



JARROW SCHOOL



Excellence in
Education



Home School Liaison Officer/ Administrative Assistant



Jarrow School, Field Terrace, Jarrow, NE32 5PR
Tel: 0191 4283200
www.jarrowschool.com

01. Jarrow School

Jarrow School is a forward-looking school which opened in September 2003 after secondary reorganisation in the town. Stemming from values blending tradition within a culture of innovation, Jarrow School offers an education characterised by breadth and depth, embracing the culture of change.

One of the real strengths of the school is its size. It is large enough to ensure a rich and diverse curriculum, yet small enough so that every student is well known.

We encourage everyone in the organisation to do their best and to realise their potential. We believe that an open mind, independence of thought and wide opportunity will together enable our students, the citizens of tomorrow, to make well-informed judgements throughout life.

Our curriculum is exciting and challenging. We aim for the highest standards in all curriculum areas and the range of extra-curricular opportunities is wide. We also encourage visits to places of educational interest and in recent times students have enjoyed trips to London, France, Austria and Italy.

Jarrow School is a safe and caring place to be. Our teaching and support staff ensure that teaching and the day to day care of our students is first class. We maintained our 'Good' judgement in our most recent inspection (June 2022).

Inspectors from Ofsted commented that: 'The behaviour and attitudes of pupils at the school is a strength. Pupils speak politely to one another, listen to staff and are welcoming to visitors to their school.' 'Pupils are encouraged to contribute to the school community. These opportunities help pupils develop a sense of pride in their school. They feel happy and safe.'



Situated close to the northern city of Newcastle Upon Tyne and the coastal resort town, South Shields there is easy access to the UK's motorway and rail networks and Newcastle airport is 14 miles away.

Lying adjacent to green fields, the school was entirely rebuilt as part of the BSF scheme in 2009 and the site is managed under a PFI contract. We have first class facilities in all areas including a community swimming pool.



POST TITLE: Home School Liaison Officer/Administrative Assistant

RESPONSIBLE TO: Deputy Headteacher

Overall Objectives of the Post:

- To work across the school to improve attendance and punctuality.
- To work within the pastoral team to raise achievement by providing support to individual pupils and their families.
- To support the administrative systems in the school

Key Tasks of the Post:

1. You will be responsible for addressing the School Targets for attendance and punctuality.

You must: -

- be responsible for supporting an identified group of pupils who are experiencing barriers to their learning through poor attendance.
- provide, where appropriate, one-to-one, group and in-class support for pupils in order to improve academic progress and learning in response to their individual needs.
- keep accurate and up to date records and report to teaching and pastoral staff as required.
- monitor the punctuality and attendance of the identified group.
- support pupils in the monitoring of their own progress.
- work in close collaboration with teaching staff to plan appropriate support for individual pupils in lessons where appropriate.
- encourage pupils to take up extra-curricular support and other educational opportunities offered by the school and community.

2. You will be responsible for maintaining regular contact with the families or carers of identified pupils. You must: -

- ensure that parents/carers are actively involved with the development of individual plans to support their children.
- provide parents/carers with regular updates on their child's attendance.
- carry out regular home visits in order to identify any issues around non-attendance and bring students into school where deemed to be appropriate.
- share communication regarding identified pupils with school/pastoral staff and other appropriate professionals e.g. learning support services, Local Authority staff, Educational Psychologists and Social Services, in their efforts to support pupils and their families
- work in partnership with appropriate agencies and support staff in a joint effort to help pupils and their families, and contribute to multi-agency assessments in respect of identified pupils as required.



03.

Job Description Continued

- be responsible for your own administration and record keeping and for supporting the administrative systems in the school.

3. You will contribute to the school's overall achievement of its objectives. You will:

- comply with school and local authority policies and procedures relating to child protection, health and safety, data protection, equal opportunities, resource management and employment
- maintain school, student and staff confidentiality
- contribute to the overall ethos, aims and reputation of the school
- support the development of key priorities identified in the School improvement Plan
- undertake training and development as required and use your own expertise to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

04. Person Specification

	Essential	Desirable	Method of Assessment
Educational Attainment	<ul style="list-style-type: none"> ▪ 5 GCSE grades A*-C or equivalent, including English 	<ul style="list-style-type: none"> ▪ Relevant further qualifications 	<ul style="list-style-type: none"> ▪ Application form ▪ Certificates
Work Experience	<ul style="list-style-type: none"> ▪ Work experience/employment relevant to education and inclusion of young people ▪ Work as part of a team 	<ul style="list-style-type: none"> ▪ Formal employment in education/youth work with young people ▪ Experience of working with parents and home visiting 	<ul style="list-style-type: none"> ▪ Application form ▪ Interview ▪ References
Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none"> ▪ Excellent interpersonal skills ▪ Good communication involving oral, written and IT skills ▪ Ability to self motivate ▪ An awareness of issues relating to social inclusion. 	<ul style="list-style-type: none"> ▪ Skilled in negotiating with teaching staff and external agencies 	<ul style="list-style-type: none"> ▪ Application form ▪ Interview ▪ References
Disposition	<ul style="list-style-type: none"> ▪ a commitment to the support and development of young people ▪ calm and politely assertive 	<ul style="list-style-type: none"> ▪ Disposed to undertake professional development ▪ Self motivated ▪ Good humour and common sense 	<ul style="list-style-type: none"> ▪ Application form ▪ Interview
Circumstances	<ul style="list-style-type: none"> ▪ Able to carry out home visits ▪ Able to be flexible in working patterns ▪ Enhanced DBS clearance 	<ul style="list-style-type: none"> ▪ Full current driving licence or access to a means of mobility support 	<ul style="list-style-type: none"> ▪ Application form ▪ Interview ▪ References ▪ DBS check

05. How to Apply

How to Apply

Please submit the application form accompanied by a letter of application in which you should explain why you are applying for the job. Please indicate in this letter how you feel your experience, training and personal qualities match the requirements of the post.

Please do not hesitate to contact the school if you would like any further information or to arrange a visit.

Applications to be returned to Mr P. Atkinson by either email to: headspa@jarrowschool.com (please do not use any of the other email addresses that appear in our literature) or by hard copy to the address below:

Mr P. Atkinson
Head Teacher
Jarrow School
Field Terrace
Tyne and Wear
NE32 5PR

Closing date for receipt of applications for this post:

Noon on Monday 19 May 2025

Jarrow School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment and an Enhanced Disclosure and Barring Service (DBS) disclosure will be sought along with other relevant pre-employment checks. In line with the guidance in Keeping Children Safe in Education, we may also carry out an online search as part of our due diligence on shortlisted candidates.