



Home Academy Liaison Officer (HALO)

Dependant on experience, FTE Grade 5, Point 12 (£32,535.00) to Point 13 (£33,012.00), actual salary £27,901.52 to £28,310.58 (Outer London)

Working pattern: 38.45 hours per week, Monday to Friday, 7.45am-4:00pm, term time only.

Permanent, required as soon as possible

We are seeking to appoint a Home Academy Liaison Officer (HALO) to work within our high performing Academy working 38 weeks per year. This is an ideal position for an experienced HALO with experience working within a school setting.

Harris City Academy Crystal Palace is a mixed Academy for 1,300 students aged 11-18, with a large sixth form of nearly 400 students.

The Academy has three consecutive Outstanding judgments by Ofsted, with the most recent inspection in 2025 finding the Academy to be Outstanding in every category. We are a consistently high performing school. Our motto, 'All Can Achieve' encapsulates our vision that all members of the Academy community are supported and encouraged to achieve their absolute potential. We believe that a well-supported and valued staff body is the key to our success.

Harris City Academy Crystal Palace is committed to safeguarding and promoting the welfare of children. Successful applicants will be required to undertake an Enhanced Disclosure by the DBS (Disclosure & Barring Services).

To arrange a confidential discussion with the Principal or a visit to the Academy please contact Tracey Harrison, PA to the Principal HarrisonT@harriscrystalpalace.org.uk

For details on closing date, please consult the advert on our website. Interviews will be held on receipt of successful applications, therefore you are encouraged to apply early.

References will be taken up for all candidates shortlisted for interview. Only shortlisted candidates will be contacted. The successful candidate will be subject to an enhanced DBS check.

Post Title	Home Academy Liaison Officer (HALO)
Purpose	<ul style="list-style-type: none"> Overseeing Educational Welfare across the Academy.
Reporting To	Head of SSC & Admissions Officer
Liaising With	Principal, Senior Vice Principal, Vice Principal, 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
Disclosure Level	Enhanced DBS
Main/Core Duties	
Main Areas of Responsibility	<ul style="list-style-type: none"> 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 were necessary.
Alternative Provision Coordinator Duties	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 Covering of reception as required Production of letters and relevant documentation Duty Principal responsibilities Duties before and after school, including the late gate and at break and lunch. Assist the medical officer where required Assist with the management of attendance where required
Academy Ethos	<ul style="list-style-type: none"> 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 as required. 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.
- 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)

Safeguarding children

Signature: _____

Date: _____



PERSONAL SPECIFICATION

	Essential	Desirable
Qualifications, Knowledge and Training	<ul style="list-style-type: none"> • 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 • Grade 5 or equivalent at GCSE English and Maths 	<ul style="list-style-type: none"> • Degree directly linked to education welfare/ pastoral development
Experience	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Experience of working with students from a range of ethnic backgrounds
Personal Skills & Qualities	<ul style="list-style-type: none"> • 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 	
Academy Ethos	<ul style="list-style-type: none"> • Enthusiasm for and commitment to the achievement of the Academy/ Federation's overall vision for success at all levels. • Motivation to work with children and young people. • Ability to build and sustain professional standards, relationships and personal boundaries with children and young people. • Emotional maturity and resilience in dealing with challenging behaviours. 	

- Ability to contribute towards creating a safe and 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.

SAFER RECRUITMENT IN EDUCATION

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.

Information for Applicants

All applicants for all vacant posts will be provided with:

- A job description outlining the duties of the post, including safeguarding responsibilities.
- A person specification may also be provided and will include a specific reference to suitability to work with children.
- A Harris Federation Application form, and all applicants for employment will be required to complete this application form, containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history).

CVs will not be accepted

Shortlisting and Reference Requests

References will be requested at the selection stage directly from the referee. They will be asked:

- the referee's relationship with the candidate;
- details of the applicant's current post and salary;
- performance history and conduct;
- any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired;
- details of any substantiated allegations or concerns relating to the safety and welfare of children;
- whether the referee has any reservations as to the candidate's suitability to work with children. If so, the Academy will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

Interviews

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

Pre-Employment Checks

All staff will require an enhanced DBS. Prohibition and Overseas checks will also be completed if necessary.