

**Required from February 2025**

**Attendance, Early Help & Family Liaison Officer**

**37 hpw Term Time only + 15 days**

**Band 6, SCP 22**

**£32,654 pa pro rota**

**Maternity Cover (fixed term until January 2026)**

We are seeking to appoint an **Attendance, Early Help & Family Liaison Officer** to work as part of a multidisciplinary team across the whole school to support children and families with a range of pastoral issues. This role requires experience of working with parents/carers and other agencies and is key in terms of learning, achievement and inclusion.

The hours of work will be Monday to Thursday (8am – 4pm) and Friday (8am – 3:30pm).

Hebburn Comprehensive School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.  We expect all staff and volunteers to share this commitment.  An Enhanced Disclosure and Barring Service (DBS) disclosure will be sought along with other relevant pre-employment checks.

In line with the guidance in Keeping Children Safe in Education, schools may carry out an online search as part of their due diligence on shortlisted candidates.

**Making your application**

Candidates are asked to complete the standard **South Tyneside Council application form in full, and to enclose a covering letter of no more than one side of A4**, explaining how your experience and professional and personal qualities would make you a suitable candidate for the post. CVs will not be accepted.

Completed applications should be returned to Miss Shona Richardson, at richardsons@hebburn.net by **12.00noon on Tuesday 7 January 2025.**

Interviews will take place week commencing 13 January 2025.

We look forward to receiving your application.