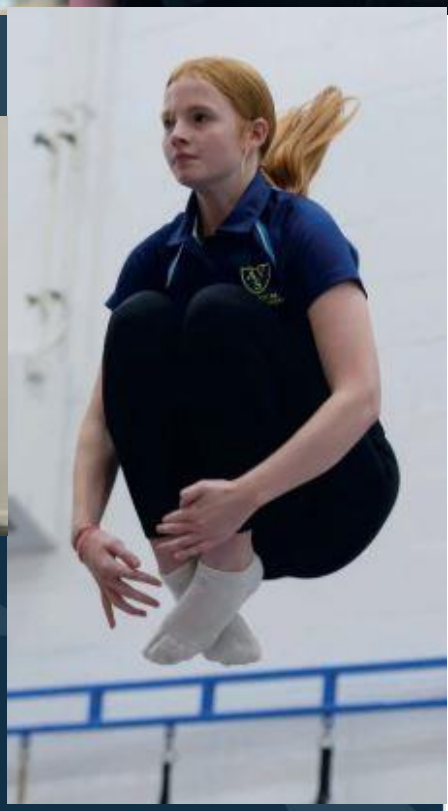
THE AVON VALLEY SCHOOL
AND PERFORMING ARTS COLLEGE

Pastoral Coordinator – Raising Attendance Lead / Family Support Application Pack

AMBITION RESPECT CARE



A warm welcome from the Headteacher

Dear Candidate,

Thank you for your interest in joining The Avon Valley School & Performing Arts College as Pastoral Coordinator – Raising Attendance Lead/Family Support.

The Avon Valley School is a popular, oversubscribed foundation school, offering a dynamic and ambitious curriculum for 11 to 16 year olds. We have worked hard to build a vibrant and supportive learning community, where students, staff and families work together to help every student thrive and fulfil their potential.

The culture here is incredibly positive and supportive. This means that our staff enjoy coming to work and are passionate about working together to make a difference to the lives of our students. We believe in nurturing confident, respectful and responsible young people who are ready to make a positive contribution to society.

Our core values **ambition**, **respect** and **care** are at the heart of everything we do. These principles shape our inclusive school culture and guide us as we support students on their education journey.

We offer a broad and engaging curriculum, delivered through high-quality teaching that promotes knowledge, creativity and critical thinking. Students are encouraged to explore, debate, problem-solve and communicate with confidence. Alongside academic excellence, our pastoral programme plays a key role in developing leadership, resilience and independence. Skills that will serve our students well beyond their time at AVS.

Academic achievement is important to us, and we are proud of our students' success. But life at AVS is about so much more. Whether it's in sport, drama, music, science, enterprise or the arts, our students are encouraged to pursue their passions and develop their talents both inside and outside the classroom.

As a performing arts specialist school, we are exceptionally proud of the creativity and talent that flourishes across our school. From drama, dance, music and technical theatre, students have access to outstanding facilities and inspiring opportunities. In 2024, our dedication to the arts was nationally recognised when AVS won Best School Show at the National Schools Theatre Awards. This was an incredible achievement that reflects the hard work, passion and teamwork of our students and staff.

I hope that this information pack will give you a flavour of our school, and I encourage you to visit, to see how our values and culture flow throughout the school, and the pride that our staff and students have at being part of Avon Valley School. I'm confident that you'll discover Avon Valley is a warm, welcoming place where you can really thrive and have a positive impact on both our students and our wider community.

Finally, I would like to take this opportunity to wish you every success in your application to join our exceptional team.

Blake Francis,
Headteacher

About The Avon Valley School & Performing Arts College

VISION

To inspire, advance aspirations, and cultivate a school community of limitless potential.

MISSION STATEMENT

At The Avon Valley School and Performing Arts College, we aim to create an inclusive learning environment where everyone feels valued and supported. We believe in respect, being relentlessly ambitious, and looking out for each other. Our goal is to inspire each individual to chase their dreams and make a difference in the world around them. Through our belief in the limitless potential of every individual, we strive to inspire and equip everyone in our community to thrive and excel.

OUR CORE VALUES

Our core values are our DNA; they enable us to create an inclusive environment where everyone feels valued, understood and supported; fostering a sense of belonging and unity that strengthens our community bonds. This enables everyone to thrive, both personally and academically, enhancing overall happiness and success.

Ambition: We inspire and challenge each person to strive for excellence, fostering a culture of continuous improvement and perseverance. This empowers everyone to push through their boundaries to unlock their full potential, and achieve remarkable things beyond what they thought possible.

Respect: We celebrate the diversity of our community and treat every individual with kindness, dignity, and consideration. By acknowledging the unique backgrounds and perspectives of each person, we create an environment where mutual understanding and acceptance flourish, fostering a culture of trust, inclusivity and unity.

Care: We cultivate an environment where compassion and empathy are paramount, nurturing the holistic well-being of every member of our community. By prioritising the emotional and physical welfare of individuals, we demonstrate a commitment to their overall health and happiness, fostering a supportive community where individuals feel valued, heard, and supported through life's challenges.

These core values underpin everything we do at The Avon Valley School, guiding us in our pursuit of excellence. Through teamwork, creativity, and unwavering support, we empower our students to embrace opportunities, overcome obstacles, and experience the joy of learning together.

ETHOS AND CULTURE

At The Avon Valley School and Performing Arts College, we value each and every individual. We believe that everyone has the potential to succeed and is an untapped source of talent. It is our aim to unlock this potential through the provision of a first class education, creating lifelong learners.

Underpinning this aim is our desire for our students to enjoy their school days and be equipped with the skills and knowledge for life. We want our students to understand their rights and responsibilities and those of others and to be compassionate and caring members of society.

The ethos and culture of the school is unique and has been commented on during successive OFSTED inspections. A result of this and our significant progress is that The Avon Valley School and Performing Arts College has continued to be judged as a Good school. This has led to the school being extremely popular and oversubscribed.

SENIOR LEADERSHIP TEAM

The senior leadership team consists of Headteacher, 2 Deputy Headteachers, 4 Assistant Headteachers and the School Business Manager. They work collaboratively and provide expertise and support across all of the school's activities.

PASTORAL SUPPORT

We pride ourselves on the quality of our pastoral care for all students and have a highly skilled team of pastoral staff including Heads of Year, Pastoral Leads, SENCO, Form Tutors and Teaching Assistants. We also work positively with a wide range of external agencies.

WORKING FOR AVON VALLEY SCHOOL

The Avon Valley School is known for its aspirational and caring environment. Our staff are welcoming, committed, and maintain the highest expectations of both themselves and our students. We have a hardworking and committed team of specialist teachers who are dedicated to ensuring the best possible outcomes for our students. Our stable and experienced staff can offer support and guidance to colleagues at any stage of their career, and we actively encourage staff to create a personal improvement and development plan so we can help them realise their career goals and ambitions. Our staff are enthusiastic, have a good sense of humour, and support each other, which makes it a fantastic place to work.

GROWING TOGETHER: BALANCE, BELONGING, AND WELLBEING

"True balance is rarely found in isolation; it is cultivated in a community that values the person as much as the professional. Our collective strength comes from how well we look after each other."

At Avon Valley School, we believe that our students can only thrive when our staff are healthy, motivated, and supported. Working in education can be both immensely rewarding and demanding. Success isn't just about individual performance; it's about the relationships we build with our colleagues and the support system we provide for one another. Because of this, wellbeing is woven into daily life at the school.

Work-Life Balance
We respect the lives of our staff outside of the school gates. A healthy community is made of well-rested people. We try to ensure your home life remains your own.

- **Realistic Deadlines:** We provide an annual calendar of meetings and assessment/reporting dates at the start of the year to help you plan ahead.
- **A Community Right to Rest:** We champion a "Digital Sunset"; we do not expect staff to respond to emails out of the core school hours of 8.30am – 4pm or during weekends and holidays. We respect each other's boundaries so that everyone returns to school refreshed.
- **Additional PPA Time (exceeding the 10% normal offered for teaching staff) designed to promote a healthy work life balance.**
- **Staff Wellbeing is an integral part of the appraisal process.**
- **Flexible Working Arrangements for All Staff:** Where possible, we support flexible working requests. In addition, teaching staff are offered a biweekly work-from-home option, and support staff are offered 2 flexible working days each academic year.
- **A Generous Absence Request Policy:** Do you want to watch your child's primary school sports day or nativity, or attend your best friend's wedding? Not a problem if you work for us.

Professional Growth
We don't just want you to work here; we want you to thrive here. We actively try to seek ways to reduce administrative burdens so you can focus on what matters most: teaching and learning.

- **Dedicated CPD Time:** We dedicate significant time to high-quality professional development, ensuring that staff are equipped with the latest pedagogical tools and have the time and resources to stay at the forefront of their subject specialisms.
- **Collaborative Development:** Our professional development isn't "done to" you; it's built with you. We run workshops where we learn from the expertise within our own walls.
- **Personal Development Integral to Appraisal Process:** We offer mentoring and leadership opportunities to enhance personal and career development goals.
- **Open Door Policy:** A committed and collaborative Senior Leadership Team (SLT), who are active members of the school community. We listen to concerns and act on feedback promptly.
- **Dedicated Classroom** where possible for teaching staff.
- **Successful ECT Programme,** fostering professional growth.

The Power of "We" (Community)
We believe that no one should have to navigate the challenges of education alone. We foster a community where every voice is heard.

- **Structured Induction:** New colleagues receive a comprehensive induction program and a dedicated mentor to help them settle into the Avon Valley family, ensuring you have a friendly face to turn to from day one.
- **Collaborative Planning:** Our faculties work together: sharing resources, schemes of work, and assessment materials to ensure that no single teacher is ever starting from scratch.
- **The Social Heart:** A modern, comfortable staffroom, where you can take time out or work together, in a space for staff to connect as people, not just as colleagues. Our termly "Thank-you Breakfasts" give us the opportunity to celebrate our successes and support each other through the hurdles.
- **A Thriving School Community** with engaged students and supportive parents/carers.

Health & Mental Wellbeing
Your physical and mental health are our priority. We provide a range of tangible benefits to support both your physical and mental health and your financial peace of mind.

- **Private Medical Insurance:** To ensure you have the best care when you need it, all permanent staff are eligible for our comprehensive private healthcare plan. This includes fast-track access to specialists, diagnostic tests, and mental health support.
- **Employee Assistance Programme (EAP):** All staff have 24/7 access to a confidential counselling, legal advice, and financial guidance for you and your immediate family, providing a safety net for those times when life outside school requires extra support.
- **Cycle to Work Scheme:** We encourage a healthy and sustainable commute. Our salary sacrifice scheme allows you to save on the cost of a new bike and accessories, spread over manageable monthly interest-free payments.

We look forward to welcoming you to a school that values you as a person as much as a professional.

THE AVON VALLEY SCHOOL
AND PERFORMING ARTS COLLEGE

Pastoral Coordinator – Raising Attendance Lead/Family Support

Salary: Band G SCP 11-14 (Actual Salary: £24,598 - £26,683)
Contract Type: Full Time (37 hrs per week - Term Time only, plus TT days)
Contract Term: Permanent
Start Date: May 2026

THE OPPORTUNITY

Are you a passionate about making a difference to the lives of young people and their families? Do you have the skills and determination to help improve school attendance and remove barriers to learning?

At The Avon Valley School, we believe that every child deserves the chance to succeed. We know that the first step to success is being present. We are looking for a dedicated, resilient, and empathetic **Pastoral Coordinator** to lead our drive for high attendance and provide vital support to our families. This a dynamic, people-focused role where every day brings opportunities to make a real difference in the lives of young people at our school.

This is a pivotal position within our pastoral team. You won't just be monitoring numbers; you will be changing lives. You will work at the heart of our school community to secure regular attendance and punctuality, with a particular focus on supporting our most vulnerable and disadvantaged students.

You will join a supportive, forward-thinking pastoral team that values initiative and personal development. This role will involve building deep, trusting relationships with families, conducting home visits, and working collaboratively with external agencies to ensure every child is safe, well, and ready to learn.

WHY JOIN US?

At The Avon Valley School, we are committed to nurturing every student's potential, both academically and personally. Our ethos is built on **Ambition, Respect and Care**, fostering a learning environment where students feel valued, supported and empowered to achieve their aspirations.

Avon Valley School offers a welcoming and collaborative environment where every member of staff is valued. We are committed to providing exceptional professional development opportunities and a supportive culture where you can thrive. You will have the chance to work with a fantastic team of staff and students who are all dedicated to building a safe, happy, and successful school.

THE ROLE & RESPONSIBILITIES

We are looking for an individual with "first-class judgment" and high levels of tact and discretion. You should be:

- **Proactive & Flexible:** Able to meet challenging deadlines and prioritise a diverse workload without close supervision.
- **A Relationship Builder:** Capable of engaging with hard-to-reach families and building professional links with social care, police, and health professionals.
- **Detailed & Organised:** Able to maintain accurate records, manage statutory processes, and oversee practical support.
- **Committed:** Passionate about safeguarding and promoting the welfare of children.

Key Responsibilities

- **Lead on Attendance:** Monitor and analyse data to identify trends and implement creative school-wide incentives to improve student attendance.
- **Family Support:** Conduct home visits and "safe-and-well" checks, acting as a supportive bridge between home and school.

- **Intervention:** Lead or contribute to Early Help assessments and multi-agency meetings to provide holistic support.
- **Advocacy:** Work closely with Heads of Year, Pastoral Leaders and the SENCO to support students with PP, SEND, or LAC status.
- **Communication:** Act as the first point of contact for parental concerns regarding attendance and wellbeing.

WHAT WE OFFER

Joining The Avon Valley School means becoming part of a supportive and forward-thinking community. Our staff enjoy:

- **Tailored career development** with annual personal development opportunities.
- **Flexible working arrangements for support staff**, including 2 flexible working days.
- **A generous absence request policy**, for example, do you want to watch your child's primary school sports day, or attend your best friend's wedding? Not a problem if you work for us.
- **A proactive staff wellbeing programme** to support work-life balance.
- **A committed and collaborative Senior Leadership Team**.
- **A thriving school community** with engaged students and supportive parents/carers.
- **Lunch provided** for anyone offering student facing activities during lunchtimes.
- **Paid duties** for anyone joining our lunchtime duty team.
- **Employee benefits**, including a cycle-to-work scheme, employee assistance programme, free on-site parking, and catering facilities.

TO APPLY:

If you are excited by this opportunity and want to be part of a school where you can truly make a difference, we encourage you to apply by clicking the link below which will take you to our online application form.

Application Deadline: 12pm on Friday 17th April 2026
(We reserve the right to close the vacancy early if sufficient applications are received.)

Interviews: Scheduled shortly after the closing date.

For further information, contact **chearne@avonvalleyschool.uk** or call **01788 542355**.

SAFEGUARDING AND COMPLIANCE

Please note:

- We do not accept CVs without an application form.
- We do not provide working visas.
- If shortlisted, you will be required to complete a declaration regarding any relevant criminal offences as part of our safeguarding duties.
- **Avon Valley School conducts online searches (including social media) as per KCSIE 2025.**
- **We are committed to safeguarding and promoting the welfare of children and young people.** This post is subject to an Enhanced DBS check (child workforce) via the Disclosure and Barring Service.

Join us in shaping a future of limitless potential. We look forward to hearing from you!

THE AVON VALLEY SCHOOL
AND PERFORMING ARTS COLLEGE

Job Description
Pastoral Coordinator - Raising Attendance Lead/Family Support

Accountable to:	Deputy Headteacher	**Line Managing:**	N/A
Post type:	Permanent	**Salary/Grade:**	Band G SCP 11 - 14
Hours of work:	37 hours a week, 39 weeks per year. Term time only plus Teacher Training Days		
Liaising with:	Parents/carers, staff, visitors, students.		

Every member of staff is required to:

- Work towards and promote the vision, beliefs, aims and expectations of the school.
- Support and contribute to the achievement of every child's outcomes.
- Support and contribute to the safeguarding of all students.
- Undertake professional development activities to enhance personal development and performance.
- Maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff.

Purpose of the role:

As part of our pastoral team, you will provide support for students, parents and teachers as part of our ongoing drive to secure regular attendance and punctuality for all students. This role is pivotal in improving attendance levels across the school, particularly for vulnerable and disadvantaged groups, while providing targeted family support to remove barriers to learning.

You will build strong relationships with students, families and external agencies, conduct home visits and safe-and-well checks, and contribute to the administration and statutory processes surrounding attendance and pastoral care.

You must have a flexible approach to work whilst maintaining the ability to prioritise and meet challenging deadlines. The work is governed by established processes/procedures and is carried out without close supervision. Overall guidance and supervision will be from the Assistant Headteacher for Attendance.

The role requires first class judgement, high levels of tact, discretion, initiative, personal organisation and great flexibility, as well as an ability to work to deadlines. The ability to maintain confidentiality is critical. Duties may need to be completed to tight deadlines or in the absence of detailed information, and the postholder will need a proactive approach.

Main Duties and Responsibilities

Raising Attendance Leadership:

- **Raise Attendance:** Work with the pastoral team and attendance officer to improve student attendance throughout the school, with a particular focus on persistent absentees, proactively working with students, families and staff to address and overcome barriers to attendance.
- **Data Analysis:** Monitor and analyse attendance data daily to identify trends, persistent absence patterns and vulnerable cohorts (e.g. PP, SEND, EAL).
- **Strategy Implementation:** Work with the Assistant Headteacher (Attendance) to implement school-wide attendance incentives and interventions.
- **Engagement:** Work alongside the Heads of Year and Pastoral Leaders to encourage good attendance by monitoring student attendance and punctuality to registration and lessons, and to address attendance concerns with students and families.
- **Reporting:** Prepare reports for the Assistant Headteacher (Attendance), Senior Leadership Team (SLT) and Governors regarding attendance targets.

Family Support & Intervention

- **Home Visits:** Conduct regular home visits to assess student well-being and discuss attendance concerns in a supportive environment.

- **Early Help:** Identify any relevant services and support networks that may provide early intervention for students/families. Lead or contribute to Early Help assessments and multi-agency meetings (if directed to by the Designated Safeguarding Lead), provide information for formal attendance meetings, and attend meetings, where required.
- **Build Relationships:** Liaise effectively with parents/carers, representatives from the LA, the Warwickshire Attendance Service (WAS), other appropriate services, as well as with equivalent colleagues in neighbouring schools.
- **Barriers to Learning:** Build trusting relationships with families to encourage engagement with school. Work with students and families to understand barriers to attendance, both at home and in school, and proactively work to help remove barriers for students.
- **Casework:** Support families to improve their child's engagement with education - producing letters and attendance plans, ensuring short term reasonable adjustments are in place, and assisting with the reintegration of students back into school. Deliver work for students absent due to illness or exclusion, where required.

Support for Vulnerable Groups

- Working closely with the Heads of Year, pastoral leaders and SENCO, provide individual support for pupils who are PP/FSM, SEND, LAC.
- Main accurate records of any adjustments or interventions and their outcomes.

Communication

- **External Agencies:** Work with social care, police and health professionals.
- **Internal Liaison:** Work with the Heads of Year, pastoral leaders, safeguarding leads (DSLs) and the SENCO to ensure consistent approach to supporting students.
- **Parental Engagement:** Develop parental contacts. Be the first point of call for response to concerns reported by parents regarding attendance.
- **Staff:** Ensure that all relevant information is disseminated to staff, e.g. tutors
- **Students:** Be available for students throughout the day. Assist in the transition arrangements for students who join during the academic year

Safeguarding & Pastoral Care

- To be aware of child protection issues, and act as a key member of the safeguarding team, reporting concerns appropriately to the Designated Safeguarding Lead.
- Acquire and maintain a working knowledge of the statutory framework relating to school attendance, child employment, child protection and special needs in order to be able to offer informed advice to parents, school staff, governors and others.
- To work with the pastoral and safeguarding teams to promote student wellbeing and support any emotional and behavioural needs that may impact attendance.
- Promote high expectations for attendance and punctuality across the school community.

Additional Administrative Duties:

- Monitor and update the daily detention system to ensure that detentions are followed up and scheduled correctly
- Provide administrative support for fixed term suspensions, reintegration meetings, and permanent exclusions
- Provide administrative support for Heads of Year and Pastoral Leaders
- Oversee the promotion to parents of our preloved uniform range. Ensure an up to date inventory, organise the stock and process orders ready for collection. Work in collaboration with finance to ensure low cost options are available for parents to purchase via the payment platform. Communicate to parents regularly on how they can donate preloved uniform to the school
- Contribution towards ensuring display boards around the school are up-to-date
- Any other duties as reasonably required.

Additional Duties

- Contribute to the life of The Avon Valley School and Performing Arts College, and support its ethos and policies.
- Undertake any other duties as reasonably required by the Headteacher.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Safer Recruitment Statement:
We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post requires Enhanced Disclosure (DBS).

THE AVON VALLEY SCHOOL
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Person Specification
Pastoral Coordinator - Raising Attendance Lead/Family Support

	Essential	Desirable	Evidence
Qualifications	• GCSE in English and Maths of at least grade 4/C (or equivalent) • Access to a car for work purposes (full clean driving licence required)	• Qualified to Level 3 (A level or equivalent) • Relevant qualification in education, social work or family support	Application Form & References
Experience	• Experience of dealing with members of the public • Experience of working with young people • Experience of understanding of local government and other public services as they relate to children and families • Experience working collaboratively with multi-disciplinary teams	• Experience of working in an education or agency setting • Experience of procedures relating to child protection and safeguarding	Application, References & Selection Process
Skills & Knowledge	• Experience of using a range of computer packages, including Microsoft Office • Knowledge of attendance legislation and safeguarding procedures • Knowledge of the education system, school, social services, police, child protection • Knowledge of relevant education legislation and of the Children Act • Ability to relate to teachers, other professionals, parents and students • Ability to work as a member of a team and work on their own initiative • Ability to remain positive and enthusiastic when working under pressure • Excellent written and verbal communication skills • Ability to use and interpret data • Ability to write reports	• To have an understanding of partner agencies referral procedures and constraints	Application, References & Selection Process
Personal qualities and skills	• Commitment to improving outcomes for young people • Good interpersonal and oral communication • High level of patience and sensitivity • High levels of confidentiality and discretion • Emotional resilience in working with challenging behaviour	• Ability to ask for help if required • Concern for the welfare of the school community	Application, References & Selection Process
Special Requirements	• Excellent punctuality and attendance record • A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity • A thorough understanding of up-to-date safeguarding requirements and best practice		Application, References & Selection Process