



**St LUKE'S**  
Church of England School



# Recruitment Pack

## Family Liaison Officer

**Ted  
Wragg** TRUST



**Job Title:** Family Liaison Officer

**Location:** St Luke's Church of England School

**Salary Grade** Grade D (£20,444 - £22,571)

**Pro-Rota Salary:** £17 903 - £19 762

**Closing Date:** Midday, Monday 4th July 2022

**Required From:** 5th September 2022

---

**Join our team of exceptional colleagues who believe in an ambitious learning culture**

- Join 1,000+ Trust colleagues across Devon
- Dedicated coaching and leadership development opportunities
- Support for leaders through our committed central services team
- Devon is the ultimate destination with sandy beaches, and Moorland National Parks



## Welcome from the Ted Wragg Trust CEO, Moira Marder

On behalf of the Ted Wragg Trust, I would like to thank you for your interest in the role of Family Liaison Officer at St Luke's Church of England School.

St Luke's Church of England School joined our Trust in 2020 and works closely with other schools in our Trust to serve the community of Exeter. This is a hugely exciting time for our Multi Academy Trust and we are looking to appoint a dynamic, inspirational and experienced leader to play a key role in delivering outstanding outcomes for our pupils.

We are incredibly proud of our Trust and the potential it has to further improve standards of education for all children, no matter what their starting point or their background. Our academies are driven by an absolute determination to improve life chances for every child and they are identified by values-driven inspirational leadership and rich and inclusive learning experiences. Our collaborative approach offers benefits to our students and staff, sharing best practice in teaching and learning, staff development, coaching, school improvement structures and supportive professional services. The Trust board is highly ambitious and committed and we are looking for an individual who shares the same values.

The successful candidate will join our fantastic team at St Luke's Church of England School.

We look forward to receiving your application.



# St Luke's Church of England School

## Life To The Full

St Luke's is a voluntary controlled Church of England School and part of the rapidly growing Ted Wragg Multi-Academy Trust.

St Luke's is a wonderful place to work and is full of staff who are dedicated to improving the life chances of every student that attends the school. We work closely with other schools in the Ted Wragg Multi Academy Trust and are part of a wider family who all believe passionately in high quality education for all. We offer our staff disruption free classrooms, weekly coaching, in-house career progression, wider MAT leadership development opportunities and a high quality staff wellbeing programme.

Our vision is to ensure that our community, both staff and students live 'life to the full' with this being underpinned by our five core values:

- Taking responsibility
- Being inclusive
- Showing respect
- Giving hope
- Achieving your best

St Luke's is a school that has the very highest expectations of, and for, our students. We enable each and every one of them to become 'good stewards' of their own lives and of the world around them by taking personal responsibility for themselves, their learning and their environment. All of our community treat one and another with dignity and respect and we are incredibly proud of our Christian ethos.





Our staff are an incredibly committed team who have a very clear goal: 'to enable every child at St Luke's to have the best educational experience possible, full of enriching opportunities and the right balance of support and challenge so that they achieve their very best'. We aim to enable every child to make a positive next step in their education, training and future employment so that they are fully prepared to live 'life to the full'. We do this by ensuring that we deliver excellent teaching in every classroom day in, day out and by providing an academically challenging curriculum that is personalised for every child and promotes high aspirations and achievement. Underpinning this is a business and administrative team that is efficient and effective and provides a comprehensive level of support to enable us to get the very best out of every single student and every single member of staff.

St Luke's is a really exciting place to work as it is a school that is driven by a desire to improve and to be the best that it can be. Our school improvement journey in the last two years has been substantial; the impact can be seen in our outcomes, student voice, parental voice and our high levels of staff retention. But we are not a school that rests on its laurels; we are a school that is driven by very high standards and a need to ensure that all improvements are consistently embedded across the whole school to ensure that they have maximum and long term impact. We have seen many successes in the last two years but we are always looking to improve further.

This is particularly true in the classroom where we focus a great deal of our work. All staff follow the St Luke's Lesson Framework, which is based on the work of Doug Lemov and Barack Rosenshine, and all staff receive 1-1 coaching once a week to help them embed the framework because, in the words of Dylan Williams, 'every teacher needs to improve, not because they are not good enough, but because they can be even better'.

We are looking for staff who want to join a school at a very exciting time in its improvement journey. Staff who want to help us to make a difference to the lives of our children through a relentless desire to strive for excellence in all that we do.

**Website: <https://stlukescofe.school/>**



# Ted Wragg Trust

The key aspect that makes this Trust exceptional is that, with the 'Members', we have an inspirational progression route from an Outstanding Primary, through an Outstanding FE College, to a world-class, top 100 Russell Group University.

Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about education in general, and in Exeter in particular, and about how education can transform young people's futures.

Our Trust shares Ted Wragg's passion for education and the difference it can make to social mobility, progression, self-esteem and ultimately success, in an increasingly competitive education and jobs market.

Our ambition is to raise the aspirations of young people and enable them to become fulfilled, confident and motivated citizens, able to contribute actively to a democratic society. All students within the Ted Wragg Trust, regardless of social or cultural background, are motivated to succeed and make outstanding progress because their needs are met through creative, relevant and innovative provision.

The Aims of the Ted Wragg Trust are to:

- Work in genuine partnership to strengthen schools and their communities
- Foster a culture of positive challenge and continual school improvement
- Provide a common sense of purpose with a focus on outstanding teaching and learning
- Offer an excellent educational experience so that every student fulfils their potential
- Encourage a rich, dynamic and purposeful range of learning opportunities for all students
- Develop life-enhancing values so that students leave school with a sense of self-worth and determination to succeed

We have grown to 12 schools located in Exeter, Plymouth and Crediton and work closely with other local schools and Trusts.

Our trustees are from the University of Exeter and Exeter College as well as from local businesses.

Website: <http://www.tedwraggtrust.co.uk>



# Job Description

Job Title: Family Liaison Officer  
Location: St Luke's Church of England School  
Salary Grade: Grade D (£20,444 – £22,571) pro rata  
Hours 38 hours week over 39 weeks a year

## 1. Key Purpose of Job:

- To improve attendance of some of our most vulnerable students, ensure home/school communication with hard to reach and disaffected families is improved. To act as support for students and families who are disengaged with education, at risk of EHE or permanent exclusion.
- To work alongside the Deputy Headteacher (Inclusion) and Year Teams to help improve attendance, educational outcomes and behaviour and to rebuild positive relationships with families.

## 2. Anticipated Outcome of Post

- Students, regardless of their social or cultural background, are motivated to succeed and make academic outstanding progress.

## 3. Key Duties and Accountabilities of the Post

- To conduct daily home visits of identified students and ensure attendance at school
- To improve school/home communication of hard to reach families.
- To provide support for families, disengaged with education and rebuild positive home/school relationships
- To attend TAF meetings and work closely with internal and external stakeholders to ensure the safeguarding, wellbeing and mental health of vulnerable students.
- To work with key students, inside of school, ensuring behaviour, uniform and equipment expectations are met and act as key point of contact with home for these students.
- To work with families and signpost relevant external support .
- To run a range of in-school interventions for key students and support the Pastoral Team in ensuring the good conduct of these students throughout the day.
- To work closely with attendance, safeguarding, Behaviour, & Year Teams to ensure that appropriate support and provision is being accessed for relevant students and families.
- To attend relevant training and CPD where required

## 4. Supervision / Line Management Responsibilities of the Post

- The postholder will report directly to the Deputy Headteacher (Inclusion).

## 5. Working Environment & Conditions of the Post

- In support of the Trust's vision and ethos of shared teaching and learning to improve educational outcomes for young people the post holder may be required to work at other sites.

## 6. Other Duties

- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.

- The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at.
- This post is based at St Luke's CofE School but the post holder may be required to move their base to any other location within the Trust upon request.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- To undertake additional duties as required, commensurate with the level of the job.
- To attend Awards Evenings and Celebration Events.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.





# Person Specification

Job requirements	Essential/ Desirable
<b>Qualifications and Professional Development</b> <ul style="list-style-type: none"> <li>• An appropriate, good honours degree (2:2 or higher)</li> <li>• A grade 4/C in English &amp; Maths GCSE</li> <li>• Evidence of further professional study</li> </ul>	D E E
<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience of working within whole school pastoral provision</li> <li>• Experience of raising achievement/attendance/behaviour through intervention</li> <li>• Experience of working closely with parents &amp; carers</li> <li>• L3 Safeguarding Trained</li> <li>• Proven record of working with vulnerable and disaffected students</li> <li>• Experience of whole school attendance processes</li> </ul>	E E E D E D
<b>Knowledge</b> <ul style="list-style-type: none"> <li>• Experience of early help process</li> <li>• Experience of working with range of external support agencies</li> <li>• A thorough knowledge of safeguarding processes</li> <li>• Understanding of local and national attendance data &amp; expectations</li> <li>• Experience of working with hard to reach families and disaffected students</li> <li>• Knowledge of local inclusion systems</li> <li>• An up-to-date understanding of current developments and initiatives in pastoral and SEMH care</li> <li>• An ability to work independently and maintain personal resilience when dealing with challenging situations</li> </ul>	E E E E E E E E
<b>Other Skills</b> <ul style="list-style-type: none"> <li>• Driving license</li> <li>• Evidence of effective team work and collaboration</li> <li>• Ability to inspire and motivate students</li> <li>• An ability to connect with parents, and students</li> <li>• An ability to analyse data and information, identify patterns and trends and to formulate strategies for improving outcomes</li> <li>• Excellent communication skills, both oral and written</li> <li>• The ability to gain the confidence and respect of students, staff and parents</li> <li>• Ability to prioritise, plan and organise own work</li> </ul>	E E E E E E E E



# Person Specification

## Job requirements

Essential/  
Desirable

### Other

- Committed to equality of opportunity and the safeguarding and welfare of all pupils
- Effective use of ICT packages e.g. Word, Excel or equivalent
- Ability to fulfil all spoken aspects of the role with confidence and fluency in English
- This post is subject to an enhanced DBS disclosure
- Commitment to being involved in the wider life of the School through participation in extra-curricular activities

E

E

E

E

E



# How to Apply



If you would like further information, to have an informal conversation with our Headteacher, Kealey Sherwood, or arrange a school visit, please contact us on [office@stlukescofe.school](mailto:office@stlukescofe.school)

**Closing Date:** Midday 4th June 2022.

## **Application Requirements:**

Candidates are asked to complete all standard information requested on the application form, including a supporting statement confirming their suitability for the role.

Please be advised that references will be taken up shortly after shortlisting and we request that your referees are advised of the need to respond within the times scales set.

## **Interview Process:**

Interviews will take place on Thursday 7th and Friday 8th July

# Live the Life



## Devon – simply a fantastic place to live.

Our diverse county is the ultimate destination to live and work. With two thriving cities, Exeter and Plymouth, Devon is full of history, culture and wonderful places to eat and enjoy the arts. Our county boasts the beautiful and varied coastlines of the Jurassic Coast in the east, the Area of Outstanding Natural Beauty in the north and the English Riviera with its palm trees in the south. Along with two National Parks, waterways and countryside, Devon has something for everyone, whether it is music, history, food or, for the more energetic, walking, cycling, climbing or surfing on some of the UK's best waves. Our county really has it all.

### Live

Find out why Devon tops the 'quality of life' survey, reported by The Guardian [here](#).

### Do

Visit Tripadvisor's top 10 attractions in Devon [here](#).

### Move

Discover seven great places to live in Devon [here](#).

### Quotes from the locals

Find out directly from those who moved to Devon what it's like [here](#).





**St LUKE'S**  
Church of England School



# Recruitment Pack

Thank you for your interest!

**Ted  
Wragg** TRUST