

**CLAYTON  
HALL**  
ACADEMY

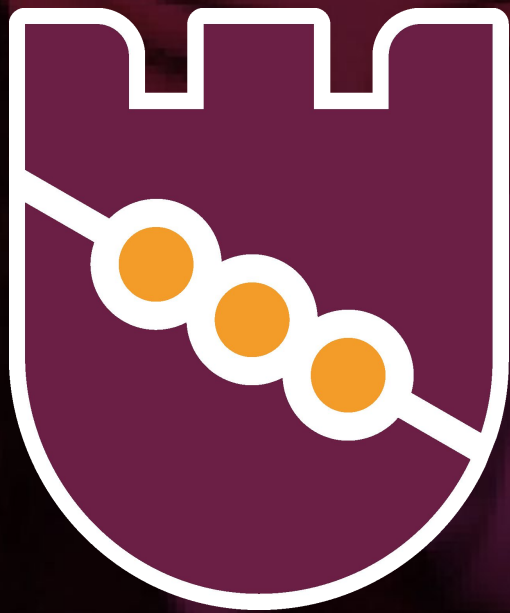
Part of



**Aiming Higher Together**

# Home/School Liaison Officer

Candidate Information Pack



# Welcome from the Headteacher

Dear Applicant,

I am Caty Reid, Headteacher of Clayton Hall Academy, and I am delighted that you are considering joining our team.

At Clayton Hall, our vision is to be the school of choice for our local community. We are dedicated to providing a high-quality, knowledge-rich curriculum that helps our students become educated and confident young people. We believe in the power of experiences both inside and outside the classroom to shape students with their own strong views and opinions.

We are proud to be part of the Windsor Academy Trust family. This collaboration allows us to benefit from the collective strength and shared expertise of fifteen schools working together. While we have our own unique identity and a deep-rooted commitment to our local families, we are united by a single moral purpose: to unlock the academic and personal potential of every child in our care.

As a member of our team, you will play a vital role in this mission. Whether you are joining our teaching staff or our professional services team, you will help us achieve our goals by:

- **Fostering Strong Partnerships:** We believe it takes a village to raise a child. You will help us work closely with parents, carers, and the wider community to ensure every student feels supported.
- **Enriching Lives:** Clayton Hall offers a wealth of sporting and cultural opportunities. You will help us provide the experiences and excellent pastoral care that allow young people to thrive and grow into articulate young adults.
- **Preparing Students for the Future:** The challenge of preparing young people for adulthood is exciting. You will help ensure each student leaves us ready for the journey ahead, equipped with the knowledge they need to succeed.

We are looking for passionate, collaborative individuals who share our values of excellence and community. You will join a talented team supported by a culture of empowerment and professional growth, where your contribution helps us prepare the next generation for a bright future.

If you are ready to help our students find their spark and reach their full potential, I look forward to receiving your application.

Yours sincerely,

**Caty Reid**  
Headteacher

# Our School



## Clayton Hall Academy - "Aiming Higher Together"

Clayton Hall Academy is an 11 to 16 secondary school in Newcastle under Lyme. Our vision is to be the school of choice for our local community by providing a Gold standard education for all our students, delivering an aspirational curriculum leading to academic success, taking a tailored approach to support individual needs and ensuring students become resilient, independent and confident citizens. We encourage positive attitudes and aim to provide an environment where students feel valued, challenged and secure, which in turn, allows them to reach their full potential.

### Our 2024/25 highlights

- International Trips: The school organised three international trips for students to Iceland, Switzerland and Barcelona.
- Professional Development: Twelve members of staff completed National Professional Qualifications (NPQs), enhancing their leadership and teaching skills.
- Academic Outcomes: The school achieved strong results in a range of GCSE subjects, including Computer Science, Construction, Photography, PE, and Performing Arts.
- Charity Events: Students successfully led a range of charity events throughout the year.
- Girls and Cyberbullying Event: The school hosted a special event focused on addressing the issue of girls and cyberbullying.
- Rewards and Incentives: A variety of rewards and incentives were offered to pupils, including a silent disco and various trips.
- Industry Links: The school established new links with local industry, including a partnership with Portmeirion.
- Work Experience: A new Work Experience programme was successfully launched for students.
- Duke of Edinburgh: Students successfully completed both the Bronze and Silver Duke of Edinburgh's Award.
- Sporting Achievements: The school had a successful year in sports, with achievements in chess and the WAT Olympics, and the Year 11 team reaching the County football finals.

*"Clayton is a good school with great staff. I could see at football how well the kids get on with their teachers- it was lovely to see. The positive relationships here make a real difference. Be proud of what you've achieved as a school and the lasting impression you make on the students."* - **Clayton Hall Academy parent**

*"You saw potential in places I hadn't even looked yet. When I felt insecure, your words would constantly steady me. When I felt small, your words of encouragement would give me the space to grow and flourish. Thank you for every lesson, spoken and unspoken. Thank you for reminding me that my voice matters, that writing can heal and even a quiet student can have something powerful to say."* - **Clayton Hall Academy student**



# Welcome from CEO

Dear WAT Family Candidate,

As the Chief Executive Officer of Windsor Academy Trust, I am delighted that you are considering joining our family.

We are a family of 15 primary and secondary schools, united by a single, unwavering moral purpose: **to unlock the academic and personal potential** of every young person we serve. For our 1,200 staff and 10,000 students, Windsor Academy Trust is more than an organisation, it is a family.

We are exceptionally proud of the reputation we have built together. Our schools serve diverse, vibrant communities across the West Midlands, achieving results that are significantly above the national average. But we believe that schools should be more than just places of learning; they are **civic anchors**. We take our role as leaders in our communities seriously, working tirelessly with our partners to ensure our children and their families can thrive, both inside and outside the school gates.

Being a great employer is at the heart of who we are. We were thrilled to receive the Edurio 'Trust Value Award', a testament to the strong sense of belonging our staff feel. As an Associate College for the National Institute of Teaching, we don't just offer jobs; we offer journeys of professional growth and transformation.



**Dawn Haywood**  
Chief Executive Officer



**15**  
SCHOOLS



**10000**  
CHILDREN



**1200**  
STAFF

# Job Description

<b>Salary</b>	Grade 4 - Term time only - starting salary £24927
<b>Reporting to</b>	HEADTEACHER & DEPUTY HEAD
<b>Responsible for</b>	N/a
<b>Location</b>	CLAYTON HALL ACADEMY

## Job Purpose

The Home/School Liaison Officer plays a crucial role in promoting student attendance and addressing barriers to learning. Working closely with students, parents, school staff and external agencies, the officer ensures that students attend school regularly and have access to necessary support. The focus is on enabling students to achieve their full potential by overcoming obstacles and facilitating engagement with education.

## Main duties and responsibilities

### 1. Home Visits and Outreach Support:

- Conduct home visits to support families and children, prioritising needs identified.
- Assist families in accessing other services, referring them to appropriate agencies.
- Identify students needing S19, complete application and follow through to conclusion. Monitor provision and work with students/ family on reintegration plans.
- Create positive relationships with parents, being open and honest and working together to find solutions to students absences.
- Identify incoming year 6 students with historical poor attendance. Work with the families prior to starting to embed a culture of positive attendance.
- Identify suspected holidays and door knock to clarify and escalate to the attendance officer for penalty notice.
- Identify students with unexplained absence and door knock to ascertain where they are and to ensure the child is safe and well. Escalate to the authorities if necessary.
- Maintain accurate records of non-attending students, ensuring safe and well visits are conducted in line with legislation.
- Work with the Local Authority and parents where a SAO has been issued to ensure compliance.

### 2. Attendance Improvement:

- Monitor and address attendance issues, including late arrivals.
- Identify reasons for non-attendance and collaborate with students and families to create return-to-school plans.
- Take appropriate action for serious absentee offenders.
- Provide detailed feedback and information for SW/ FP's.
- Severely absent students. Have in-depth knowledge of each student. Work with the students to identify barriers, create support plans and/ or discuss alternative options.
- Create PTT and ensure documents are loaded in Arbor and also to the SCC website. Maintain accurate records and ensure PTT's are reviewed as necessary.
- Collate and submit accurate school statements to the Local Authority for consideration of prosecution.
- Represent school at ECM meetings with the local authority.
- Issue warning letters in line with regulation and escalate to the local authority.
- In depth knowledge of Studybugs, using the system to identify patterns and implement targeted messaging.
- Weekly assessment of the attendance data, allocate tasks and weekly meetings with HOY's/ Pastoral to discuss weekly strategy.

### **3. Collaboration and Networking:**

- Liaise with professionals from various sectors, including MASH,, Police, Social Services, Housing and Health.
- Refer students to SCAS for Early Help
- Escalate cases to SCAS for safeguarding.
- Chair and attend professionals meetings e.g, TAF
- Build relationships with external partners and keep updated with services available to assist and support our students and families.

### **4.. Additional Responsibilities:**

- Supervise designated groups of students to improve attendance.
- Safeguarding to level 4.
- Morning gate duty to assist with uniform expectations. Monitor late arrivals and work with students to create a culture of promptness. Issue sanctions where necessary.
- Proactively promote attendance and a culture of attendance matters, including at open evenings, parents evenings.
- Alternative Provision, work with providers creating positive relationships.
- With the Deputy Headteacher, roll out the 'attendance matters' plan, onboarding staff, and educating with the new systems.
- Cover the attendance office as required.

### **General:**

- Contribute to the overall ethos/aims of the academy.
- Participate in training, other learning activities and performance development as required.
- Attend and participate in relevant meetings as required.
- The postholder is to be aware of and comply with policies and procedures relating to child protection, equal opportunities, health & safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.

*To do other reasonable tasks within the function, commensurate with the grading level and responsibility of the role.*

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken. It is not a comprehensive list of all tasks that the post holder will carry out. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post.

This job description may n=be amended at any time in consultation with the postholder.

# Person Specification

Area	Essential	Desirable
<b>Qualifications and Experience</b>		
5 GCSEs including Maths/English GCSE Grade 4 or above	✓	
NVQ Level 3 or equivalent in a related area.		✓
To have a full driving licence and be able to transport students when necessary	✓	
Very good numeracy and literacy skills.	✓	
<b>Skills and Competencies</b>		
Strong communication and interpersonal skills	✓	
Ability to work collaboratively with diverse stakeholders	✓	
Ability to understand policy, procedures and legislation relevant to areas of work	✓	
Ability to work well with hard to engage parents/carers	✓	
<b>Personal Qualities and Attributes</b>		
Remain calm in difficult situations	✓	
Displays sensitivity and empathy to others	✓	
Able to identify own training needs and willingness to participate in training and development opportunities.	✓	
To be able to work alone and on own initiative	✓	
Comply with trust's commitment to the protection and safeguarding of children	✓	

Area	Essential	Desirable
<b>Knowledge , understanding and experience</b>		
Relevant experience in education, social work or a related field	✓	
Knowledge of attendance procedures and strategies		✓
Knowledge of safeguarding for young people	✓	
Previous experience of improving attendance		✓
Some understanding of the needs and characteristics of young people		✓
<p>Windsor Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS with barred lists check.</p>		



# Working for Windsor Academy Trust

**We believe it is important to be a great place to work. In addition to a competitive salary we offer:**

## **Pensions**

As a staff member you have access to the Local Government Pension Scheme and Teachers' Pension Scheme - both generous schemes with the employer contributing up to 20% plus. This also provides a death in service benefit of three times your salary.

## **Pay progression & career pathways**

As well as any nationally agreed pay award (a salary increase linked to inflation), our employees have access to pay progression according to their grade.

We offer a number of career pathways from teaching and other classroom based roles to administration and IT. If you're interested in progressing on your career journey or taking a new career pathway, you should discuss this further with your line manager at your annual appraisal.

## **Continual Professional Learning (CPL)**

Windsor Academy Trust has developed exceptional teachers, leaders and professional services staff in schools for over a decade. We have an excellent reputation for delivering outstanding and innovative professional development for teachers, leaders and professional services staff at all levels, across the Midlands and beyond. Our professional development offer ranges from Initial Teacher Education, to the Early Career Framework as well as leadership development programmes such as National Professional Qualifications (NPQs) as well as networking groups for a number of roles.

## **Employee Assistance Programme**

Windsor Academy Trust has signed up to an Employee Assistance Programme with the Education Support Partnership which provides a support line to access a range of practical and emotional help 24/7, including counselling sessions, financial, legal and practical support from qualified professionals on a range of personal issues as well as access to online health and wellbeing resources and a specialist information service.

## **Free flu vaccinations and eye tests**

For a number of years, Windsor Academy Trust has provided free flu vaccination vouchers so that you can protect yourself over the winter months. We also provide free eye tests for display screen equipment users, which applies to the majority of our employees.

## **Cycle to work scheme**

For those who do not live too far from work, cycling instead of driving or taking public transport could be a good option to save on travel costs. Our cycle to work scheme helps Windsor Academy Trust employees to purchase a brand new bike and spread the cost over 12-18 months. To find out more, visit [The UK's Most Popular Cycle to Work Benefit - Cyclescheme](#).

## **Food and leisure discounts**

Windsor Academy Trust has signed up to access Vivup - the leading wellbeing and benefits provider to the public sector - meaning our employees can benefit from lifestyle savings on films, leisure activities, dining out, family essentials and many more popular categories.

## **Reduced childcare costs**

For working parents, childcare costs can be a significant financial burden. However, there are some solutions available to staff that may help ease short-term financial pressures around childcare. You may be eligible for the Government's tax-free childcare scheme. Find out more by visiting [Tax-Free childcare at gov.uk](#). Should you need them, flexible working and paid time off for caring responsibilities policies are available upon request. Visit the Policies and Procedures section on the Windsor Academy Trust website for full details.

## **Local Credit Union**

Windsor Academy Trust is now a partner employer with Castle & Crystal Credit Union based in Dudley. They are a not-for-profit financial co-operative who provide affordable loans and secure savings for all who live or work in the West Midlands. Loans repayments can be made directly from your salary.

## **Flexible Working**

Windsor Academy Trust supports and is open to flexible working.

# Safer Recruitment In Education: Information For Applicants

- WAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
- We have a number of policies and procedures that contribute to our safeguarding commitment, including our child protection policy which can be viewed at [windsoracademytrust.org.uk/governance](https://windsoracademytrust.org.uk/governance).
- It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.
- Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare.
- We will ensure that our concerns are discussed with parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare.
- We actively support the Government's Prevent agenda to counter radicalism and extremism.

## **What we will provide:**

All applicants for all vacant posts will be provided with:

- a job profile outlining the duties of the post; including safeguarding responsibilities.
- a person specification which will include a specific reference to suitability to work with children.

All applications for employment will be required to complete an application form online, 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 their employment history.

## **References**

References will be requested with your consent, at the selection stage directly from the referee.

## **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**

- It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.
- An enhanced DBS check is required for all successful applicants.
- Prohibition, overseas and section 128 checks will also be completed if necessary.

## **Child Protection and Safeguarding Policy**

View our Child Protection and Safeguarding policy at [windsoracademytrust.org.uk/policies](https://windsoracademytrust.org.uk/policies)





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