.

If you have the passion to contribute to our unique school, then we look forward to receiving your application.

Richard Booth
Headteacher

The School

The Reach Free School is an 11 to 18 school in Rickmansworth, which serves pupils of all backgrounds and abilities. Opened in September 2013, the school was founded by a group of teachers and local parents in response to a significant demand for more secondary school places in the area.

All involved with the school have high aspirations for our pupils and high expectations of them. As such we expect all pupils to:

- Commit their best efforts to all that they do
- Support each other to achieve their potential
- Work with their teachers to exceed their goals
- Demonstrate exemplary behaviour in all that they do
- Take pride in their school and its community within its walls and beyond
- Enjoy learning



The Reach Free School plays an active role in the community, working with local businesses, supporting local events and providing a hub for local services. Pupils are very much involved in the school's wider responsibilities, developing skills in leadership and decision making, communication and collaboration and independent, self led learning.

A sense of purpose and responsibility pervades lessons and activities at The Reach Free School and it is important that our pupils recognise their own responsibilities as members of the community. It is this that underpins The Reach Free School's ethos; Achievement, Community, Enjoyment – ACE.

The Ethos of the School

The Reach Free School's ethos and curriculum is designed, first and foremost, to meet the needs of the young people in the local area. The core of our ethos is to personalise the education of every pupil in order for them to maximise their potential and realise their dreams and aspirations.

We believe in the following principles:

Achievement – Realised through recognising the individual needs of every learner

Community – Embracing, utilising and supporting the local community for the benefit of all learners and building partnerships to support teaching and learning

Enjoyment – A commitment to innovative practice and the application of technology to develop enthusiasm for learning

Features of The Reach Free School

A Smaller School – With 700 pupils, The Reach Free School is a close-knit environment, ensuring a strong sense of community.

Modern facilities - In September 2018 the school moved to its £19 million new home with first-class facilities throughout.

'Outstanding' Judgements - In February 2019 the school was inspected by Ofsted and received outstanding judgements for the 'Effectiveness of leadership and management' and 'Personal development, behaviour and welfare'. There were many strengths of the school identified in the inspection, not least the "excellent relationships between staff and pupils..." and "behaviour around the school is exemplary".

Transition – From September 2022 there will be five classes in year 7 benefitting from their own Home Room and a dedicated Assistant Teacher for the first year. This Assistant Teacher is the form tutor for this class, and supports learning in a range of subjects for their pupils. Together these ease the transition from primary to secondary school for the children and help us to understand each child as an individual.

Focus on English and Mathematics – The school specialises in English and Mathematics, the building blocks for success in other subjects. Literacy and mathematics pervade teaching and learning at the school and all teachers play a role in developing pupils' skills in these areas.

Community Common Room – Once a week, all pupils work in groups towards a shared goal for the local community. Working together on a community project develops our pupils as creative, confident and proactive individuals.

Targeted Academic Support Programme - In Key Stage 4 we dedicate time to supporting our pupils, in smaller groups, as they work towards their GCSEs and vocational qualifications.

Technology Rich – All pupils have their own school device and teachers are encouraged to utilise the latest technology to teach in innovative and creative ways.

Expectations

At The Reach Free School we expect all staff to:

- First and foremost have a passion for education and be open to innovative approaches in everyday aspects of school life
- Be committed to supporting other members of staff to ensure the best outcomes for all pupils at the school
- Contribute to the overall development of the school
- Be flexible in their approach to work, adapting to new challenges
- Offer enrichment and extra-curricular experiences related to their subject area and beyond

In return, we offer:

- A unique opportunity to help build on the school's successes to date
- A happy and supportive working environment with high expectations and standards
- The opportunity to be a part of a forward-thinking school
- The freedom and flexibility to carry out their role in a positive working environment
- Access to the latest technology to assist them with their role
- The opportunity to gain and develop a broad set of skills
- Competitive salaries, based on skills and experience
- The potential to become a qualified teacher through our School Direct programme
- A BUPA cash plan to contribute to medical care

The Local Area

The school has been borne out of the need for more education provision in the Mill End, Maple Cross and Rickmansworth area. There is a continuing demand for high quality school places in the local area and the school is helping to meet these needs.





Job description

Job Title:	Attendance and Welfare Officer
Reports to:	Deputy Headteacher - School Improvement/ Admin and Finance Manager
Hours:	Full Time
Salary:	Starting Salary between £19,100 and £22,500

Purpose of this position

The Attendance and Welfare Officer is an integral role in the school and has two key areas of responsibility. The first is related to attendance, where you will support pupils in ensuring their attendance meets the school's expectations. You will build relationships with pupils and their families and communicate with them in all matters relating to attendance. The second part of this role is relating to the welfare of pupils when they are in school and dealing with any medical matters that arise. This requires candidates to have experience of dealing with first aid in a busy environment.

Main duties

Attendance:

- To contribute to raising achievement by improving school attendance
- To monitor daily attendance within the school
- To provide a specialist service to assist the school in meeting their obligations and targets in relation to school attendance, especially through reducing persistent absence
- To work closely with the Pupil Support Coordinator and review attendance for pupils
- To develop and maintain a tracking sheet, recording strategies used to improve attendance
- To promote positive attitudes by pupils and families towards education and to ensure that parents, guardians and carers are made fully aware of their statutory responsibilities
- To support the celebration and rewarding of good attendance within the school
- To make unsupervised contact with families in their own homes and elsewhere to assess the reasons impacting on the attendance of individual pupils, facilitating their return or access to regular full time education provision
- To establish and develop a professional service to support the school in raising attendance, investigating persistent absences and improving punctuality
- To work on initiatives which raise the awareness of school staff, parents, guardians and carers and the community on the importance of school attendance
- 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 support Heads of Houses and other members of the Senior Leadership Team (SLT) in advising the school on all matters relating to attendance and, where necessary, take the lead role in developing work processes to improve school attendance
- To be fully aware of and carry out all work in line with child protection and safeguarding procedures
- 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, guardians and carers, school staff, governors and others

First Aid:

- To be the first point of contact to assist with pupils' first aid, looking after sick pupils, liaising with parents, guardians and carers, staff and reporting to SLT
- To accompany an injured pupil to hospital, if required
- To be responsible for the administration of pupil medications and first aid boxes as required, ensuring safekeeping of medications and returning expired/out of date medications to parents, guardians and carers
- To ensure appropriate documentation and risk assessments are completed and monitored for pupils with specific health needs
- To manage and maintain the school's accident records, ensuring that all incidents are correctly recorded, reported and referred out in accordance with the guidelines
- Maintain manual and computerised medical records
- To analyse the accident record on a termly basis and produce a summary report for the Headteacher
- To liaise with the SLT regarding children's absence from school due to minor / non minor accidents
- To liaise with the Caretaker regarding accident risk assessments and pupil related health and safety issues
- Support children's personal hygiene needs as required

Wider Responsibilities

- Attend occasional open evenings, award ceremonies and other school events as required
- Cover for absent administration colleagues, as necessary.
- Partake in activities aimed at promoting the school, including, but not limited to, open evenings, visits to primary schools and community events
- Take part in the school's performance management process
- As required, attend meetings with members of the Governing Body
- Agree to an Enhanced DBS checking being carried out
- Carry out other tasks commensurate with their position, as directed by the Senior Leadership Team

This is a description of the main duties and responsibilities of the post at the date of production. The successful applicant may also have to carry out other duties as may be necessary from time to time.

Job context

The school welcomes individuals of a high professional standard and shares the responsibility with each member of staff for continual review and the development of expertise.

All members of staff make a valuable contribution to the school's development and, therefore, to the progress of all pupils.

The Academy Trust will endeavour to make any necessary, reasonable adjustments to the job and working environment, to enable access to employment opportunities for disabled applicants, or continued employment for any employee who develops a disabling condition.

Review of duties

The specific duties attached to any individual member of staff are subject to annual review and may, after discussion with the employee, be changed.

Salary

The Reach Free School operates its own payscale, which currently exceeds that of those used by other schools in the fringe area. The starting salary for this position is between £19,100 and £22,500 and will be awarded based on the experience, skills and suitability of the candidate. This is based on daily working hours of 8.00am until 4.30pm, during term time only.

Person specification

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none">• First Aid Qualified• Willingness to undertake additional training/staff development, as appropriate• Good numeracy/literacy skills	<ul style="list-style-type: none">• Relevant qualifications in office administration or school attendance
Knowledge, Skills and Experience	<ul style="list-style-type: none">• General clerical/administrative work• Using IT systems to compile reports, as well as analysing statistical data for monitoring purposes• Appropriate knowledge of first aid• Ability to communicate effectively, both orally and in writing especially with pupils, parents, guardians and carers, staff, external agencies and other professionals• School systems and an understanding of the issues affecting truancy and non-school attendance• Use of relevant equipment/resources• Knowledge of relevant policies/codes of practice and awareness of relevant legislation• Ability to relate well to children and adults• Work constructively as part of a team, understanding school roles and responsibilities and your own position within these• Able to use own initiative and work alone when necessary• Ability to overcome communication barriers with pupils• Ability to listen effectively	<ul style="list-style-type: none">• At least one year's related experience of work within a school attendance related service• Medical background (helpful, but not essential)• Ability to use IT systems effectively to produce reports, record information and monitor outcomes for individuals and groups• Ability to identify own training and development needs and co-operate with the means to address these

	<ul style="list-style-type: none"> • Demonstrate an ability to cope with stressful / conflict situations 	
Other qualities	<ul style="list-style-type: none"> • A commitment to the implementation of the school's Equality Scheme • Ability to reflect on your own professional practice • Ability to persuade and negotiate as well as good interpersonal / communication skills • Awareness of health and safety requirements related to the role • A desire to succeed in all aspects of the job • A commitment to the promotion of health, safety and safeguarding of children • Flexibility with working hours 	<ul style="list-style-type: none"> • A flexible approach to working patterns and expectations, understanding the evolving nature of the role and school and a willingness to work additional hours, if required

How to apply

Completed application forms, along with recruitment monitoring forms, should be submitted in one of the following ways:

- Electronically to: Mrs Samantha Berman, Headteacher's PA, sberman@reachfree.co.uk
- By post to: The Reach Free School
Long Lane
Rickmansworth
Hertfordshire
WD3 8AB

Once your application has been received it will be acknowledged by email.

If submitting your application electronically, please save your form with your name at the beginning of the file name.

In compliance with Safer Recruitment guidelines, CVs will not be accepted.

Potential candidates may contact The Reach Free School with any questions on 01923 711517 or via email at sberman@reachfree.co.uk.

The Reach Free School is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. In accordance with our Safer Recruitment Policy we are unable to process applications without a fully completed application form. The successful applicant must obtain DBS clearance at enhanced level. The school will also carry out a prohibition from teaching check. Non-disclosure may lead to termination of your employment.

