



HENLEY BANK HIGH SCHOOL

RECRUITMENT PACK



Proud to be part of the

GREENSHED
LEARNING

Henley Bank High School
Mill Lane
Brockworth
Gloucester
GL3 4QF



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Dear candidate

Thank you for your interest in the role of Family Support and Liaison Officer - Attendance at Henley Bank High School. We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our 'Why you should work for GLT' recruitment brochure on our jobs portal.

Henley Bank High School is committed to safeguarding and promoting the welfare of children and young people, therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information from our School HR Manager, Jo Howells, jhowells@henleybankhighschool.co.uk. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely

Stephen Derry, Headteacher

ABOUT OUR SCHOOL

We are a successful secondary school based in Brockworth, extremely close to junction 11a of the M5. The school has consistently been achieving excellent academic results over the past few years with the GCSE results of 2023 being in the top 1% of results in the country, as well as the highest results for any non-selective school in Gloucestershire. We opened our Sixth Form in September 2024 and are really excited to see what the next stage in the school's journey will be. A crucial element of the school's vision is ensuring that we are preparing our young people for the world of tomorrow. This role plays an essential part in achieving this.

At Henley Bank High School, our aspiration is for all our staff and students to leave our school with practical wisdom gained through the teaching of intellectual, moral, civic and performance virtues. We build character implicitly, through our world class curriculum, teaching and learning in the classroom and explicitly through our Legacy Programme and Pastoral Systems. We aim to guide our students in becoming well rounded citizens of the future who can lead with honesty, integrity and resilience. The importance we place on this has been recognised through the school being awarded the Character Kitemark and Character Kitemark Plus accreditation. Our Legacy programme and values of **Ambition, Creativity, Confidence, Determination** and **Respect** are the foundations of our Character Education programme.

All students have an entitlement to a broad, balanced and relevant curriculum. We believe that all students with additional needs should be taught wherever possible, with their peers in mainstream classes by subject specialists who use a range of teaching methods and strategies to develop students' knowledge, skills and understanding. Henley Bank High School was the winner of the NASEN Award for Secondary Provision which demonstrates the value that we place on our support provided within the classroom across all subjects within the school.

TERMS AND CONDITIONS



CONTRACT

Permanent

SALARY

- Salary calculated in line with NJC pay scale Grade G, points 8-20, £26,824.00 - £32,597.00 per annum FTE (£23,696.77 -£29,721.29 per annum pro-rated). Starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the posthold.

HOURS OF WORK

- 36.00 hours per week - Monday to Thursday 8.15am - 4.00pm and Friday 8.15am - 15.45pm (with a 30-minute unpaid lunch break), Term Time Only, plus Inset Days, plus 1 week's holiday working

PLACE OF WORK

- Henley Bank High School, Mill Lane, Brockworth, Gloucester, GL3 4QF

PENSION SCHEME

- Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>

HOLIDAY ENTITLEMENT

- The postholder will be paid an enhancement for holiday pay, which is included in the salary details above

PROBATION PERIOD

- New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

Post:	Family Support and Liaison Officer - Attendance
Responsible to:	Assistant Headteacher
Responsible for:	Early interventions designed to support and improve student attendance

ROLE OVERVIEW

The Family Support and Liaison Officer - Attendance will work alongside key members of school, staff, young people, families and other agencies to support and improve student attendance

The successful candidate will:

- Identify barriers to good attendance and cause of persistent absence
- Provide support to students, and families to improve student attendance
- Promote a positive attendance and punctuality culture
- Support students in achieving their full academic potential, through being in school every day

MAIN DUTIES AND RESPONSIBILITIES

- To work with the Attendance Officer and other relevant staff on improving whole school attendance to consistently be in excess of 95%.
- To work with families and groups of families where attendance is a concern
- Run events in school for families who children have poor attendance
- Arrange and undertake home visits, implementing strategies to improve their attendance
- Hold regular meetings with the attendance, pastoral, safeguarding, SEND and behaviour teams to discuss students' barriers, and support that can be offered
- Hold Attendance Action Plan & attendance support plan meetings with parents and set targets for students - then consistently monitoring progress against them with built in review points.
- Attend meetings with parents/carers where a student has fallen into/was about to fall into persistent absence (PA) and that medical evidence/return to school meetings would be required to authorise all further absences.
- To take supportive remedial action in respect of individual absentees to secure their regular attendance at school or other education provision.
- To make referral to, to liaise and collaborate in joint work with other practitioners, educational colleagues, local agencies and community groups in relation both to individual cases and aspects of children's general welfare.
- To work with small targeted groups of students to improve attendance either one to one or in small workshops.
- Monitor targets groups of students and monitor interventions.
- Support the attendance tracking systems and ensure they are kept up to date with new interventions and targets.

- Collate evidence and prepare paperwork for potential legal proceedings.
- Support Child Missing in Education (CME) referrals to Gloucester County Council, as well as support other referrals, such as section 19.
- Attend regular meetings with Greenshaw Learning Trust, Head of Attendance and attendance officer
- To support a service to collect students who have failed to attend school punctually, or are known to struggle to attend.
- To attend multi-agency meetings as and when necessary.
- To support the wider pastoral team, and the team leading on Attendance in the use of attendance statistics for the monitoring and management of school attendance.
- To monitor the effectiveness of interventions using available data and feedback from staff and students, adapting plans and reviewing strategies in order to support students & families to improve attendance.
- To contribute pro-actively and with a preventative emphasis to relevant areas of school policy and planning including the whole school attendance policy
- To maintain appropriate records, prepare assessments and reports; and provide data as required
- To deal with all confidential matters with tact and discretion.
- To be a team player within the wider school, and to contribute to whole school initiatives and objectives, to support making the school irresistible, and supporting the sense of belonging for all
- Liaise with the Senior Leadership, Shared Services staff, parents and the wider community, dealing with immediate issues quickly, as appropriate.
- Research and compile relevant information/advice in relation to proposed education initiatives.
- To take part in school activities such as Open Evenings, Academic Review Days, Liaison events with partner schools
- Participate in annual reviews of performance and training as appropriate.
- Ensure all appropriate information and communications are disseminated to appropriate staff.
- Work with the Designated Safeguarding Lead and Deputy Designated Safeguarding Lead to assist with Child Protection matters.
- To undertake appropriate safeguarding training.
- To communicate effectively with the parents of students as appropriate
- Where appropriate, to communicate and cooperate with persons or bodies outside the school.
- To follow agreed policies for communications in the school
- To play a full part in the life of the school community and to encourage staff and students to follow this example
- To actively promote school policies and procedures

STAFF DEVELOPMENT

- To continue personal development in the relevant areas, including subject knowledge and teaching methods.
- To engage actively in the Performance Management process.
- To participate in whole school professional learning programmes.
- To take part in the staff development programme by participating in arrangements for further training and professional development.

SAFEGUARDING

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
Qualifications and training		
Hold at least 5 GCSE's or equivalent, which must include at least a Grade C/4 in Maths and English	x	
A levels or equivalent qualifications	x	
Relevant qualification in Social Work, Youth Work, Counselling, Education, or Community Development (e.g., NVQ Level 3/4 or equivalent)	x	
Experience in Pastoral Support or relevant work with young people in one of a range of fields such as education, youth work, health and social work	x	
Knowledge of school admissions process, policy and legislation	x	
An understanding of a 'no excuses' culture	x	
An understanding of kindness and how high expectations and kindness are linked	x	
Knowledge of issues pertaining to safeguarding children and young people	x	
An in depth understanding of the local community and its perceived challenges	x	
Good understanding of the roles played by various adults in the education of young people	x	
Experience of using Schools Information Management Systems		x
Evidence of recent, relevant training in Safeguarding and Child Protection.		x
Level 3 Safeguarding (external training will be provided)		x
MIDAS Mini Bus Training (external training will be provided)		x
Awareness of GDPR regulations		x
First Aid Qualification (full training provided)		x
Skills and experience		

Substantial experience working with young people (aged 11 – 18) and their families, ideally within an educational, social care, or community setting	x	
Experience managing a caseload of vulnerable families and delivering targeted, supportive interventions	x	
Experience managing challenging behaviour, resistance from parents/students, or complex family dynamics	x	
Able to demonstrate a commitment to school improvement and raising achievement for all students	x	
Knowledge of the specific barriers to education faced by secondary-age students (e.g., mental health, school refusal, peer pressure, substance abuse, young carer duties)	x	
Previous administrative experience demonstrating strong organisational skills	x	
Excellent problem solving, communication and organisational skills	x	
Ability to maintain confidentiality and deal sensitively with related issues/individuals with tact, diplomacy and discretion	x	
Ability to work quickly, methodically and accurately under pressure and act flexibly to support others and respond to unplanned situations	x	
Experience of holding difficult conversations	x	
Demonstrate a proven ability to communicate effectively including report writing and presentation skills, with the ability to present findings in a clear and concise manner	x	
Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school	x	
Experience of maintaining accurate files and records ensuring compliance with legislation	x	
Strong understanding of statutory school attendance frameworks, legal processes (e.g., parenting contracts, fines, court action), and local authority guidelines		x
Understanding of Child Protection/Safeguarding		x
Ability to work effectively with students in a school-based setting		x
Successful experience of working alongside other professionals to meet the needs of children		x
Personal attributes		
Able to demonstrate empathy; to be supportive, patient and caring and be able to manage potentially volatile situations	x	
Ability to build trust with families from diverse backgrounds without bias	x	
Efficient, accurate and excellent attention to detail	x	

High levels of professional integrity, energy and enthusiasm	x	
Flexible and responsive to change	x	
Excellent communication with children and parent/carers	x	
Be dependable, able to follow instruction and respond to management directions	x	
Have a willingness to extend skills through appropriate training	x	
Have good working ICT Knowledge	x	
An awareness of the wider community and its perceived challenges		x
Knowledge and understanding of how to remove barriers to learning		x

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than **11.59pm on Thursday 9th July 2026**. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

INTERVIEW PROCESS

Interviews will be arranged when suitable applications have been received. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

TAKING UP POST

The successful applicant will take up the post **1st September 2026**.



GREENSHAW
LEARNING TRUST



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