

Applicant Pack



Attendance & Family
Liaison Officer



Welcome from the HR Central Services Team

We are delighted you have expressed interest in a vacancy with The Pinnacle Learning Trust. Should you have any questions over the position or the application form, please contact the Human Resources Department for assistance on 0161 287 8001.

All completed applications must be returned by 12 noon on the closing date on the advert.

We cannot accept information held on CV's and therefore your application and accompanying statement must show all information about yourself and how you meet our requirements, using the job description and person specification will assist you with this. Please provide a day-time contact number on your application form.

You should remember to include information on all your previous employment roles and qualifications gained from secondary school onwards, covering any gaps in employment which are longer than 2 months, detailing what you were doing and how you were supported.

Teaching staff roles only are requested to provide results from the last three academic years within the application process.

In the meantime, may we take this opportunity to thank you for your interest in working with us and we look forward to receiving your completed application.

Best regards,
HR Central Services

*If you require this or any of the documents in an alternate format please contact a member of the Human Resources Department.



Job Description & Person Specification

Purpose of the post:

To work alongside the attendance administrator and the pastoral and safeguarding team, to take responsibility for the tracking and monitoring of all student attendance data, instigating appropriate intervention as required.

Summary of Main Duties and Responsibilities

Core Purpose:

- To assist in the development of home school partnerships and work with parents to help them understand and fulfil their legal responsibilities in relation to school attendance
- To use a range of data to identify students requiring home visits
- To carry out home visits, maintaining accurate records including the impact they have had
- To identify and monitor students who meet the criteria for local authority sanctions
- Ensure accurate records are maintained, particularly with respect to reasons for absence
- To meet parents and students to agree actions to improve attendance
- To monitor, track and analyse the attendance of key groups across all year groups, intervening accordingly
- To identify and monitor students at risk of becoming persistently absent, liaising with staff, parents and students
- To produce and interpret various data for maximum impact on raising levels of attendance
- To work with the attendance administrator to produce and maintain the attendance position statement for Governors
- To liaise with parents, members of the pastoral team and the safeguarding leads about all issues relating to student attendance
- To undertake duties commensurate with the safeguarding agenda for children including referring cases to the DSL and representing the school at child protection meetings when required
- To liaise with external agencies, attending relevant meetings as required
- To maintain paperwork for collaborative provision and liaise with providers as appropriate
- To contribute to the rewards programmes by co-ordinating all attendance prizes
- To play a supportive role in the organisation of educational visits, attending them as required

Core responsibilities:

- To be a role model and actively promote our expectation that students are responsible, respectful and ready to learn
- To provide cover for other pastoral functions as required
- To contribute to the supervision of students before school, at break and lunch
- To understand the importance of safeguarding, inclusion, equality and diversity when working with students and colleagues and to promote equal opportunities for all
- To take a proactive approach to health and safety, working with others to minimize and mitigate potential hazards and risks
- To be a member of our first aid team, accessing training as required
- To maintain confidentiality and observe GDPR requirements as appropriate
- To undertake such duties and responsibilities at a similar level as directed by the Principal

Requirements of all trust staff:

- To promote and uphold the Trust Mission Statement, values and strategic aims and objectives.
- To comply with the Academy and Trust policies and procedures, including those relating to health and safety, safeguarding, welfare and security.
- To work positively and inclusively with colleagues, students, parents and other partners regardless of their gender, ethnicity, sexuality, age or disability.
- To attend briefings and staff meetings as required.
- To participate in the Performance Management Review scheme and undertake professional development and training as required.
- To be a positive role model and take responsibility for promoting good standards of behaviour and conduct in students.
- To undertake other duties that are in accordance with the purpose and grade of the post as agreed with the Principal or designated alternate.

Relationship to other posts within the Trust

Supervision given to: NA

Supervision received: Assistant Principal

	Essential	Desirable	Method of Assessment
Education and Qualifications			
GCSE grade C or above or equivalent in English and Maths	✓		Application
Safeguarding CPD		✓	Application
A full driving licence and own car with business cover	✓		Application
Knowledge and Experience			
Experience of working in an educational setting	✓		Application/Interview
Experience of working with parents and young people		✓	Application/Interview
Experience of attendance related interventions		✓	Application/Interview
Experience of working with SIMS		✓	Application/Interview
Skills and Attributes			
Willingness to participate in development and training opportunities	✓		Application/Interview
Ability to work constructively as part of a team	✓		Application/Interview
Ability to confidently provide challenge and support in interactions with parents and young people	✓		Application/Interview
Show commitment towards....			
Excellent written and oral communication skills	✓		Application/Interview
Good literacy, numeracy and IT skills	✓		Application/Interview
Excellence at all levels and a determination to succeed	✓		Application/Interview
Achieving the highest standards for all students	✓		Application/Interview
Motivate others and adopt a positive approach to education	✓		Application/Interview
Equality of opportunity for staff, students and all members of the school and wider community	✓		Application/Interview
Promoting the College's vision and ethos	✓		Application/Interview
Ongoing relevant professional self-development	✓		Application/Interview
Safeguarding and child protection	✓		Application/Interview

How To Apply

To apply, please click [here](#).

Additional Reasons to Join Us:

- Automatic enrolment into a Pension Scheme
- Cycle to work schemes available
- Various health and wellbeing benefits (including on site gym membership at Oldham Sixth Form College and The Hathershaw College)
- Free on-site parking
- Excellent opportunities for CPD and career development
- Please see our Join The Pinnacle Learning Trust Booklet for more reasons to work for the Pinnacle Learning Trust.

Commitment to Safeguarding

The Pinnacle Learning Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. Applicants must be willing to undergo pre-employment checks. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check. The Pinnacle Learning Trust is an Equal Opportunities Employer and welcomes applications from underrepresented groups and ethnic minorities.

“Educational organisations can often have a culture that is somewhat bureaucratic and punitive, but our trust isn’t like that. We have a human side, which we show in abundance, and we really support each other. Things like behaviour management, for example, are a team effort - no-one is just left on their own.”

Rebekah Sutcliffe, Trustee and former senior police officer and director in local government

PROUD
TO BE
PART OF





**To find out
more or to
apply:**

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0161 287 8001



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