



ALDRIDGE
SCHOOL

Achieving Excellence Together



Application Pack

Early Help/LAC Officer (Part-time)

Aldridge School
Tynings Lane, Aldridge,
Walsall, West Midlands
WS9 0BG

01922 743988



THE MERCIAN TRUST

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About Aldridge School



Thank you for taking the time to find out more about Aldridge School. This pack is intended to give you information about this role and our school's broader vision and ethos. Further background information is available in our Prospectus and Sixth Form Prospectus on our website.

We are a comprehensive school of over 1600 students situated near the centre of Aldridge village. We believe that it is our responsibility to work to meet the needs of every individual student, challenging them to achieve their best, supporting them to become responsible young adults and preparing them for their next steps into the world of work or further education.

Aldridge School is a good school (Ofsted 2022). It is a school which is proud of its traditions and successes which have been achieved through hard work and high expectations. In particular, we encourage our students to be **Respectful, Responsible, Resilient and Ready** to learn in order that they will be happy and successful at school and in the wider world beyond.

Aldridge School has a dedicated, talented and conscientious team of staff who work together to provide a high standard of teaching, excellent pastoral care and professional support services. Our broad curriculum is designed to meet national expectations, be relevant and interesting, support our students in achieving the best possible standards in external examinations and to equip them with the skills they need to be successful in adult life.

At Aldridge School we have a popular and thriving Sixth Form. We are very proud of our students' success with over 80% securing places at some of the top Universities and on Higher Apprenticeships last year. We offer a very broad range of both academic and vocational courses at level 3, ensuring that Aldridge School Sixth Form is an option for a wide range of students.

We also enjoy strong links with surrounding primary schools, working with students in Years 5 and 6 including work in Science, Maths, English, Performing Arts and Enterprise. We are proud of our community and we work hard to promote this pride in all our partnerships, so that we can make sure that future students from these schools enjoy an easy, enjoyable transition to Aldridge School.

Students at Aldridge School are friendly, polite and respectful. Strong relationships between staff and students contribute significantly to ensuring that students are happy and feel safe.

If you would like to find out more, please contact us to arrange a visit to see our school at work. We look forward to meeting you.

Benefits of Working at Aldridge School



- Teachers are all provided with a laptop to support their teaching
- 21/25 periods of teaching per week maximum, less as an ECT
- No pressure to "put on a show" in lessons. A culture of typicality is reinforced by no lesson grading (outstanding, good etc.)
- No need to write lesson plans of any kind
- Everyone has the highest expectations of behaviour, with all staff reinforcing those expectations
- A clear system of sanctions which is applied consistently so staff don't have battles with students
- Senior Leadership are very visible
- Excellent pastoral support offered through Year Offices
- CPD tailored specifically to staff needs, based off their feedback
- Time for staff to put new things into action
- Non-hierarchical approach to professional development - there are things a senior leader can learn from an ECT and vice versa
- Targeted support plans for teachers who are struggling
- Regular Staff, Faculty and Pastoral briefings to support good communication
- Comprehensive support for ECTs with dedicated mentors and regular meetings
- Performance Management is tailored to faculty and individual needs. Data targets are not used punitively but aspirationally. We begin from the assumption that everyone will get the pay rise unless they haven't done all they can to improve student outcomes
- We are constantly streamlining all systems and processes so they take less time
- Open door Senior Leadership Team - no concern is ever too small
- Countless opportunities to get involved with the wider life of the school - Duke of Edinburgh, school performances, sports teams, music
- Contributions of staff recognised through 'Above and Beyond' draws each half term

About the Safeguarding Team



Staff

The safeguarding team consists of:

- The Designated Safeguarding Lead, who is a member of the senior leadership team.
- The Deputy Safeguarding Lead who is also our Child Protection Officer.
- The Early Help/LAC Coordinator
- An Early Help/LAC Officer (Part Time)
- Our school counsellor.

The Safeguarding team is mainly based in our Safeguarding Hub, where staff, parents and pupils know they can come for help, advice or reassurance with regards to safeguarding issues.

The Hub is populated at all times during the school day and is the primary link between the school and other agencies such as Children's Services and the Police.



What we can offer you

Getting the basics right

- We are proud to be a Living Wage employer.
- When appropriate to the role, we are very happy to offer the right candidates with specific recruitment and retention incentives.
- We follow the teacher and NJC pay scales, including the awarding of nationally agreed pay increases.
- We have a range of pioneering HR policies that we are particularly proud of – from our flexible working policy to our menopause policy. We always take an informed approach to ensuring our policies are fit for purpose and represent the most equitable deal for all parties.
- We are a committed apprenticeship employer. Many of our current apprentices are former students from our schools, growing our own talent from within.
- We have developed a newly-designed annual professional growth review underpinned by our cultural blueprint.
- We are very proud of our time-back scheme to thank staff who provide students with valuable enrichment opportunities such as regular clubs and educational visits.

Additional benefits

All staff employed by The Mercian Trust are now able to access a fantastic range of additional employee benefits.

These include:

- Discounts on everyday purchases via EdenRed
- A comprehensive free of charge health plan via Simplyhealth
- A salary sacrifice electric car scheme via Tusker
- A cycle to work scheme via Halfords

A sector-leading CPD offer

- We offer a truly comprehensive training programme featuring exclusive Mercian Trust content from the world's leading education professionals.
- You can be assured of getting the very best mentoring and support for all external professional qualifications and programmes such as ECT and NPQs.
- We are proud of our package of goals-focussed training for non-student facing associate staff.
- Our Digital Champions support all staff to maximise the benefits of our multi-million pound digital infrastructure and to transform the way we teach, we learn, we lead and we operate.
- We hold an annual staff development conference for all staff that is packed with content, valuable resources, and networking opportunities.
- Staff can join our wide range of Professional Learning Communities, led by Trust Lead Professionals to develop collaborative practice across our schools and wider sector.
- All staff are invited to have articles published in our half-termly education journal, The Education Exchange, and to be supported to write and speak for external audiences via our excellent links with leading publications and training organisations.

Job Description



Post: Early Help and LAC Officer
Responsible to: Designated Safeguarding Lead
Hours per week: 22.5 (3 days a week)
Weeks per year: 39 (term time including 5 training days)
Salary: Grade 4 SCP 6-11 pro rata per annum
Actual salary £12,497 - £13,588

- To act as an Ambassador/Designated School link for LAC.
- To allocate LAC funding where appropriate and maintain accurate financial records.
- Work with Looked After Children, carers and Virtual schools to narrow the attainment gap.
- Complete PEPS electronically when directed in line with statutory requirements ensuring the PEP is effective in helping the school do everything possible to support the young person's educational progress.
- Maintain administrative processes to support Looked After Children record keeping and tracking of pupils throughout all stages.
- Record details of specific interventions and targeted support that are used to ensure Personal Education Targets for LAC.
- Attend Personal Education PEP meetings, Personal Education PEP reviews and LAC reviews when directed.
- Organise LAC 1:1 tuition identified in PEP, liaise with subject teachers and tutors, maintain accurate tutoring plans when directed.
- Request, when necessary, additional Pupil Premium funding via the Virtual Schools
- Attend Cluster meetings (Committee formed by Walsall Virtual School) when directed to agree on spending of Pupil Premium for Walsall LAC.
- Update files, maintain LAC individual files and ensure they are audit ready.
- Collate and produce attainment information for LAC when directed.
- To carry out Early Help Assessments as directed by the School's Designated Safeguarding Lead/LAC/EH Coordinator.
- To offer practical advice and support and direct casework to prevent issues escalating and requiring statutory intervention.
- To understand thresholds for support from Early Help and Walsall's Partnership threshold protocols.
- To chair initial and review Early Help meetings with families.
- To work closely with a range of external agencies.
- To work with young people and families who are experiencing difficulties.
- To work with other Safeguarding and pastoral staff to provide a service for young people who need extra help with their learning, social, emotional, behavioural or attendance needs.
- To be responsible for keeping up to date records and completing all relevant paperwork to the required level.
- To ensure compliance with statutory duties for schools regarding Early Help.
- To monitor vulnerable pupils and act on any concerns.
- To have the experience and ability to deal with potentially challenging individuals in an effective manner.
- To contribute to the Child Protection team where appropriate.
- To assess EH referrals and action them as appropriate.
- To be Lead advocate for Young Carers in School.
- To track monitor and intervene in the progress of vulnerable students.
- To report to the weekly Safeguarding meeting.



Standards and Quality Assurance

1. Support the aims and ethos of the school.
2. Set a good example in terms of dress, punctuality and attendance.
3. Attend team and staff meetings.
4. Undertake professional duties that may be reasonably assigned by the Head Teacher.
5. Be proactive in matters relating to Health & Safety.
6. Be committed to safeguarding and promoting the welfare of children and young people.

Person Specification



Qualifications and Training	<ul style="list-style-type: none"> • Training in Child Protection
Experience	<ul style="list-style-type: none"> • Experience of working with young people 11-18 is essential. • Experience of working effectively with children’s families who have complex needs. • Experience of working in a multi-disciplinary setting is desirable.
Knowledge and Understanding	<ul style="list-style-type: none"> • Demonstrate an understanding of safeguarding and vulnerability. • Demonstrate an understanding of risk management. • Demonstrate an understanding of Early Help. • Understanding of promoting culturally sensitive services to diverse communities.
Skills and abilities	<ul style="list-style-type: none"> • Ability to demonstrate effective organisational skills. • Ability to work on own initiative. • Ability to prioritise own work and meet deadlines, demonstrating effective time management skills. • Ability to work as part of the team. • Proven ability to demonstrate the skills and strategies required to assess and intervene with young people and their families. • Ability to write comprehensive, succinct, and analytical reports for panels and meetings. • Ability to communicate effectively with a range of people in a range of forums, face-to-face, over the phone and in writing. • Demonstrate the ability to chair meetings and follow up agreed actions. • Demonstrate a willingness to undertake training. • Ability to manage finances and keep accurate records.
Technical skills	<ul style="list-style-type: none"> • IT skills sufficient to complete PEPS and MARF forms and communicate effectively with partner agencies.

How to Apply



Hours per week

22.5 (3 days per week)

Weeks per year

Term time inclusive of 5 training days

Salary

Grade 4 SCP 6-11 pro rata per annum

Actual salary £12,497 - £13,588

Closing Date

Tuesday 10th December 09:00am

Start Date

As soon as possible

Visits to School

For further information, please contact the school either by email info@aldridgeschool.org.uk or by telephoning Mrs Knight on 01922 743988 ex 2224

Applying

Apply through The Mercian Trust portal.



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