

INSPIRE

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INTEGRITY

EXCEED



Recruitment Pack – Family Support & Attendance Officer

Bentley High Street Primary School



Exceed Learning Partnership

• EVERY CHILD • EVERY CHANCE • EVERY DAY •

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A message from the CEO...

Dear Applicant,

Thank you for taking an interest in developing your career with Exceed Learning Partnership.

As a trust, we are passionate about improving the life chances of the children and families we serve.

When any of us choose to work in education, I think we do so for three major reasons; we want to make a difference and inspire others; we want to pass on our enthusiasm for learning to the next generation; and we believe that a good education is the greatest means of helping establish a fairer society where everyone has the opportunity to make the most of their lives.

When we created Exceed Learning Partnership in April 2017, we did so in order to improve the life chances of pupils in and around Doncaster - particularly the most disadvantaged pupils.

Having grown out of Edlington, the academies within the Trust have demonstrated that with the right provision, support and highest aspirations - all pupils can and will succeed. This is the ultimate goal within our Trust - making sure all our academies are exceptional places of learning where everyone is able to thrive.

In our Trust, we believe that colleagues need the freedom to develop and perform to the highest standards - dovetailed with leadership and support that comes from an organisation that is passionate about removing any barriers to outstanding teaching and learning.

We are delighted to welcome colleagues who share in our vision to help our academies to thrive. We support our staff in their learning, with the latest research and innovation, as well as contribute to their growth by sharing our experiences. All of us within Exceed Learning Partnership continue to grow our expertise so that we can make a difference to the lives of our pupils.

We look forward to meeting with you and warmly welcome you to visit our Trust and all our academies to find out more about the role and the difference you can make!

Beryce Nixon OBE
Chief Executive Officer
and National Leader of Education



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Our Ethos



Every Child

The amount of time that a child spends in education is finite. We are responsible for making sure that that every moment that a child spends in an Exceed school is productive. Once wasted, it cannot be given back



Every Chance

Every child will have the opportunities to build the confidence, skills and qualifications to succeed as they make their way towards a fulfilling and prosperous adulthood.



Every Day

Children within our Trust will always be the main priority, with personalised learning as the starting point of making 'Help Children Achieve More' a reality.



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Our Vision

To equip young people with the knowledge, skills and mind-set to thrive and then take on the world!

We will achieve our vision by:

Every child developing

- a greater understanding of themselves as a learner
- Recognition of what their strengths are
- How they can share their strengths with others
- An understanding of what steps they need to undertake for their continual learning journey

Pupils will be encouraged and inspired to believe in themselves, build dreams and aspirations and strive to achieve these.

At Exceed Learning Partnership we believe in social justice through exceptional schools, creating and sustaining the best schools in which to learn and work by pursuing social justice for all.

Every child will be given the same opportunity to succeed, whatever his or her prior attainment.

A key feature of the Exceed Learning Partnership will be a learning curriculum which builds the characteristics of Learning across all schools within the trust.

This will focus on our learning philosophy skills:

Resilience

Motivation

Collaboration

Creativity

Investigation

Teamwork

Evaluation



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Our Values

INSPIRE

Embodied in the Trust motto, "Every Child, Every Chance, Every Day", all members of our organisation aim for excellence in their individual professional roles, in our innovative, evidence-based practice and in our pupils so that we can all fulfil our potential in whatever we aspire to do or be!

INCLUDE

At Exceed Learning partnership we are concerned with achieving equitable, diverse and quality education for all pupils. Social justice includes a vision of society in which the distribution of resources is equitable and all members are physically and psychologically safe and secure.

INTEGRITY

We respect the individuality of our academies and their communities and always act with integrity. By allowing high levels of autonomy wherever possible, we are able to nurture personalised learning approaches and focus on developing holistic people.

EXCEED

Excellence and enjoyment should be an entitlement for all children and adults working in our Trust. We are developing cutting-edge, research-informed and highly engaging pedagogies that ensure high levels of progress and rapid development of staff; leading to the highest levels of achievement for all!



Our Aims



SO1. Outstanding Professionals

- To develop winning teams of Governors, leaders, staff and other stakeholders who are forward thinking, highly skilled, open, hardworking and determined to enable success for others



SO2. Innovative Systems Enabling Creative Schools

- To create innovative and sustainable schools that are creative, vibrant, safe, compliant, financially healthy, well resourced and exceptionally well governed and led



SO3. Strong Partnerships and Communities

- To work closely with our local communities and parents to secure the best outcomes and opportunities for our learners.
- To develop a network of partnerships across all our academies, our local area and across the country which are powerful in supporting the development of all.



SO4. Exceptional Learners

- To develop learners who are highly successful with attributes, skills and qualifications for a fulfilling life.
- To ensure all our learners have a high quality school experience and enjoy an abundance of opportunities.



People Vision

We create exceptional, inclusive and enjoyable places to work

We are passionate about our purpose and inspire each other to deliver high performance

We act with integrity and our values drive our behaviors and decision-making

We strive to exceed in all we do and learn from every opportunity

...to deliver on our motto

*Every **Child**
Every **Chance**
Every **Day***



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A Message for the Candidate...

Letter from the Principal

Dear Applicant,

Thank you for your interest in the position of Family Support and Attendance Officer at Bentley High Street Primary School.

Bentley High Street Primary school is a vibrant school at the heart of the community. Our school is larger than average, operating as a two-form entry with both a nursery and an age two provision. Our school was rated Good by Ofsted in 2019; where our effective leadership and rapid improvement was noted.

At Bentley High Street Primary School, we look to appoint ambitious individuals with a passion for excellence. Our vision and ethos are integral to the success of our academy as we strive to ensure that *every child, is given the best chance, every day*. This encompasses our school mantra of *simply the best*.

This is an exciting opportunity for candidate who want to make a difference to pupil's lives. Our commitment to staff development and high pedagogical standards, means that the successful applicant will have a designated coach and more importantly will be given time to learn about the school. You will also have support from the Pastoral and Administration team.

I hope this will inspire you to apply for this opportunity and I look forward to receiving your application. Once again thank you for your interest in this position.

Kind regards,

Rebecca Austwick

Principal



Job Description

Exceed Learning Partnership is a multi-academy sponsor, specialising in the development of Innovative Education which sets high standards and gives pupils access to opportunities through excellent teaching and inspirational leadership.

ELP academies are at the heart of their communities and community learning, and work with local authorities, employers and high-performing educational institutions

Job Title	Family Support and Attendance Officer
Job Grade	Grade 6 scale point 6 to 11
Working Hours	30 hours per week term time plus 2 additional days
Contract Type	Permanent
Annual Salary	£24,294 to £25,979 Actual pro rata salary £16862 to £18032
Primary Location	Bentley HighStreet Primary School
Responsible to	Business Manager and Leadership Team

Purpose of the job

Family Support:

To enable all pupils to engage in education by providing family support around pupil welfare, behavioral and attendance issues. This will involve working with staff, parents/carers and pupils to address barriers to learning and making sure effective policies and procedures are implemented.

Attendance:

To monitor and report on whole-school attendance data, analysing data to identify key areas of concern. To work closely with pupils, staff, parents and carers to reduce levels of absence, and act appropriately when persistent absence becomes a safeguarding issue.



Job Description

1 Working with Parents, Carers and External Agencies

- Act as the lead point of contact for parents/carers in relation Early Help, pastoral and behavioral issues, involving relevant staff members as necessary
- Communicate with parents/carers alongside senior leaders following behavioral incidents to discuss the effectiveness of the support in place for their child
- Maintain regular contact with parents/carers to discuss their child's progress, behavior and attendance
- Build positive relations with parents/carers to encourage family involvement in their child's progress
- Communicate with parents/carers about specific support in place for their child
- Assist parents/carers with any information they need to support their child
- Liaise with external support agencies and professionals as required, to cater for pupils' individual needs and safeguarding concerns
- Build and refresh knowledge on the range of external support available that could support pupils' individual needs

2 Supporting Pupil Attendance

- Produce and interpret attendance reports for school leaders, identifying key statistics, reasons for absence and any patterns of concern
- Track attendance of vulnerable groups of pupils and share information with school leaders
- Identify pupils that need additional support to improve their attendance
- Work with school leaders to identify appropriate interventions to improve attendance for particular groups or individual pupils
- Lead daily or weekly check-ins to review progress and the impact of support/interventions
- Work with school leaders and the Trust to develop and revise the school's attendance policy
- Work with the Office Manager to initiate children missing education (CME) procedures when appropriate
- Support the Office Manager in maintaining accurate and up to date attendance records
- Provide regular reports to attendance organisations to raise awareness of emerging at-risk pupils
- Coordinate meetings with pupils and parents/carers to implement interventions and track progress
- Build positive relations with parents/carers to encourage family involvement in their child's attendance
- Identify, and where possible, mitigate potential barriers to attendance in partnership with families



Job Description

- Carry out home visits, where necessary, to address attendance concerns for individual pupils

3 Supporting the Designated Safeguarding Lead

- Attending relevant safeguarding training necessary to the role and on behalf of DSL
- Act as a point of safeguarding contact for staff in school in absence of DSL/Deputy DSL
- Act as a point of contact for social workers and other agencies
- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school
- Contribute to the completion of safeguarding audits and monitoring

4 Performance Management and Professional Development

- Work towards key targets set for your own development
- Take part in professional development and training opportunities relevant to all staff and your role.

5 Safeguarding Policy and Procedures

- It is the responsibility of all members of staff to follow the correct safeguarding procedures in the academy. All staff have a duty to attend child protection training every three years
- All staff have a duty to read and follow the safeguarding policies in the academy
- All staff have a duty to report any concerns about a child or potential breach of safeguarding procedures by an adult to the designated person for Child Protection, which is the Principal
- Support the Principal, Business Manager, DSL and SLT in managing the responsibilities for Child Protection within the academy

6 Child Protection and Safeguarding

- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2006 and Working Together in relation to child protection and safeguarding children and young people as this applies to the role within the organisation. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the role
- To ensure that the line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection



Job Description

- To ensure, records of training are kept for all staff, and make the DSL aware when training is due for individual staff members

7 Equal opportunities

- To ensure that all pupils are respected and treated equally at all times
- Being aware of cultural differences between pupils, dealing with any incidents of racism or sexism in accordance with agreed procedures

These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities within the school commensurate with the grading of the post at the discretion of the Business Manager and Leadership Team



Person Specification

This person specification is related to the requirements of the post as determined by the job description. Short-listing is carried out on the basis of how well you meet the requirements of the person specification. You should refer to these requirements when completing your application.

Qualifications and training

- | | |
|---|---|
| • GCSE or equivalent level, including at least a Grade C in English and maths | E |
|---|---|

Experience

- | | |
|--|---|
| • Experience working in a school environment or other educational setting | E |
| • Experience identifying interventions to raise attendance of pupils | E |
| • Experience working directly with pupils and parents | E |
| • Experience working collaboratively with colleagues | E |
| • Experience analysing data and producing reports and identifying key insights | E |
| • Experience planning and delivering targeted interventions | E |
| • Experience working with colleagues and external stakeholders (e.g. from external agencies) | E |

Skills and knowledge

- | | |
|---|---|
| • Good listening skills | E |
| • Effective written and verbal communication skills | E |
| • Knowledge of the possible interventions to raise attendance | E |
| • Knowledge of the potential barriers to high attendance that pupils may face | E |
| • Ability to tailor interventions to individual pupils | D |
| • Ability to use IT systems and to conduct analysis and produce reports | E |
| • Good knowledge of Excel or Google sheets | E |
| • Ability to create good relationships with pupils, staff and parents | E |
| • Knowledge of available support services in the local area | D |

Personal Qualities

- | | |
|--|---|
| • Willingness to provide the best possible opportunities for all pupils | E |
| • Organised, proactive and self-motivated | E |
| • Good time management skills | E |
| • Commitment to upholding and promoting the ethos and values of the school | E |
| • Ability to work under pressure and prioritise effectively | E |
| • Ability to maintain confidentiality at all times | E |
| • Committed to safeguarding, equality, diversity and inclusion | E |

Additional requirements

- | | |
|---|---|
| A satisfactory DBS and previous employer references | E |
|---|---|



How To Apply

Guidance Notes for Applicants

If you are unclear about any aspect of the application process or you would like any additional information about Bentley High Street Primary School, or the role, then please contact Verity Wood, Academy Business Manager on 01302 874536 or by email v.wood@bentleyhighst.doncaster.sch.uk

Visits to the school are strongly encouraged. To arrange a visit please contact Rebecca Austwick Academy Principal on 01302 874536 or by email principal@bentleyhighst.doncaster.sch.uk

We are looking for a multi-tasking educational superstar who lives to inspire and loves to encourage, a selfless provider of knowledge and skills who can make a difference to the lives of our children.

If you have the qualities and skills for the role and want to be part of a high-performing team, dedicated to providing the best possible educational opportunities for the young people of Doncaster, then please send your completed application form to:

By Email: l.burton@exceedlp.org.uk

By Post:

Lorraine Burton, Personnel Manager
Exceed Learning Partnership
Edlington Lane,
Doncaster, DN12 1PL

Closing Date for Applications: Monday 3rd June 2024

Shortlisting for Candidates: Wednesday 5th June 2024

Interviews: Monday 10th June 2024

References will be requested for shortlisted candidates who will be notified beforehand. If you are shortlisted, please contact each of your named referees to inform them that, we will request a reference prior to the interview. Please note that providing false information as part of your application may lead to a withdrawal of any conditional offer of employment, or disciplinary procedures potentially leading to dismissal without notice.

The Directors and Governors of Exceed Learning Partnership are committed to safeguarding and promoting the welfare of children, applicants will undergo child protection screening appropriate to the post, including checks with past employers. The role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DBS certificate, the role is engaged in regulated activity and will therefore require a children's barred list check. Shortlisted Applicants will be required to complete a self-disclosure

If you have not heard from us within three days of the shortlisting date, then unfortunately on this occasion your application has been unsuccessful.



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