

HEDNESFORD VALLEY HIGH



EVERY CHILD MATTERS CO-ORDINATOR APPLICATION PACK

Contract	Temporary maternity cover for one year
Hours	37 hours per week, term time only Monday to Thursday: 8.30 am to 4.30 pm Friday: 8.30 am to 4.00 pm
Grade / salary	Grade 8 £30,230
Closing date	Friday 9 October 2026 at 9.00 am
Interview date	Thursday 15 October 2026

Make a difference every day

A rewarding opportunity to support students and families, remove barriers to learning and strengthen the partnership between home and school.



Welcome from the Headteacher

Dear Applicant,

Thank you for your interest in the position of Every Child Matters Co-ordinator at Hednesford Valley High School. I am delighted that you are considering joining our school community.

We are a maintained secondary generic special school set against the backdrop of Cannock Chase. We educate students across two sites, with Years 7 to 11 at our main Stanley Road site and our Sixth Form based in a dedicated building at Cannock Chase High School.

Our students have a range of learning needs and are supported by dedicated staff who are passionate about transforming lives. We want every student to feel safe, included and ready to learn. This important role will work closely with students, families, colleagues and partner agencies to improve attendance, engagement, wellbeing and educational outcomes.

This pack explains the role, the person specification and the application process. If you have the skills, experience and personal qualities described, we warmly encourage you to apply.

Visits to the school are warmly welcomed. Please contact the school office on 01543 423714 to arrange a convenient date and time.

Yours sincerely,

Stephen Stokes

Headteacher

“Strong, professional relationships between staff and pupils are tangible. Pupils value the level of care they receive, which helps them to feel safe.”

Ofsted judgement: Good | 2024

Make a Difference Every Day

Hednesford Valley High School is seeking a dedicated and compassionate Every Child Matters Co-ordinator to join our middle leadership team. This is an exciting opportunity to support students and families, helping to remove barriers to learning and ensure every young person can achieve their full potential.

Working closely with staff, parents, carers and external agencies, you will play a key role in improving attendance, behaviour, wellbeing and engagement, while strengthening the partnership between home and school.

Key responsibilities

- Identify and support students who may be at risk of disengagement, poor attendance or other barriers to learning.
- Work with individual students and small groups to improve attendance, behaviour and educational outcomes.
- Build positive relationships with parents and carers, including undertaking home visits where appropriate.
- Signpost families to relevant support services and work collaboratively with external agencies.
- Attend and contribute to child protection conferences, core group meetings and multi-agency support meetings.
- Attend and facilitate Looked After Children educational meetings.
- Maintain accurate and confidential records in line with safeguarding and data protection requirements.
- Organise and oversee break and lunchtime provision, managing and supporting Supervisory Assistants and directing support staff where required.
- Oversee the safe departure of students attending after-school activities.
- Promote safeguarding, inclusion and student welfare across the school and contribute to staff training and awareness.

We are looking for someone who

- Is passionate about improving outcomes for young people.
- Has experience of working with children, families and external agencies.
- Has a strong understanding of safeguarding and child protection procedures.
- Can build positive relationships with students, parents, carers and colleagues.
- Is organised, proactive and able to work independently as well as part of a team.

Job description

Post title

Every Child Matters Co-ordinator (Child Protection)

Responsible to

School leadership team

Statement of purpose

As part of the school's middle management team, to provide a complementary service to existing teachers and staff in school, addressing the needs of students and families who need help to overcome barriers to learning both inside and outside school. The purpose is to help students achieve their full potential and enable the school to raise standards of achievement, improve attendance and raise standards of behaviour.

Support to students and staff

- Liaise with school staff and agencies to identify students at risk of disaffection or lack of parental support.
- Work with identified students and parents to develop strategies within school to improve attendance.
- Work with identified students on a one-to-one or small-group basis.
- Timetable, organise and supervise non-teaching time during the school day, including break and lunchtime.
- Manage between two and five Supervisory Assistants.
- Direct and deploy teaching assistants during lunch and break times.
- Oversee the safe departure of students attending after-school clubs.
- Contribute to the Every Child Matters agenda.
- Offer training on Every Child Matters and child-protection updates to staff.

Administrative support

- Prepare relevant reports and attend child-protection case conferences and core group meetings.
- Keep and update records, notes or minutes about individual cases, maintaining confidentiality and complying with data protection requirements.
- Maintain knowledge of activities, courses, organisations and individuals that may further support students and their families.

Support to parents and the community

- Develop positive home-school relationships, acting as a link between home and school and making home visits where appropriate.
- Maintain regular contact with identified families whose children need additional support at home and at school.
- Signpost students and families to appropriate support services.
- Represent the school within relevant social inclusion, community and learning partnerships.
- Establish constructive relationships and communicate effectively with agencies and other professionals.

Support to the school

- Promote and safeguard the welfare of children and young people.
- Comply with and support the development of policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting concerns to an appropriate person.
- Support equal opportunities for all and contribute to the school's ethos, work and aims.
- Attend and participate in regular meetings.
- Participate in training, learning activities and performance development as required.

- Recognise areas of personal expertise and use these to advise and support others.

Review of duties

The content of this job description will be reviewed with the postholder annually in line with the school's performance and development review policy. Any significant change in accountability that could affect the grade must be discussed with the postholder and the relevant trade union before re-evaluation.

Person specification

Shortlisting and selection will be based on the essential criteria below. AF = application form; I = interview.

Area	Essential criteria	Measured by
Experience	• Proven management experience. • At least two years' experience of working with students, families and carers in a statutory setting, such as education, health or social services. • Experience of working with multi-agency teams.	AF / I
Qualifications and training	• Degree or equivalent qualification in a relevant discipline. • Child Protection Level 2.	I
Knowledge and skills	• Excellent literacy skills. • Understanding of relevant legislation affecting children and the education sector. • Ability to manage own workload and work on own initiative. • Ability to work constructively as part of a team. • Excellent interpersonal skills. • Ability to communicate effectively, orally and in writing. • Good organising, planning and prioritising skills.	AF / I
Behavioural attributes	• Builds effective relationships with stakeholders through regular contact and consultation. • Coaches and empowers team members to take responsibility for customer care. • Understands the school development plan and how it relates to team and individual objectives. • Accepts, supports and implements change. • Promotes best practice and the sharing of ideas. • Proactively develops job knowledge and understanding. • Values diversity and adapts approaches to meet individual needs. • Works with others to resolve differences and conflict. • Requires minimum supervision and takes responsibility for actions. • Identifies barriers, manages risks and takes effective action. • Builds a strong team ethos where everyone feels valued and supported.	AF / I
Safeguarding	• Motivation to work with children and young people. • Ability to form and maintain appropriate relationships and personal boundaries. • Emotional resilience when working with challenging behaviour. • Appropriate attitudes towards authority and maintaining discipline.	AF / I

What we can offer you

Hednesford Valley High School recognises that its employees are central to the school's success. Staff benefits include:

- A welcoming, supportive working environment and a strong focus on colleague wellbeing.
- Termly Deep Work days to support your role.
- Continued professional development and training opportunities.
- Pay progression and recognition of continuous service.
- Access to the Local Government Pension Scheme.
- Employee assistance and wellbeing support, including counselling, physiotherapy, financial guidance and health resources.
- Cycle to Work schemes, online gym classes and retail discounts.
- Free car parking, tea and coffee.
- The opportunity to make a significant difference to the lives of young people.

About our school

Hednesford Valley High School is a maintained secondary generic special school in Cannock. Students in Years 7 to 11 attend the main site on Stanley Road, while Sixth Form students attend a dedicated centre at Cannock Chase High School. The school provides an inclusive community for students with a wide range of additional needs.

Safeguarding and equality

Hednesford Valley High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced Disclosure and Barring Service check and all relevant pre-employment checks.

We welcome applications from candidates whose skills, experience and values meet the requirements of the role. Reasonable adjustments are available throughout the recruitment process.

Information for applicants

1. Complete the application form

Download the application form from the school vacancies webpage. CVs are not accepted. Complete all relevant sections using your full legal name and enter N/A where a field does not apply.

2. Address the person specification

Shortlisting is based on the essential criteria. Use your supporting statement, which should be no more than two sides of A4, to explain clearly how you meet each requirement and include specific examples.

3. Provide complete employment history

Include all relevant employment, agency work and any breaks in employment, together with the reason for each break.

4. List relevant qualifications and training

State dates and grades or levels achieved. Original certificates will be required for qualifications listed if you are shortlisted.

5. Provide suitable referees

Include your current or most recent employer. If you work in a school, include your current Headteacher. Use professional email addresses and ensure referees are willing to be contacted.

6. Submit your application

Email the completed application form to l.bent@hvh.staffs.sch.uk by the closing date. Shortlisted candidates will be contacted by telephone or email.

7. Prepare for selection

The process will include a formal interview and may include a role-related task. Shortlisted candidates may be subject to online checks as part of safer recruitment.

Key dates and contact details

Advertised	Thursday 10 September 2026
Closing date	Friday 9 October 2026 at 9.00 am
Interview date	Thursday 15 October 2026
Proposed start date	November 2026
Application email	l.bent@hvh.staffs.sch.uk
School office	01543 423714

Apply via the vacancies page: www.hvh.staffs.sch.uk/about-us/vacancies