



Groveside School

**Family Engagement and Attendance Leader
(12 months maternity cover)**

Up to £30,000

CANDIDATE INFORMATION PACK



Groveside School is fully committed to safeguarding and promoting the welfare of children and young people.

This position requires an enhanced DBS disclosure and satisfactory references in line with our Safer Recruitment checks.

Outcomes First Groups does not provide sponsorship.

Family Engagement and Attendance Leader

Job Purpose

- To provide a professional service to identify and assess the needs of children where there is concern in relation to school attendance, behaviour, achievement and their general welfare.
- To take consistent and effective action to improve pupils' attendance and reduce persistent absence from school.
- To work with the SLT to review consultations, complete assessments and inductions, leading on the induction and transition of all new pupils.
- To work with parents and pupils through provision to support and empower them around managing risks, parenting and emotional wellbeing.
- To be an integral member of the Extended Leadership Team to promote and support pupil success and Mental Health and Wellbeing across the school.
- To manage EBSA interventions and hold a caseload of pupils.

Groveside School offers the opportunity to work:

- In a school that is passionate about achievement for all pupils.
- With fantastic pupils who enjoy a dynamic and engaging curriculum.
- Within a diligent team who have a wealth of expertise and experience.
- With a strong induction programme tailored to your experience and needs.
- Collaboratively within a very supportive environment where professional development is an essential aspect of our daily practice.
- To develop your career.

The ideal candidate will:

- Be a person who thrives in a fun, yet challenging environment.
- Be an exceptional administrator.
- Have a passion for building strong relationships with young people through restorative working.
- Be someone who is resilient and approachable.
- Be a good communicator who is able to inspire and motivate pupils but also who can remain calm under pressure and have a sense of humour.
- Be creative and bring out the best in pupils and families.

If you feel that you have the energy, passion, resilience and drive to be part of making Groveside School outstanding, we would welcome you to visit us and see Groveside School in action. We are sure you will experience our friendly, relaxed atmosphere and get a taste of how rewarding your work will be.

Please contact Zoe Eastwood on 01183 744556 or go to www.grovesideschool.co.uk for more information about the school. **Applications will be considered upon application.**

Job Description

General

- Exercise vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others.
- Operate at all times in accordance with company policies and procedures, with particular reference to Safeguarding, Child Protection, Whistleblowing, Complaints and Behaviour Policies.
- Report issues and/or incidents relating to staff and pupils that have arisen in the day promptly to the relevant Line Manager or appropriate person.
- Participate in training and take responsibility for personal development.
- Participate in team meetings, supervisions and annual reviews in accordance with Company policy and the standards set by the Regulatory Body.
- Work to promote the school as a valued, professional asset within its community and also to promote a culture that individuals and staff conduct themselves at all times in a manner that reinforces this image.
- Ensure that all actions are in the interests of the pupils and the Company.
- Work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices.
- Carry out any other reasonable and relevant duties as required.

Deputy Designated Safeguarding Lead

- Understand the referral and assessment process for early help and intervention.
- Know about child protection case conferences and reviews and can contribute to these effectively when required.
- Attend and contribute to Early Help, TAF, CIN or CP Meetings.
- Keep detailed, accurate and secure records of concerns and referrals (Sleuth).
- Understand the role of the school in terms of the Prevent Duty where required.
- Attend refresher and other relevant training to stay up to date as a qualified DDSL.

Key task areas and responsibilities

- Encourage a culture of listening to children and taking account of their wishes and feelings in terms of what the school does to protect them.
- Complete assessment visits and induction plans for prospective and new pupils to the school.
- Monitor attendance and truancy issues and devise and implement intervention strategies to improve these issues in accordance with our pupil Attendance Policy.
- Produce Individual Attendance and Education Plans for each pupil falling below 90%.
- Monitor and track attendance information and to use this data to support identified groups of vulnerable young people, evidencing the impact of work through improvements in attendance, a reduction in persistent absence and improvement in engagement and progress.
- Report attendance to SLT weekly, monthly and termly along with strategies for improvement and Individual Attendance and Education Plan (IAEP) tracking.
- Provide attendance support through IAEPs for children, investigating matters affecting school attendance of children and to intervene swiftly and effectively to improve attendance and reduce persistent absence.

- Advise pupils and parents about attendance and education matters as required and encourage positive home / school relationships which may involve mentoring, building of self-esteem, mediation and conciliation.
- Have a rolling caseload of pupils to work with to overcome barriers to learning both within and outside of school.
- Provide targeted interventions which enable pupils with behavioural, social, emotional, health or familial challenges to overcome them and be happy and successful at school, referring them to specialised intervention where appropriate.
- Develop relationships with external providers of interventions which have impact.
- Support with staff training where appropriate to develop colleagues' abilities to promote and support the universal wellbeing of all members of the school community.
- Participate in planning and organising appropriate educational sessions around Mental Health and Wellbeing including EBSA.
- Be aware of own practice and keeping up with current trends in education.
- Maintain confidentiality about home – school / pupil - teacher/ school – work matters.
- Provide school leadership at multi agencies meetings.
- Provide parenting support 1:1, groups etc to meet need.
- Provide advocacy for families with outside agencies.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Person Specification

Qualifications:	Essential	Desirable
Good GCSE qualifications in Maths and English or equivalent relevant qualification	✓	
Willingness to work towards further qualifications or training as required e.g Designated Safeguarding Lead training or CPI	✓	
Experience		
Experience of managing multiple priorities	✓	
Experience in Pastoral Management in a School		✓
Experience in special educational needs, emotional, behavioural and social difficulties		✓
Knowledge, Skills and Abilities		
Strong organisational, interpersonal and communication skills	✓	
Ability to use own initiative to identify issues, problem solve and implement solutions	✓	
Ability to interpret information and devise policy or practice	✓	
Ability to support other staff effectively	✓	
Ability to work quickly and efficiently with minimum supervision but as part of a team	✓	
Ability to persuade, motivate, negotiate and influence	✓	
Ability to work constructively as a team, understanding school roles and responsibilities and the post holder's position within these	✓	
Ability to self-evaluate learning needs and actively seek learning opportunities and CPD.	✓	
An understanding of Safeguarding within the school environment	✓	
An ability to analyse data and evidence of higher level ICT skills	✓	
An ability to consult and share decision making with the senior team	✓	
Personal Qualities:		
A flexible approach to work	✓	
A sense of responsibility	✓	
Tact and diplomacy	✓	
Integrity	✓	
The ability to remain calm in stressful situations	✓	
Personal resilience and emotional strength	✓	
A sense of humour	✓	