



Alder Community High School

Mottram Old Road | Gee Cross | Hyde | Cheshire | SK14 5NJ

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Headteacher: Mr R O'Regan BSc (Hons) NPQH

July 2019

Dear Applicant

Student Attendance and Family Liaison Officer

Thank you for taking an interest in the Student Attendance and Family Liaison Officer at Alder Community High School. This is a fantastic opportunity for a highly motivated and driven individual to join our wider pastoral support team. You must possess the skills and determination to make a significant difference to the lives of our students.

Please find enclosed in this pack the following:

- Information about the school;
- Information about the post;
- Method of application;
- Person Specification;
- Job Description;
- Tameside MBC support staff application form;
- Further information about the school is available on our [website](#).

Alder is a rewarding place to be. We have built a culture where staff feel valued and supported. We recognise the benefits of staff working in a productive, healthy and flourishing workplace, and we work hard to ensure the wellbeing of everyone.

This is a rare opportunity to join our pastoral team. You will need to have excellent communication and the ability to build positive relationships with young people and their families. Your enthusiasm and proactive, 'can do' attitude will be amongst your strengths. If this sounds like you, and you also have an organised approach to your work with meticulous attention to detail then I would love to hear from you.

I do hope you feel inspired by the information in this pack to apply for the post; Alder is a happy school and a great place to work. I look forward to your application.

Yours faithfully

Richard O'Regan
Head teacher



Information about the school

Welcome to Alder Community High School. We are a community and we want all students to thrive in a happy, safe, supportive, yet challenging learning environment. Central to our positive ethos are core values of tolerance, respect for others and a clear understanding of rights and responsibilities in equal measure, along with hard work and high expectations.

We are in relentless pursuit of excellence, and in doing so, achieve high academic success whilst building resilience and fostering a love of learning, so that all students fulfil their potential.

Our students will receive the highest quality of teaching and we will invest in our staff to realise the vision. Our staff and their wellbeing are important and without them, our students could not flourish.

Students are at the centre of everything we do and increasing their life chances is our primary goal. We want our students to leave Alder as well rounded human beings, work/college ready and able to take their place in society to contribute, enjoy life and be able to improve their own lives and the lives of others.

We are a popular, oversubscribed school with around 800 students on roll, mainly white British with around 15% from minority ethnic groups. In 2018 we increased numbers from 155 to 180 in year 7 and will continue for the next four years until we reach approximately 930 students in 2022.

The proportion of students eligible for the Pupil Premium is around the national average having been above the national average in previous years. The proportion of students who require SEN support is around the national average. The proportion of students supported by a Statement or an EHCP is above the national average.

Our intake is broadly average compared with national KS2 data. In 2018, 75% of students achieved grade 4 or above in both English and maths. To see how we compare with other schools please see the Government performance tables at <https://www.compare-school-performance.service.gov.uk/school/134283>. In November 2017 Ofsted judged us as continuing to be a 'Good' school.

We have a truly comprehensive intake ranging from students who need significant additional support, right up to students who have gone on to Cambridge and Oxford universities. We achieved Maths and Computing specialist status in 2006 and were re-designated in 2010 for a further three years and, whilst funding for specialisms has evaporated, we still carry on with our work supporting our local Primary schools and the wider community.

We are committed to improving our school and staff at Alder have many opportunities to improve as teachers and leaders through a personalised CPD programme. We work collaboratively with a variety of schools within the Greater Manchester area and have active subject networks working together to drive up standards across Tameside.

The many people who have visited us have found a happy and purposeful school community and we have had lots of very pleasing feedback. We are a caring school and exclusions are relatively low. We have a comprehensive support package in place for needy youngsters and in 2010 were awarded the Every Child Matters national standard. Our attendance rates have improved steadily to just over 96% and our Persistent Absentee (PA) rate is below the national average.

The school holds the Quality in Careers Standard (which superseded the gold IAG award), an SSAT Educational Outcomes award, a Pupil Premium award and is a Physics hub for The Ogden Trust and The Institute of Physics.



Alder Community High School can guarantee all of our staff:

- High levels of support and challenge to maximise performance
- The very best CPD on offer
- A stimulating and friendly working environment where every member of staff is valued and makes a significant contribution to the school community
- Working with honest, aspirational students, who are full of character and have great potential

If you share our values, have the vision and drive for excellence and want to be part of an enthusiastic, dedicated and well-resourced team, committed to ensuring that students fulfil their potential, then we look forward to hearing from you.

Attendance and Family Liaison Officer

Method of appointment

- A completed TMBC Support Staff Application Form should be completed and returned to c.hood@alderchs.uk by 9am on Monday 2nd September 2019
- Shortlisted candidates will be invited to attend an interview and assessment session on Friday 6th September.
- Start date – ASAP September 2019. Upon completion of satisfactory pre-employment checks and verification.

You are welcome to visit the school at any time before or after you apply.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory references, pre-employment checks and an enhanced DBS check.

Contract and Salary Information

Contract: permanent, 36 hours per week. Term time only + 4 additional weeks

Hours: Monday to Thursday, 8am to 4pm; Friday, 8am to 3.45pm

Grade: F point 17-22

Actual Salary: £22,014 – £24,305

Additional holidays cannot be taken during term time.



Job Description: Attendance and Family Liaison Officer	
Grade: Grade F	
Responsible to	Senior Leader for Safeguarding
Core purpose	To manage the attendance administration process for the school and to engage students and their families where poor attendance is identified as a barrier to learning.
Specific responsibilities	<ul style="list-style-type: none"> • To manage school attendance using SIMs. Including recording of attendance, following up missing registers and marks, preparation of registers for fire evacuation procedures and contacting parents/carers. • To produce data and reports relating to attendance. • To promote positive attitudes towards the schools attendance on the part of students and their parents/carers and so ensure that students are present at school so as to derive maximum benefit from their education. • To work with the Progress and Pastoral Team to monitor attendance, looking for trends and patterns and action accordingly. • To assist the school in identifying students with poor attendance, assess the underlying causes of poor attendance and punctuality in individual cases and target resources by effective intervention to maximise attendance and improve punctuality. • Effective intervention will involve liaison with parents/carers through home visits and meetings in school. Working with external agencies to address the specific needs of individual children. Devising and developing a range of interventions and strategies to promote attendance. Including reintegration plans and alternative provision. Contributing to the whole school approach to improving attendance. • To keep concise and accurate records of contacts using school recording systems. • To provide students, parents and carers with an effective advice and support service. • To liaise between a student's home and school, involving other agencies as appropriate. • To represent school at multi agency meetings where attendance concerns exist. Participate in plans for students and their families and to



implement recommendations in the field of attendance and education.

- To assist in the training of school progress and pastoral staff in respect of attendance.
- To prepare cases of non-school attendance for the attention of the exclusion, behaviour and local authority panels.
- To assist under S444 of the Education Act cases of non-school attendance for Magistrates Court. Attend court and give evidence if required.
- To assist under S36 of the Children Act 1989 applications for Education Supervision Orders to the Family Proceedings Court.
- To develop and promote a good working relationship with the Local Authority staff responsible for attendance.
- To maintain high standards of record keeping, letter writing and report writing for school, other agencies and court.
- To contribute to the effective transition of students from Primary School and/ or to College or other schools to ensure good attendance and wellbeing.
- To undertake any other responsibilities commensurate with the scale and responsibility of the post as directed by the Head teacher. Each post will be allocated a special project dependent on the year group.
- To have commitment to safeguarding and promoting the well-being of all children in line with school policy and national guidelines.

Other responsibilities

Operational/ Strategic Planning

- To help the responsible officer to make value judgements in circumstances where pursuing legal action could be detrimental to a child's welfare.
- To liaise when required with traveller families to ensure children access and benefit from an education
- General admin duties relating to attendance/student wellbeing/Managed Moves/Pastoral.
- To work with senior staff/ Progress Leaders to ensure punctuality to school and to lesson continues to improve.
- To undertake regular training in order to keep up to date with any changes in legislation or practice.



	<ul style="list-style-type: none"> • Assist with the analysis of student tracking data for attendance and punctuality.
Developing self and working with others	<ul style="list-style-type: none"> • Take part in annual staff performance review with line manager • To create and maintain good working relationships with all members of the school community. • Provide continuous support to students to enable them to maintain their education. • Set an example to students in work ethic, conduct, dress code, punctuality and attendance. • Recognise own strengths and areas of expertise and use these to advise and support others. • Show a duty of care and take appropriate action to comply with Health and Safety requirements at all times. • Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory
Whole school contribution	<ul style="list-style-type: none"> • To play a full part in the life of the School community, to support its ethos and to encourage students to follow this example. • Be aware of and comply with school policies and procedures in particular those relating to safeguarding and child protection, equality, health and safety, confidentiality and GDPR reporting all concerns to an appropriate person. • Attend relevant meetings as required. • Participate in training and development as required. <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment</p>



	opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
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Person Specification Job Title: Student Attendance and Family Liaison Officer Grade: F		
Qualifications	<ul style="list-style-type: none"> ➤ GCSE Maths grade C or above ➤ GCSE English grade C or above ➤ Educated to at least A level or equivalent 	E E D
Experience of:	<ul style="list-style-type: none"> ➤ Using Microsoft Office applications, in particular Word, Excel, PowerPoint and Outlook. ➤ Using SIMS software ➤ Dealing with a variety of agencies and colleagues in a work setting. ➤ Working in an educational setting. 	E D E D
Knowledge and understanding of:	<ul style="list-style-type: none"> ➤ The importance of Safeguarding and Child Protection ➤ The importance of confidentiality and data protection (GDPR) ➤ School systems and procedures ➤ Current educational issues 	E E D D
Skills:	<ul style="list-style-type: none"> ➤ A professional telephone manner ➤ Able to develop relationships and communicate effectively and professionally with parents/carers, colleagues, students and outside agencies either by telephone, written or face to face. ➤ Able to multitask and work to deadlines with accuracy and attention to detail. ➤ Able to analyse data and develop actions plans accordingly ➤ Able to present information to a variety of audiences. ➤ Able to motivate students and provide strategies for overcoming barriers to attendance. ➤ Able to work collaboratively with colleagues at all levels. ➤ Able to work unsupervised and act upon own initiative to make decisions. ➤ Driving license and regular access to a car insured for business use. 	E E E E E E E E D
Personal qualities:	<ul style="list-style-type: none"> ➤ Committed to high standards and continual improvement. ➤ Flexible and adaptable approach to the job and able to keep calm under pressure. ➤ Enthusiastic, committed and self-motivated. ➤ Punctual and reliable. ➤ Proactive and uses initiative with a 'can do' attitude. ➤ A good team player. ➤ Present a professional appearance and act as a positive role model. 	E E E E E E E

