

Home Academy Liaison Officer (HALO)

Harris Academy Battersea

Grade 5 (inner London) - £ 29 641 to £30 516 (actual salary) +
Performance and Loyalty Bonus + Harris Wellbeing Cash Plan + Pension Scheme
(LGPS) + Additional Harris Benefits

Core Hours: 8:00 am-4:00pm, term time + 5 plus days

For a confidential discussion about this post with the Head of Academy, more
information or to arrange a visit, please contact the school on
020 7622 0026 or habshr@harrisbattersea.org.uk

Please visit www.harriscareers.org.uk to apply online and submit your application.
Shortlisted candidates may be asked for additional information before interview invitation.

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Harris Academy Battersea

Dear Candidate,

Thank you for expressing an interest in the post of **Home Academy Liaison Officer (HALO)**. The purpose of this role is to improve student attendance, engagement, and overall wellbeing by monitoring attendance patterns, identifying concerns at an early stage, and working proactively with families. The post-holder will carry out home visits, build positive relationships with parents and carers, and provide support and guidance to help remove barriers to attendance. Through effective communication, accurate record-keeping, and close collaboration with school staff and external agencies, the role contributes to safeguarding, promotes regular attendance, and ensures that students have the best possible opportunity to succeed.

If you are **HALO** and looking for an opportunity to grow, inspire and develop, this may be the role for you.

The development of our students academically, personally and professionally is at the heart of everything we do at Harris Academy Battersea. Our values of **Knowledge, Integrity and Resilience** embody the qualities we seek to promote and expect to see in our young people. Our **HALO** will take a key role in the communication and reiteration of our vision and mission to our students: ***'We develop aspirational young people to thrive in a changing world'***.

If you are committed to these values and want to make a real difference to the lives of our young people, then we would welcome an application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'S. Hinz', written over a light blue horizontal line.

Steven Hinz
Head of Academy

Our Academy

Harris Academy Battersea is a mixed state secondary school serving a truly comprehensive community in the heart of London. We are an Ofsted '**Outstanding**' school with a track record of delivering fantastic outcomes year on year for our students. In 2023, [Ofsted visited the academy and judged us as remaining 'outstanding'](#), commenting on our "**highly ambitious curriculum**", the "**exceptionally high quality of education**" provided and noted that "**behaviour in the school is very strong**". Nevertheless, we are extremely ambitious for our school and as we seek to continue to grow and develop, we are looking for more brilliant people to join us.

Our Academy is centred on the [values](#) of **Knowledge, Integrity and Resilience** and these underpin the way we work for both students and staff. Our staff are inclusive, diverse and committed to our mission: we develop aspirational young people to thrive in a changing world.

HABS offers a broad, academic and challenging curriculum founded on six key curriculum aims:

- To develop deep, long-lasting knowledge
- To develop students into accomplished readers, writers and orators
- To provide experiences within and beyond the classroom that enrich learning and ensure students can make informed choices about their futures
- To equip students to challenge injustice in all its forms
- To enable students to understand how they learn
- To support students to reflect on their choices and values to improve themselves and their community

These aims underpin all elements of our curriculum, and **we see our core academic curriculum and wider personal development curriculum as intrinsically linked**. All staff at the Academy contribute to the personal development of our students through their roles as tutors and through their contributions to the wider life of the academy.

A thriving school can only function with fantastic staff, and our vision is to make teaching at HABS both **enjoyable and sustainable**. The wellbeing of staff underpins every decision we make, and we seek to ensure that every member of staff can enjoy a work-life-balance enabling them to bring their best to work each day.

At HABS, **professional growth and development** is central to our mission. Our professional development motto is 'improve, not prove' and leaders are relentlessly focussed on supporting staff in getting even better through a wide range of internal and external training opportunities.

As a part of the [Harris Federation](#), all staff in the Academy benefit from being part of our network of more than fifty primary and secondary academies across London. Vibrant networks of subject experts meet regularly and teachers can access bespoke support from our central teams of consultants.

For more information about what we do and who we are, we encourage you to visit our website [here](#) as well as our careers page [here](#) and explore!



Job Purpose

The HALO is responsible for overseeing and promoting educational welfare across the academy, ensuring that all students, particularly the most vulnerable, achieve high levels of attendance and engagement. The role involves managing a caseload of at-risk students, implementing effective attendance strategies, and ensuring prompt, consistent, and robust interventions where attendance falls below expectations. The HALO monitors and supports vulnerable students, including Looked After Children and those identified as in need, liaises with external agencies, and represents the academy in relevant meetings.

Responsible to: Assistant Principal for Attendance

Liaise with: Executive Principal, Head of Academy, Senior Leadership Team, CALs, Safeguarding, Local Authority, external agencies (e.g. Social Care), Attendance Officer and relevant staff with cross-Academy responsibilities, relevant non-teaching support staff, parents and Governors and other stakeholders.

Main Areas of Responsibility

- Overseeing Educational Welfare across the academy.
- Managing a caseload of 'at risk' students, where attendance falls below 85% and implement strategies to improve attendance. HALO to ensure that prompt, consistent and rigorous intervention with poor attendance is robust.
- Monitoring and improving the attendance of most vulnerable students at the academy, including Looked after students, those on the child protection register, children identified as being in need either by Academy staff or external agencies.
- Managing the process of addressing poor attendance across the academy. Organising meetings as appropriate for vulnerable students ensuring all external agencies and relevant staff are invited.
- Ensuring compliance with statutory duties, including reporting persistent and severe absenteeism.
- Conducting home visits to engage families and address barriers to school attendance.
- Maintaining accurate attendance records and preparing reports for the SAC (School Attendance Champion) and external agencies.
- Representing the academy at external meetings e.g. Social Services Case Conferences, Child in Need Meetings, LAC Reviews.
- Liaising with Senior Leadership Team to address any attendance or welfare concerns.
- Communicating effectively with all external agencies including possible alternative providers e.g. Special schools, LEA and other external agencies including CAMHs, Social Services, Police etc.
- Ensuring effective communication/consultation as appropriate with the parents of students through phone, letter and home visits as relevant, ensuring student contracts are agreed and monitored.
- Leading on legal interventions for non-attendance where necessary (e.g., parenting contracts, court actions). Liaising with the local authority when cases of poor attendance reach the level of legal intervention. Managing the process of evidence sharing and represent the relevant academy at court where necessary.

Alternative Provision Coordinator duties

- Co-ordinating appropriate and tailored alternative provision for students unable to thrive in mainstream education.
- Supporting the school's inclusion strategy, working closely with pastoral teams and attending the weekly intervention meetings
- Maintaining the alternative provision tracker and monitoring student progress, ensuring alignment with academy standards.
- Building and maintaining partnerships with external providers, agencies, and support networks.
- Ensuring safeguarding and health and safety standards in alternative provision settings
- Acting as a liaison between the academy, external providers, students, and families to ensure seamless support and transition to alternative placement
- Ensuring compliance with local and national policies related to alternative provision. as well as safeguarding protocols
- Regularly reviewing alternative provision placements and provide feedback to stakeholders.

Other Duties

- Maintaining the confidential records of support for all students referred.
- Preparing of reports and maintaining records relating to student referrals and subsequent counselling or support from academy staff or other agencies.
- Providing support to the attendance team when required and supporting with cover in the event of absence of the Attendance Officer.
- Providing administrative support to coordinate internal seclusion and communicate with families.
- To take part in school events such as Open Evenings, Parents' Evenings and liaison events with partner schools as required by the line manager. A flexible approach to working hours is required.

Academy Ethos

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term
- To participate in training and other professional development learning activities
- To promote equal opportunities and celebrate diversity in all aspects of the academy
- To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
- To support and attend academy events such as Open Evening, Parents Evening and others
- To promote actively the academy's corporate policies
- To adhere to the academy's Dress Code
- To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the academy's Safeguarding/Child Protection policies
- To be aware of and comply with all academy and Federation policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job-holder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to:

1. Equal Opportunities
2. Health and Safety
3. General Data Protection Regulations (2018) and Data Protection Act (2018)
4. Safeguarding children

Person Specification

Attributes	Essential	Desirable
Qualifications, Knowledge & Experience	• Degree, or equivalent • Knowledge of the Academy behaviour for learning policy • Knowledge of the range of barriers to learning that students face • Training in child protection and safeguarding procedures • Basic knowledge of first aid; e.g. emergency first aid course and a willingness to engage in further appropriate training	Degree directly linked to education welfare/ pastoral development
Experience	• 3 years' experience of working in an inner city school or educational establishment in a pastoral capacity • Experience of dealing successfully with a range of issues influencing poor attendance • Experience of working with staff to ensure excellent standards of attendance and punctuality are maintained • Experience of working with families • Experience of working with challenging students and parents, and finding ways in which we can meet their needs more successfully	Experience of working with students from a range of ethnic backgrounds

**Personal Skills
& Qualities**

- Access to a vehicle with a full, clean licence to conduct home visits.
- Full working knowledge of relevant policies/codes of practice
- Understanding of principles of student development and learning processes
- Ability to plan effective actions for pupils at risk of underachieving
- Effective use of ICT
- Understanding of a range of welfare issues that may be affecting students and their families.
- Well-developed interpersonal skills to be able to relate well to a wide range of people
- Work constructively as part of a team whilst being able to demonstrate initiative.
- Effective communication skills
- Have commitment to own personal and professional development
- Enthusiasm for and commitment to the achievement of the Academy's overall vision for success at all levels.
- Motivation to work with children and young people.
- Ability to build & sustain professional standards, relationships & personal boundaries with children and young people.
- Emotional maturity & resilience in dealing with challenging behaviours.
- Ability to contribute towards creating a safe & protective environment.
- Empathy with the aims and objectives of Harris Federation
- Willingness to continue professional development.
- Commitment to maintaining high standards and expectations.
- Commitment to contributing to academy life as a whole.
- Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students.

**Academy
Ethos**

- Passion for actively promoting diversity and inclusion

Applying For The Position

We encourage you to apply as soon as possible as we may interview and offer to a candidate before the closing date. Please note that we only accept applications submitted before the closing date via our careers website.

Thank you for your interest in the Harris Federation. We look forward to receiving your application.

Before You Start Your Application

Please remember to check your junk mail folders for our email communications and add us to your safe senders list to ensure all future email communication is received. This is important to ensure you are kept up to date on the status of your application and to avoid delays in the recruitment process.

To submit an application, you'll need to have ready:

- Personal information about you
- Details of your education and employment history
- Details of any qualifications and training gained
- A CV and/or supporting statement to upload

Help and Support

For our Help and Support completing your application, visit www.harriscareers.org.uk

Safeguarding Notice

The Harris Federation and all our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed. Before applying, please review our [**Policy Statement on the Recruitment of Ex-Offenders.**](#)