



**Family Engagement
Officer**
January 2025





Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire HU5 4QH
Telephone: (01482) 342229 Fax: (01482) 346817
Email: info@kelvinhall.net Twitter: @kelvinhal_hull www.kelvinhall.net
Executive Headteacher (Thrive Trust): Mr P Cavanagh
Head of School: Mr C Leng
Deputy Headteachers: Mrs C Grandidge, Mrs L Piercy and Mr J Shaw

Welcome letter from the Headteacher

Dear Applicant,

Thank you for enquiring about the position of Family Engagement Officer at Kelvin Hall School. The successful candidate will be joining the school at a very exciting time in our development. We are looking for someone who can take us forward and build upon our sound foundations as we continue our period of growth.

Kelvin Hall is a mixed 11-16 school on the outskirts of the city of Hull. We are a much larger than average secondary school. We have approximately 1640 pupils on roll with a year 7 intake of 320 pupils. We stand on the same campus as Wyke Sixth Form College where many of our Year 11 students progress.

Our success and reputation is built on our cooperative values and highly inclusive approach to children and their education. We have a strong ethos of working in partnership with all stakeholders, ensuring we are very ambitious for all our children. We are committed to ensuring that we provide children with the right academic teaching and supportive pastoral care to ensure that all children have the greatest opportunity to succeed.

The successful candidate must share our collaborative approach and ethos, promoting a strong team and partnership ethos and must believe in a self-improving and sustainable system of school improvement that shares our moral purpose.

If you firmly believe that you share our commitment and desire to provide the best life opportunities for our children and you have the leadership strength and experience to lead in this area, then we would very much welcome an application from you.

If you would like to have an initial discussion regarding this role, then please email the school for the attention of the **Headteacher, Christopher Leng**; info@kelvinhall.net or contact the school on 01482 342229.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Chris Leng', written over a light blue circular background.

Christopher Leng
Headteacher



Welcome to Kelvin Hall School

We are a very successful 11-16 mixed comprehensive school with approximately 1590 students on roll. We are a popular first choice of school for families in Hull and the East Riding of Yorkshire and are a very successful school academically.

We are one of two secondary schools in a developing Multi-Academy Trust (Thrive Co-operative Learning Trust) that currently consists of 10 schools.

We are proud to be working in partnership with Newland School for Girls in the secondary Trust.



Senior Leadership Team



**Trust School
Development
Lead (Secondary)**

Mr Cavanagh

Headteacher



Mr Leng
Headteacher

Deputy Headteachers



Mrs Grandidge
Deputy Headteacher & DSL

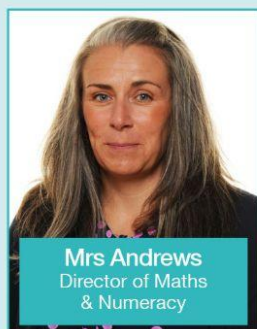


Mrs Piercy
Deputy Headteacher



Mr Shaw
Deputy Headteacher

Assistant Headteachers



Mrs Andrews
Director of Maths
& Numeracy



Ms Dawes
Director of Performing,
Creating & Computing



Mrs Graham
Director of
Inclusion and SEN



Mr Suddaby
Director of Culture
& Behaviour



Mrs Keddy
Senior Director of
Teaching & Learning



Miss Mills
Director of English
& Literacy



Mrs Hilton
Director of Humanities
& MFL



Miss Sansam
Director of Science
& Technology



**Welcome from
Thrive Co-operative
Learning Trust Chief
Executive Officer
(CEO), Jonathan
Roe**

On behalf of Thrive Co-operative Learning Trust, I would like to thank you for your interest in working with us.

Our mission is to *inspire pupils to thrive in life*. We work cooperatively as a multi-academy trust to enable each pupil, school, and community to reach their fullest potential, and to aspire living our co-operative values.

We hope that you would like to join us in this mission.




Our Values



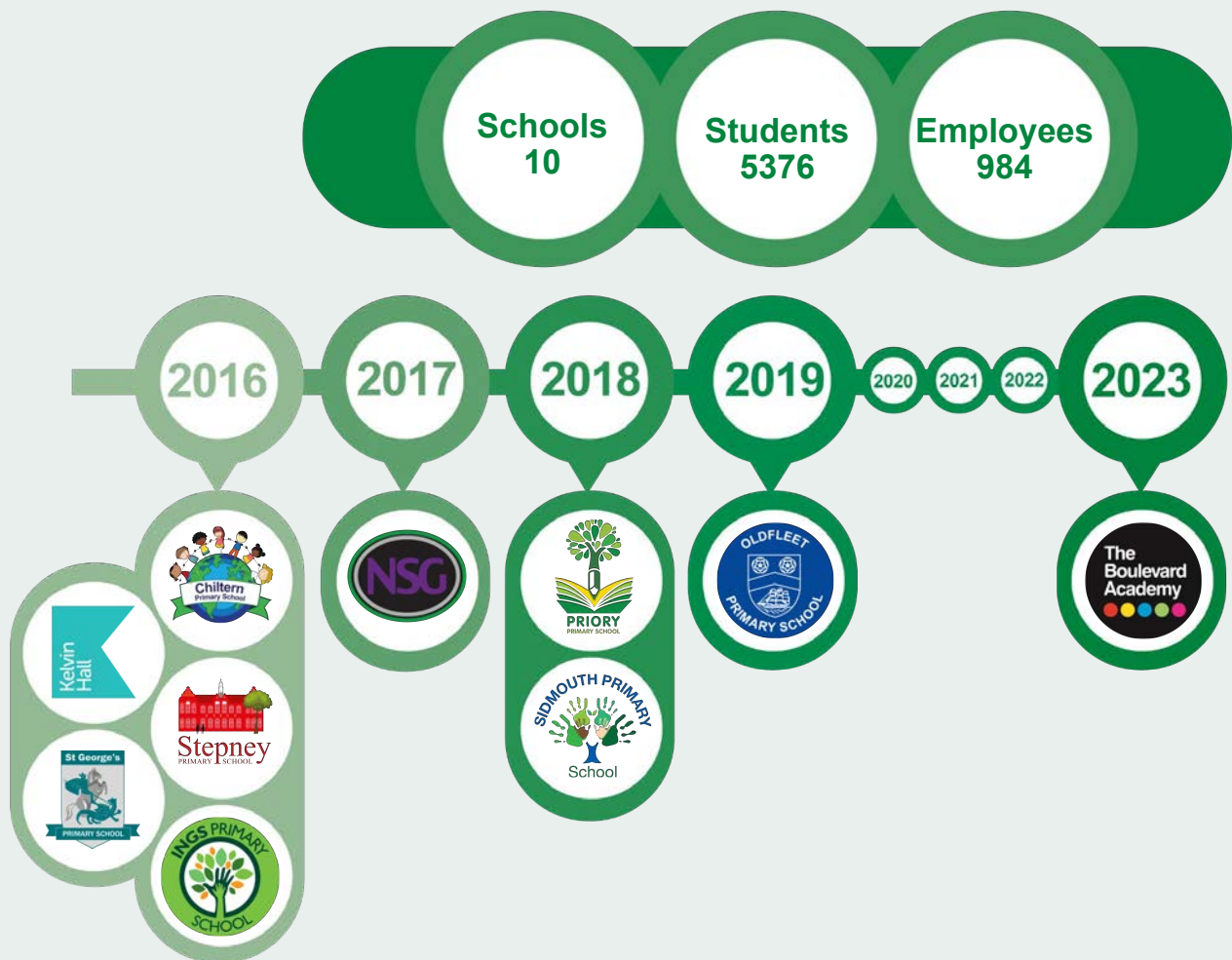
Thrive Mission Statement *Inspiring pupils to thrive in life*

Thrive Co-operative Learning Trust **understands thriving to mean learning**, and learning to mean **growing in knowledge, self-reliance and in responsibility towards others**. Achieving this will allow pupils and staff to **develop a sense of agency and co-agency**, which is the awareness that we are powerful and can affect change, that life is something to be grasped rather than something that happens, and that we have maximum impact when **we work together for the common good**. This sense of agency plays out at three scales as it affects the future of **the individual, their community (local and national), and their planet**.

View our Thrive Charter here... 



Our Journey so far...

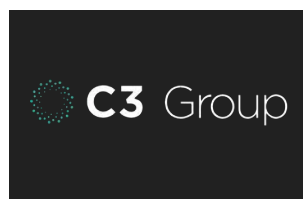


Our Partners

Our ongoing partnerships with the following organisations



Our partnership with the Reach Foundation is leading us to develop a 'Cradle to Career' model across our three schools in HU3 - and later across the whole of Thrive.



Our recent partnership with C3 Group has brought us closer to achieving our goal of net-zero emissions, reinforcing our pledge to create a more sustainable future for our students, staff, and the wider community.



Yorkshire 100 aims to identify 100 future school leaders and take them on a development journey of peer-led support and cutting edge national and international school development.



Coop Schools provides services and support for the network of cooperative schools, strengthening school improvement and local accountability.



Registered Office Address:

Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire HU5 4QH

Tel: (01482) 342229 | Email: jobs@thrivetrust.uk



Family Engagement Officer
Grade 6, scp 13-19, £24,300 to £26,805 (actual salary)
37 hours per week, term time only plus 5 training days
Monday to Thursday 8 am to 4 pm . Friday 8 am to 3.30 pm (30 minute unpaid lunch break)
Permanent
Required as soon as possible

Kelvin Hall School is part of Thrive Cooperative Learning Trust, formerly YHCLT. Founded in September 2016, it is now responsible for 10 schools across Hull, including 3 secondary schools and 7 primary schools.

We are a successful 11-16 mixed comprehensive school with approximately 1640 students on roll. We are a popular first choice of school for families in Hull and the East Riding of Yorkshire and are a successful school academically.

Kelvin Hall School is looking to appoint a highly motivated individual to support our successful Pastoral and Attendance Team. The aim is to significantly improve the engagement of students experiencing challenges around attending and thriving in school by building strong, supportive relationships with families and providing targeted interventions.

The role will play a pivotal role in overcoming barriers to learning and attendance, ensuring all students have the opportunity to reach their full potential. You will lead the school's parent and carer engagement strategy, ensuring the school welcomes families to engage with it and fosters the development of mutual trust and respect.

Key Responsibilities

- Identifying and engaging hard-to-engage families
- Developing and implementing targeted intervention plans and monitoring and evaluating their impact
- Overcoming barriers to attendance
- Building partnerships with parents, carers, students, and external agencies and community groups.

This is a fantastic opportunity to join a forward-thinking school that is committed to academic excellence, continual staff development, and innovative teaching and learning strategies. This is within the context of outstanding pastoral care and curricular provision to ensure the best possible student experience.

Closing date: Friday 10th January 2025, 12 noon

Interviews: w/c Monday 13th January 2025

We recognise the importance of a visit when considering an application. Should you wish to have an informal and completely confidential discussion or to arrange a visit please contact Mrs Helen Harrison (PA to the Executive Team) via email info@kelvinhall.net or telephone Kelvin Hall School 01482 342229 to arrange this.

Please note, that we do not accept CVs, applications must be submitted using our application form.

Our commitment to Safeguarding: Thrive Co-operative Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Each school has a robust Safeguarding Policy and all staff receive training relevant to their role at induction and throughout their employment.

A candidate's suitability to work with children will be explored at all stages of the recruitment process. The successful applicant will, in accordance with statutory guidance, be subject to a comprehensive pre-employment checking process including receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS), a Children's Barred List check, a Section 128 Management Check if relevant, Prohibition check and overseas checks as applicable, identity check, medical clearance, proof of qualifications, satisfactory references and a check regarding their eligibility to work in the UK.

This role involves contact with children and provides regular access to them; therefore, it is a 'regulated activity'. As such, this post is exempt from the Rehabilitation of Offenders Act—1974 and the amendments to the Exceptions Order 1975, 2013, and 2020.

Our commitment to equality and diversity: Thrive Co-operative Learning Trust recognises and celebrates the diversity of its schools and their communities. The Trust is committed to further developing a culture of respect, where discrimination is not tolerated, individuals are treated equitably and fairly, and feel a sense of belonging.

Please visit [the Thrive Trust website](#) to view our Job Applicants Privacy Notice, which explains how we collect, store, and use personal data about individuals applying for jobs at our school.

Job Description

Post Title	Family Engagement Officer
Grade	6
Location	Kelvin Hall School
Reporting to	Deputy Headteacher

Purpose of Role

To significantly improve engagement of students experiencing challenges around attending and thriving in school, by building strong, supportive relationships with families and providing targeted interventions. The postholder will play a pivotal role in overcoming barriers to learning and attendance, ensuring that all students have the opportunity to reach their full potential.

To lead on the school's parent and carer engagement strategy, ensuring the school welcomes families to engage with it and fosters the development of mutual trust and respect.

Key Responsibilities

Identify and Engage Hard-to-Engage Families:

- Proactively identify students with persistent/severe absence or disengagement issues.
- Build trusting relationships with families experiencing significant challenges.
- Conduct comprehensive assessments of family needs and barriers to attendance using relevant frameworks (e.g. ATTEND framework).
- Complete independent home visits, parental meetings and student meetings to persistently tackle barriers to effective engagement in school.
- Make initial contact with selected new admissions.
- Attend weekly attendance & safeguarding meetings to feed into wider school intelligence about our families.
- Bring students into school.

Develop and Implement Targeted Intervention Plans:

- To be responsible for creating personalised plans of support in collaboration with families, students, and school staff.
- To provide practical advice, guidance, and support to families regarding attendance, behaviour, and well-being.
- Coordinate and deliver targeted interventions, such as home visits, mentoring, and group workshops, including parent workshops.

Overcome Barriers to Attendance:

- Signpost and refer to external agencies to address underlying issues affecting attendance, such as housing, health, or financial difficulties.
- Support families through the sourcing and provision/publication of information and where necessary, advocacy, with a wide range of issues including bereavement, family breakdown, mental and physical ill health, debt, drug and alcohol misuse.
- Support vulnerable students in overcoming barriers to attendance, including those with EHCPs or social care involvement.
- Provide information and support on accessing relevant services and benefits.
- Advocate for the needs of students and families to secure necessary support.

Monitor and Evaluate Impact:

- Track and measure attendance and engagement data for target students.
- Evaluate the effectiveness of interventions and adjust strategies as needed.
- Contribute to the development and implementation of whole-school attendance improvement strategies.
- Work collaboratively with the Senior Leadership, Attendance, and Pastoral teams.
- Maintain appropriate records and confidentiality.

Build Partnerships:

- Develop and maintain strong partnerships with external agencies, community groups, and other schools to share best practices and access support.
- Represent the school in all communications and aspects of the role.
- Communicate effectively with students, parents, teams within the school and other agencies (e.g. Local Authority)
- Work with parents, carers and members of the community in a confidential and culturally appropriate manner.
- Supervise students between lessons and when entering and leaving the school site. As well as any duties deemed reasonable by the Headteacher.

Additional Information:

- The role may involve some work during events outside of the normal school day, such as Progress Evenings.
- This job description is a general outline of the role and responsibilities. It is not exhaustive and may be subject to change.
- This role could work some flexible hours around an agreed-upon set of core delivery hours.

Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

Responsibilities for Staff:	None
Responsibilities for Customers/Clients:	Safeguarding and promoting the welfare of children. Provide guidance and support to parents and students with regard to barriers to learning and student attendance and/or punctuality.
Responsibility for Budgets/Financial Resources:	None
Responsibility for Physical Resources:	None

		E	D	How Identified
Qualifications	Grade 4 or above (or equivalent) in English and Maths	✓		Certificates
	NVQ Level 3 or equivalent/above in in business/ administration or education related qualification	✓		
Relevant Experience	Experience of working in an education environment	✓		AF, I
	Experience of working in a general administrative setting	✓		
	Experience of working in partnership with a wide range of key stakeholders including schools		✓	
	Experience of engaging and referring young people to a range of support providers.		✓	
	Proven experience of working with families experiencing significant challenges.	✓		
Skills & Abilities	Motivation to work with children and young people	✓		AF, I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	Ability to build rapport and trust with diverse families.	✓		
	Resilience and ability to work under pressure, independently and use own initiative	✓		
	Ability to plan effective actions for pupils at risk of underachieving	✓		
	Ability to access or lead courses and training for parents	✓		
	Ability to work under own initiative and be proactive as well as reactive in behavior management	✓		
	Strong organisational and time management skills.	✓		
Knowledge	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		AF, I
	Knowledge of the range of support services to support children and families		✓	
	Knowledge of the local education and training offer and commitment to regularly update this knowledge.		✓	
	Knowledge of school attendance issues	✓		
	Knowledge of relevant policies, codes of practice and an awareness of relevant legislation		✓	
	Strong understanding of the factors affecting attendance and engagement	✓		
Interpersonal/ Communication Skills: Verbal Skills	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	✓		AF, I
	High level of verbal communication, including group and one to one delivery.	✓		
	Excellent interpersonal and communication skills.	✓		

Written Skills	High level of written communication to include producing reports and differentiated advice and guidance materials.	✓		AF, I
Personal Qualities	To be prepared to undertake relevant and statutory school training	✓		AF, I
	Commitment to continued professional development	✓		
	Willingness to assist in training and development of other members of staff	✓		
	An accurate and well organised approach to work and the ability to work towards deadlines	✓		
	High level of drive, motivation, enthusiasm in leading a team and high expectations of pupils	✓		
	Ability to show respect and courtesy at all times, and form good relationships, and with other professionals, pupils and parents	✓		
	Hold a full UK driving licence, have access to their own vehicle, have business insurance	✓		
Disclosure & Barring Service	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		(after short listing)

How to apply



Application forms can be downloaded from TES or Eteach and should be returned via email to people@thrivetrust.uk

We recognise the importance of a visit when considering an application. Should you wish to have an informal and completely confidential discussion or to arrange a visit, please contact Mrs Helen Harrison (PA to the Executive Team) via email at info@kelvinhall.net or telephone Kelvin Hall School on 01482 342229 to arrange this.

Closing Date: Friday 10th January 2025, 12 noon

Interview Date: Monday 13th January 2025