

# Attendance Welfare Officer

Laurence Jackson School/Huntcliff School

## Candidate Information Pack

Closing Date: Monday 3 February 2025 at 09:00am



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# Welcome from the CEO

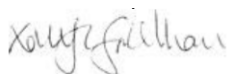
Dear Applicant,

I am immensely proud to be Chief Executive of Vision1590 Trust. We are a newly merged Trust comprising 4 secondary and 11 primary schools located across the Tees Valley and we provide opportunities for children and young people to reach their full potential, whatever their starting point. We know that this is best achieved in encouraging environments where mutual and self-respect is promoted. We want to grow confident young people able to work independently and think creatively in a fast-changing world.

We have high expectations for everyone, aspiring to excellence in teaching and achieving impressive standards in all areas of school life. Success beyond the classroom in sport and the arts are features of life across our Trust.

For our staff we provide positive working environments, a commitment to the highest quality professional development, opportunities to collaborate to create excellence and encouragement to forge career success.

Trustees, governors and leaders collaborate closely to ensure excellence in all aspects of Vision1590 Trust. Our core values are mutual respect, hearty collaboration and courageous ambition and these drive our work ensuring that Vision1590 schools are wonderful places to work.



Louise Spellman



# Welcome from the Headteacher

Dear Applicant,

We are seeking to appoint a committed Attendance Welfare Officer to join our team. This is an exciting opportunity to join our school.

Laurence Jackson School is a genuinely comprehensive school serving the rural town of Guisborough and surrounding rural area. Students also choose to come to Laurence Jackson from south Middlesbrough. Whilst the school has a pupil premium that is broadly in line with the national average at 25%, our intake is wide ranging by nature, and we are proud of our very inclusive philosophy. In June 2024, Ofsted rated our school as Good.

The school is a larger than average 11 to 16 secondary school with 1240 on roll and PAN of 1250 and is full on first choices for September 2024 and has been oversubscribed for the last three years. Student mobility is low. The school moved into a new building in 2016 as part of the Building Schools for the Future initiative. The new school provides an excellent learning environment.

We have a strong and committed staff team and are very invested in developing our staff and providing excellent opportunities for progression and development and offer a number of opportunities for progression both in the school and wider trust

Kind regards



Catherine Jukes  
Headteacher



# Attendance Welfare Officer

## **Attendance Welfare Officer**

**Grade H, SCP 14-17 (£19,740 - £20,730 actual salary)**

**Permanent - 30 hours per week, term time plus 2 days**

**Location: Laurence Jackson School/Huntcliff School**

We are seeking to employ an Attendance Welfare Officer to work across two of the secondary schools in our trust. Laurence Jackson School is a larger than average 11-16 comprehensive school in the town of Guisborough and Huntcliff School is a smaller secondary school situated in Saltburn-by-the-Sea. The school shares a site with Saltburn Primary School on a joint learning campus. Both schools have a wide-ranging intake, are inclusive in approach and are over subscribed for September 2025.

We are looking for an Attendance Welfare Officer who has real passion for supporting students and their families to engage well in school so that they are able to experience academic and social success. The successful candidate will join established attendance teams in both schools whose work is overseen by Senior Leaders. Typically, the postholder works 3 days a week at Laurence Jackson School and 1 day a week at Huntcliff with some flexibility to allow for parents' availability to attend meetings.

### **The successful candidates must have:**

- A calm, understanding and friendly personality
- Excellent communication skills
- A professional, nurturing and resilient approach
- The willingness to work flexibly and constructively as part of a team
- A hard-working approach

### **We have:**

- A positive and caring ethos and working atmosphere
- Friendly children, eager to learn and achieve
- A committed, enthusiastic and supportive staff team
- Excellent support from the Governing Body, the staff and parents
- Opportunities for career development.

Applications should clearly outline why candidates want to work at Laurence Jackson School and what other attributes they have to offer to the wider school ethos should be included.

Application forms and further details are available on the school's website –

[www.laurencejackson.org](http://www.laurencejackson.org) or visit [www.valt.org.uk](http://www.valt.org.uk) please email your completed application form to [vacancies@laurencejackson.org](mailto:vacancies@laurencejackson.org) addressed to Mrs C Jukes, Headteacher.

**Closing Date: Monday 3 February 2025 at 09:00am**

**Interview Date: WC 03 February 2025**

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. 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.

# Job Description

Job Title	Attendance Welfare Officer
Reporting to	Lead Attendance Officer and Senior Leaders
Grade	Grade H Point 14-17
Responsible for	<ul style="list-style-type: none"><li>• Supporting good attendance in schools within the Trust by working with key staff, young people and their families to remove the barriers that lead to poor attendance.</li><li>• Providing operational and administrative support with the implementation of attendance processes up to and including referrals for prosecution.</li></ul>

## **Overall purpose of the post:**

- To work across two Trust schools (Laurence Jackson School, Guisborough and Huntcliff School, Saltburn) with identified individuals to support their attendance up to and including making referrals for prosecution
- To work with the Lead Attendance Officer and Senior Leaders in partnership with the Local Authority and other external agencies to improve attendance and reduce rates of persistent and severe absence across two identified trust schools
- To collate information for the Lead Attendance Officer and Senior Leaders regarding the attendance of students who are experiencing difficulties with maintaining good attendance habits and under the share with key staff.

## **Main Duties and Responsibilities:**

- To work in partnership with families identified by the Lead Attendance Officer and Senior Leaders to reduce persistent absence and offer advice to address other associated issues.
- Working with the Lead Attendance Officer and Senior Leaders to jointly identify and hold a case load of most concerning students in relation to attendance, chairing and leading on Attendance Case Conferences and multi-agency/attendance meetings.
- To support the school's culture of vigilance and safeguard students through following school procedures and participating in joint working with other agencies.
- Undertake home visits as part of ongoing work to support parents/carers in working together to support students to attend school well.
- Working in partnership with the Lead Attendance Office, Senior Leaders and Pastoral staff, to assess need, plan interventions and implement effective actions to support students and their parents/carers to improve individual students' attendance.
- Prepare and maintain appropriate case notes and records.
- Convene and lead Attendance Case Conference Meetings in accordance with the school attendance policy and with the support of the Lead Attendance Officer and Senior Leaders, including inviting parent/carer to attend meetings as and when appropriate.

- As part of the attendance team, identify those cases that should be referred to the Local Authority for court proceedings or Penalty Notices, providing administrative support to prepare reports and appropriate evidence as required and act as a witness in the Magistrates Court as required.
- Understand, follow and implement procedures regarding child performance and child employment.
- As part of the Attendance team, identify and follow school and Local Authority procedures regarding children going missing from education.
- To support the administration and processing of student Leave of Absence requests.
- Have due regard for personal health and safety in the course of their duties including risk assessing home visits

### **Additional Responsibilities**

- Deal with immediate problems or emergencies according to school policies and procedures, referring issues to Senior Managers as appropriate.
- Respect confidential issues linked to home/students/teacher/school work following the Trust's Data Protection and Freedom of Information Policy;
- Undertake Fire Marshall duties in the case of fire and/or emergency evacuation where applicable.
- To comply with the school's Child Safeguarding Procedures, including regular liaison with Designated Safeguarding Leads over any safeguarding issues or concerns.
- To comply with the school policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.
- Work as required across the two trust school sites.

# Person Specification

Criteria	Essential	Desirable
<b>Qualifications/Training</b>	<ul style="list-style-type: none"> <li>• Education to at least GCSE level in English and Maths (or equivalent)</li> <li>• ICT competence</li> </ul>	<ul style="list-style-type: none"> <li>• Further Education Qualifications</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience supporting school attendance in a school or LA context</li> <li>• Has worked as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Has worked as an AWO within the school environment</li> <li>• Proven record of working to improve attendance</li> <li>• Problem solving/conflict resolution skills</li> <li>• Able to present to range of audiences including adults and children</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Ability to build and develop positive relationships with parents/carers and students</li> <li>• Good oral and written communication skills</li> <li>• Knowledge of effective approaches to mentoring and coaching</li> <li>• The ability to plan, prioritise and organise</li> <li>• Record-keeping and administrative skills</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of social care systems</li> <li>• Understanding of safeguarding and child protection</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Friendly &amp; approachable</li> <li>• Patience and sensitivity to children's needs</li> <li>• Self-motivated, resilient, has stamina</li> <li>• A commitment to working as part of the whole school team and supporting the vision and aims of the school</li> <li>• Innovative, creative and with critical reflective thinking</li> <li>• Committed to continual personal development</li> <li>• Empathetic</li> <li>• Ability to work under pressure</li> </ul>	<ul style="list-style-type: none"> <li>• Emotional intelligence</li> <li>• Ability to inspire/motivate young people</li> <li>• An inclusive approach to education</li> </ul>



# How to Apply

Application forms and further details are available on the Trust's website –

[www.valt.org.uk](http://www.valt.org.uk)

Please return your completed application form to [vacancies@laurencejackson.org](mailto:vacancies@laurencejackson.org)

Applications submitted on anything other than the official application form and applications from agencies will not be accepted.

## **Confidential References**

Two referees should be nominated, including one from your current/most recent employer – Those from an education setting must provide the Headteacher as one of their references or to be signed and checked by the Headteacher.

## **Job Description**

Details the main responsibilities for this post and the personal and professional qualities required.

## **Person Specification**

Sets out the criteria to be used for the shortlisting process.

**Closing date: Monday 03 February 2025 at 09:00am**

**Interviews to be held: WC Monday 03 February 2025**

# Employee Benefits

## **Wellbeing**

Free and confidential support.

Up to six sessions of structured counselling, if recommended.

## **Pensions**

All eligible staff automatically join either The Teachers Pension Scheme or the Local Government Pension Scheme upon the start of their employment.

As members of these schemes, employees have access to the full range of membership benefits including a Death in Service payment is included in the Teacher Pension Plan and Local Government Pension Scheme.

## **Cycle to work**

We also provide a cycle to work scheme, which is a recognised Inland Revenue salary sacrifice scheme through [www.greencommuteinitiative.uk](http://www.greencommuteinitiative.uk) which enables staff to access a new bike and bike equipment.

## **Work Life Balance**

We provide a generous Annual Leave entitlement for Support Staff of 27 days leave, rising to 32 days leave following 5 years' service, in addition to statutory bank holidays.

As we are supportive of flexible working, we have many staff working on individual working arrangements and we offer many roles working term time only contracts, to assist with individuals work life balance.

## **Professional Development**

As we believe in supporting and developing our staff, we offer extensive career development opportunities and actively seek to develop and promote staff where possible.