

# Home-School Liaison Officer



## RECRUITMENT PACK



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Proud member of Impact Education Multi Academy Trust



## Our Academy



It is with great pleasure that I welcome you, on behalf of the children, staff and governors, to The Whitley AP Academy. We are an Alternative Provision Academy serving the Calderdale area and we are based in Illingworth, Halifax.

We are commissioned by Calderdale Council to provide eighty places for young people across Key Stages 2, 3 and 4. The Academy is part of Impact Education Multi Academy Trust, a Trust dedicated to improving the life chances of children and young people.

Our vision is for The Whitley AP Academy to be a school that works hard to develop confidence, a love of learning, resilience and kindness in our pupils. We have high expectations, which support the individual needs of all of our pupils, whilst placing an emphasis on positive attitudes to learning, building effective relationships and developing a strong moral compass.

Mr Phillip Hannah  
Headteacher



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## Job Description

<b>Post:</b>	Home-School Liaison Officer
<b>Overview:</b>	The primary focus of the role is to work within the Safeguarding and Attendance team, working with families and pupils to improve attendance and building links between the Academy and home. Working alongside both the Safeguarding & SEMH Lead and the Attendance Lead, the majority of the day will be spent visiting homes of absent pupils to engage with parents / carers and pupils - to improve attendance and engagement.
<b>Salary:</b>	Scale 4 / 5 (SCP 7 – 17)
<b>Contract:</b>	Permanent, Term Time only – plus five days, 32.5 hours per week
<b>Responsible to:</b>	Deputy Headteacher

- Driving licence and use of car essential.

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## Key Duties and Responsibilities

- To monitor, manage and contribute to the improvement in pupil attendance and punctuality, working with the Safeguarding & SEMH Lead and the Attendance Lead.
- To support the Pastoral Team and communicate clearly to staff, pupils, parents / carers, the attendance procedures and expectations of the school.
- To collate attendance data to enable identification and tracking of pupils and encourage them into school; to help to improve attendance and late arrivals by monitoring and offering assistance in order to establish the reason for non-attendance.
- To monitor whole school attendance and punctuality, sending out attendance letters and following up where appropriate.
- To arrange / attend meetings with parents / carers and maintain accurate recording of all telephone conversations and meetings. Provide daily feedback following home visits, reporting to the Pastoral Team and others as required.
- To produce weekly / termly reports for Senior Leaders and Governors.
- To carry out home visits to support families / children, providing outreach support to families in line with academy procedures on the basis of priorities and needs that the Senior Leadership Team have identified.
- To help families / children access other services, referring where appropriate and communicating regularly with Academy staff and other agencies ensuring that follow-up work is done and all concerned are well informed.
- Make assessments and agree a plan for facilitating a return to school using appropriate strategies within specified timescales; this includes signposting activities and support to engage pupils in education and reduce barriers to learning.



- To provide information and advice to enable pupils to make choices about their learning, behaviour and attendance, challenging and motivating pupils, and promoting and reinforcing self-esteem.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To contribute to other office duties during term time as directed by the School Business Manager.

Please note that this is illustrative of the general nature and level or responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out, which would be determined by the Line Manager or Senior Leaders.

***Impact Education Multi Academy Trust is committed to safeguarding staff and students and expects all employees and volunteers to share this commitment. All posts are subject to an enhanced Disclosing and Barring Service DBS check. All interviews will include a question about Safeguarding and any anomalies identified in pre-recruitment checks will be discussed at interview.***

## Person Specification

**Post Title:** Home-School Liaison Officer

**Post Grade:** Scale 4 / 5 (SCP 7 – 17)

	Criteria – Essential (E) / Desirable (D)	How Identified
<b>Experience</b>	Experience of working in an effective team. (E) Experience of working with or caring for children of relevant age, e.g., voluntary organisation or parental / caring responsibilities. (E) Experience of working with Primary and Secondary aged pupils with special needs including emotional and behavioural difficulties. (D) Experience of working with parents, schools and support agencies. (D)	Application Form  References  Interview
<b>Knowledge &amp; Skills</b>	Ability to relate well to pupils and adults, and an ability to work as part of a team. (E) Ability to remain calm under pressure. (E)	Application Form

	<p>Demonstrate good co-operative, interpersonal and effective listening skills. (E)</p> <p>Maintain confidentiality in matters relating to the Academy, its pupils, parents or carers. (E)</p> <p>Ability to cope with the requirements of the post, which will include working with pupils who have emotional / behavioural / physical difficulties. (E)</p> <p>Exercising advisory, guiding, negotiating and persuasive skills at a developed level. (E)</p> <p>An understanding of the issues relating to pupils who have additional learning needs, more able and special educational needs. (D)</p> <p>An understanding of the causes of poor attendance and associated barriers to learning. (E)</p> <p>Working knowledge of safeguarding issues. (E)</p> <p>Awareness of child development. (D)</p> <p>Good communication skills. (E)</p> <p>Good numeracy / literacy skills. (E)</p> <p>Good ICT skills, including the use Microsoft Office. (E)</p>	<p>References</p> <p>Interview</p>
<p><b>Qualifications / Training</b></p>	<p>GCSE English and Maths or equivalent e.g., Adult Literacy / Numeracy at Level 1. (E)</p> <p>Other relevant qualifications relating to the post e.g., Level 2 NVQ in Health / Childcare, first aid qualification. (D)</p> <p>Evidence of further training / development and / or willingness to participate in further training and development opportunities e.g., Team Teach, Moving &amp; Handling, Special Educational Needs. (D)</p> <p>A full driving licence, and use of a car on a daily basis. (E)</p>	<p>Application Form</p>



## Impact Education Multi Academy Trust

A Department for Education (DFE) approved academy sponsor based in West Yorkshire. Founded in 2016, Impact Education Multi Academy Trust consist of seven academies including primary, secondary, all-through and alternative provision sectors across Calderdale and Kirklees.

### Our Trust Our Family



Our family of academies work collaboratively to create a trust **Where Hearts & Minds Connect** with value-driven partners to ensure education impacts positively on students, staff and communities we serve.

### CEO Message

I am proud to welcome you to Impact Education Multi Academy Trust. The Trust is on a mission to improve the life chances of children and young people and improve social mobility for the disadvantaged. Our vision is to be a Trust **Where Hearts & Minds Connect**; values-driven partners working collaboratively to ensure education impacts positively on students, families, communities and staff.

Impact Academies are aligned to the Trust Mission, Vision and Aims. Our Academies have individual identities which reflect the diverse communities they serve. They have the autonomy to create, explore and learn from different practices and our Headteachers believe that leadership and personal accountability are founded on self-direction and reflection.



We believe that collaborative leadership and strong partnership development can lead to a significant positive impact on the quality of education through sharing the best collective practice.

Our values of Heart, Mind and Connect underpin everything we do and our Core Principles and Aims articulate how we will live these out.

Best Wishes,  
Mick Kay, Chief Executive Officer & Accounting Officer



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## Benefits of Joining

All staff within our Trust will receive a planned induction to ensure that your career with us gets off to the best start possible. We recognise that your development is important and working for us will mean that you have fully funded access to a suite of 63 courses with Every e-learning including safeguarding and safer recruitment training modules. Our staff can also apply to take part in a range of external development programmes, including NPQs and other role-specific CPD is also actively supported, e.g. Finance qualifications.

You will also have opportunities to develop your skills and knowledge by working across the Trust on school improvement workstreams.

Staff wellbeing is important to us and colleagues new to the Trust will be automatically enrolled into our employee benefits platform 'Smart Hive', which gives access to a range of benefits:

- Car Benefit Scheme
- Cycle to Work Scheme
- Employee Assistant Programme (Including LifeWorks health & wellbeing portal & App)
- Face-to-face or telephone counselling (also available for immediate family members)
- Online Cognitive Behaviour Therapy (CBT) (also available for immediate family members)
- Gym Discounts
- Mobile phone deals
- Retail Discounts Scheme
- Westfield Health – voluntary Everyday Health Plan – e.g. claim back optical and dental payments

We also provide an online HR Policy handbook so that you can easily look up information on areas such as Maternity/Paternity leave, Attendance procedures and requesting special leave.

For further information about working for Impact Education MAT, please visit our website:

[www.i-mat.org.uk/working-for-us/](http://www.i-mat.org.uk/working-for-us/)

## How To Apply

Please download and complete the application form online and send it to the HR team at

[hr@i-mat.org.uk](mailto:hr@i-mat.org.uk).