

Secondary

Academy
Transformation
Trust

Home Liaison Worker

Application Pack

The Hathaway Academy
Grays, Essex RM17 5LL



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01. About Academy Transformation Trust

Our Mission

Transforming lives by *putting education first*.

Our Vision

Transforming Lives of **Our Learners**:

We seek to ensure that all our learners receive a high-quality education from expert staff and aspire to achieve the best they possibly can, no matter their background or ability. Our learners have a safe, supportive learning environments in which they develop, grow, and challenge themselves. We are determined that our learners will receive the very best enrichment and opportunities to help them reach their full potential and ensure they are prepared for the future, wherever it might take them.

Transforming Lives of **Our Colleagues**:

Our colleagues are supported with the very best professional development through our innovative ATT institute, allowing them to stay focused on learning and developing as practitioners whilst they progress in their careers. We share the very best practice across our community of academies to help build systems and processes that really work.

Transforming Lives of the **Communities We Serve**:

We are committed to actively engaging with and addressing inequality in our local areas. We understand that every one of our academies and their diverse communities are different, so we aim to build a supportive, collaborative, and nurturing relationship with each whilst sharing our key values across our Trust.

Our Values

Commitment to Education

Our core purpose is to positively impact the lives of all our learners. Education will always be at the heart of everything we do.

Transparency and Integrity

We are proud of our success whilst being open and honest about our areas for improvement. Our actions are always ethical and in the best interests of all our stakeholders.

Innovation and Improvement

We are committed to innovative education- always moving forward and never standing still. Our learners are ambitious and prepared for a future that is constantly changing and developing.

Fast Facts

Our cross-phase group of academies was founded in 2011 and since then we've grown to our current family of 21 academies (primary, secondary, post 16 and FE) operating across 10 English local authority areas. We are responsible for the education of over 13,000 learners, for the careers of almost 2000 colleagues and for the most effective spending of nearly £80 million of taxpayer income each year.

Fast Facts

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Our Priorities: Big Moves

Our Big Moves help solve a problem and achieve a step on our 2-to-5 year plan.

Aligned Autonomy

Shared Services

Improve Outcomes

Grow



ATT | 21 Academies
Local Authority Areas | 10

Staff | 1720
Primary | 409
Secondary | 1130
Special | 30
FE | 76
Other | 75

Learners | 13,334
Primary | 2711
Secondary | 9280
Special | 45
FE | 1298

Governance
People Engaged | 120+
Trustees | 10
Members | 4

Finance
£78 million in funding and other income

ATT Institute | Offering the very best PD opportunities for all our colleagues.

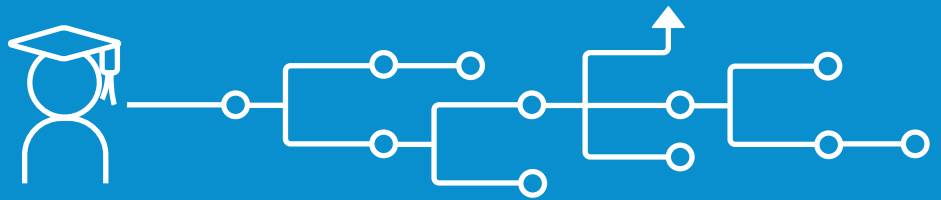


1 Outstanding

19 Good

1 Requires Improvement

02. Career Testimonials



Donovan Stansbury | Teaching Assistant

ATT has helped my career from the very beginning of my adult life. I started my career at Mildenhall College Academy on a Teaching Assistant Apprenticeship, provided by ATT FE. Now with my knowledge and understanding of my role I can succeed further with the support of ATT. I have completed my apprenticeship and now have a full-time role as Teaching Assistant at the academy. My next step is to start an OU degree, again something I will do with the full support of ATT.

Martin Sexton | Lead for Computer Science and STEM Coordinator

Working for ATT has given me many opportunities to progress my career. A move from Westbourne Academy to Mildenhall College Academy 5 years ago gave me my first step up from teacher to leading Computer Science. I received an ATT award for STEM which led to me becoming the STEM coordinator. To help develop my career further I now lead Team Network Group meetings with other Computing teachers from across the trust. ATT has also allowed me to develop my skills knowledge through attending a range of CPD with Computing at School, Barefoot, and Digital Schoolhouse all of which are helping to develop my practice.

Nicola Powling | Faculty Leader, Humanities

Since joining Mildenhall College Academy three years ago, I have been well-supported in my development as a middle leader and with the guidance and advice of senior leaders in the academy I have been able to demonstrate significant impact on the quality of teaching and learning in the Humanities subjects. Last academic year I chaired the Eastern TNG for History, which has given me the opportunity to work with colleagues across the Trust and share best practice. Most recently, I have been seconded to the senior leadership team with a responsibility for teaching and learning; this is an opportunity to continue my career development and to gain insight and experience in senior leadership.

Cat Rushton | Director of ATT Institute

ATT has offered me the exciting opportunity to experience a wider scope of influence over academies, to collaborate with other leaders, and to work with a range of colleagues and stakeholders in various contexts.

03. Academy Information



The Hathaway Academy is part of the Academy Transformation Trust family of academies.

Rated as 'Good' by Ofsted in June 2015 and December 2019, at Hathaway we aim to change the aspirational horizon of our pupils and their community. Everything that both our pupils and staff do will be done to ensure that through engagement, self-worth and purpose, pupils will be the very best they can be. The balance of academic excellence and opportunities underpins our high aspirations and provides pupils with the skills and confidence they need in their future journey.

We offer a personalised, engaging and relevant 21st century curriculum, which will develop pupils into thinking, articulate, responsible and successful citizens.

This is supported with a wide and varied extra-curricular programme that not only supports academic progress but also embeds the specialism of digital media and performing arts.

Our Faculty system runs throughout the academy which each Faculty attached to a charity and a number of fundraising initiatives taking place throughout the year,

We are extremely proud of our new £1.5m food technology, hospitality and catering facility which has recently opened.

We also have a number of partnerships with organisations in our community including the Duke of Edinburgh, Royal Opera House and West Ham United.

To find out more, please visit www.hathawayacademy.attrust.org.uk





Selected Courses

- National Professional Qualifications
- SSAT Lead Practitioner Accreditation
- DNA: Teaching, *our flagship course*
- Early Career Teacher Programme

Development Groups

Principals' Development Group | PDG

Allows Principals to develop and share strategies and priorities while addressing their PD needs

Strategic Development Groups | SDGs

PD for senior leaders, linking to areas identified in the Ofsted Education Inspection Framework

Team Network Groups | TNGs

Subject development groups for department heads and colleagues in central directorates

Other Professional Development

- ATTI Fellowships
- Specialised webinars
- Inquiry Questions, *our new PD model*

Professional Development at ATT: 04. The ATT

Our ATT Institute is a dedicated team of colleagues that works hard to create a broad and impressive people development offer, facilitating quality training and networking across all our directorates. This helps our colleagues to stay focused on learning and developing as practitioners as they progress in their careers with our Trust.

Our Vision

We're committed to the very best people development, empower our stakeholders through equal learning opportunities and putting their needs first. We believe we are better together and value collaboration within and beyond our organisation.

Our Institute is a learning eco-system; leadership does not just come from the top but is stakeholder-led. Colleagues across all our directorates- not just teaching staff- help our Trust to transform lives through innovative education. Because of this, we all have a responsibility to engage with people development, ensuring that the education we provide is of the best quality it can be. ATT colleagues use their local leadership to develop and lead others beyond their immediate institution- even beyond our own Institute.

Research Design and Translation

Built into our institute's approach is the concept of *inquiry-based learning*. As part of our commitment to research-informed practice, our action research team contribute to the advancement of research in areas linked to our strategic improvement priorities. The team translates their findings to our development groups, helping to share best practice across our family of academies.

Find Out More Online:

academytransformationtrust.co.uk/institute

05. Job Description

Home Liaison Worker

Core Purpose: To promote the academy ethos of working together; supporting individuals, work hard; be kind and leading by example and by assisting the Designated Safeguarding Lead in maintaining outstanding attendance and well-being for vulnerable pupils in the academy.

Key Responsibilities:

- To ensure all vulnerable pupils are accounted for each academy day.
- To support the drive and strategy to improve the attendance/punctuality of pupils at the academy.
- To support vulnerable pupils in removing barriers to attendance.
- To plan, carry out and record all home visits.
- To manage attendance/punctuality action plans

Wider contribution to the academy:

You will:

- Lead by example and consistently embody our high expectations as set out in 'The Hathaway Way'.
- Contribute to the effective safeguarding of pupils, promoting pupil welfare and working with the DSL to ensure that pupils and staff are safe.
- Build positive and strong relationships with our pupils, valuing their opinions and encouraging the development of their personal developments.
- Promote inclusion, equality of opportunity and diversity in all of your work.
- Work in partnership with parent/carers in order to secure the best outcomes for our pupils.
- Support the spiritual, moral, social and cultural development of pupils ensuring that the promotion of British Values is at the heart of the academy's work.
- Assist in the day-to-day operational running of the academy.
- Contribute to and take an active part in your own professional development and the improvement of the academy.

Responsibilities specific to the role:

Attendance

- Work with the Vice Principal, Progress Leaders and Designated Safeguarding Lead to target and improve pupils with poor attendance.
- Update Bromcom/CPOMs with information received from parent/carers and pastoral staff.
- Contact parent/carers of vulnerable pupils on the first day of absence where no explanation for absence has been received by 9.30am.
- Carry out home visits with another member of staff as required to support strategies to improve attendance.
- Help with the logging and follow-up of start of day absence.
- Assist with the process of managing 'missing pupils' during the academy day.
- Visit vulnerable pupils on the second day of absence.
- Visit pupils on the punctuality hit list each morning where applicable.

Pastoral Support

- Manage, under the direction of the DSL, the diary for collecting information for looked after children linked to their academic progress (PEPs).
- Assist in Student Reception dealing with pupil enquiries, responding to calls from parent/carers and assisting in the provision of first aid as required for cover.

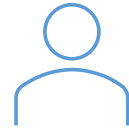
NOTE:

The duties and responsibilities of this post may vary from time to time according to the changing demands of the academy. This job description may be reviewed at the reasonable discretion of the Principal in the light of those changing requirements and in consultation with the postholder. In any event the Principal reserves the right to review and amend the job description.

The Job Description is a description of the job to be undertaken and performed to the satisfaction of the Principal by the postholder. It does not form part of the contract of employment.

The Hathaway Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment by observing the academy's Safeguarding policies and procedures.

06. Person Specification



Home Liaison Worker

Criteria	Desirable
Professional Qualifications and Learning	<ul style="list-style-type: none"> • Right to Work in UK • GCSE Mathematics and English (Grade C/4 or above) • A Level or equivalent qualification (desirable, not essential)
Experience	<ul style="list-style-type: none"> • Experience of working with young people • Experience of delivering activities and sessions for young people • Experience in use of all Microsoft IT platforms e.g. Excel • Awareness and understanding of best practice to ensure safeguarding and child protection.
Competencies	<ul style="list-style-type: none"> • Strong written and oral communication skills • Ability to keep highly organised and work efficiently and effectively even when demands of the job are high • Able to establish good working relationships • An understanding of the importance of confidentiality and discretion
Personal characteristics	<ul style="list-style-type: none"> • Genuine passion and belief in the potential of every pupil • Resilience • An enthusiasm for working with young people • Helpful, positive, calm and caring nature • Able to follow instructions accurately but make good judgments and lead when required • Be prepared to work flexibly • Be motivated to continually improve standards and achieve excellence.
Other	<ul style="list-style-type: none"> • Commitment to equality of opportunity and the safeguarding and welfare of all pupils • Willingness to undertake training • This post is subject to an enhanced Disclosure and Barring Service check

07. How to Apply

Home Liaison Worker

Applying:

Please apply by visiting
www.academytransformationtrust.co.uk/vacancies



Status:

37 hours per week, 38 weeks per year, term time only

NJC 2-6
Prorated salary: £20,416.73 to £21,696.45
Full time salary: £23,656 to £25,183



Closing Date: 12 noon, Friday 24th January 2025

Start Date:

As soon as possible



Interviews:

As and when applications are received



EMPLOYER RECOGNITION SCHEME

GOLD AWARD 2021
Proudly serving those who serve.




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