



High Expectations
and Aspirations

Candidate Information



**Education Welfare,
Safeguarding & Family Liaison
Officer**

Introduction from the Headteacher

I am delighted that you are interested in this key post of Education Welfare, Safeguarding & Family Liaison Officer at Light Hall School.

Light Hall School is a very special place, our students are friendly, enthusiastic and eager to learn. Our staff are caring, supportive and completely committed to ensuring that every child achieves their very best.

This is an excellent opportunity to gain experience working at Light Hall with like-minded caring professionals, housed within a happy, and harmonious school. We have a team of dedicated and hardworking teachers, committed support staff and an experienced leadership team, to support you.

The enclosed information should give you a flavour of Light Hall. Do please come and visit us if you would like to know more.

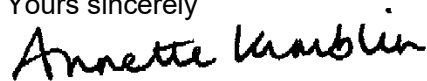
You can find out more about this role by:

- visiting our school website www.lighthall.co.uk to download a candidate pack and application form
- visiting the school through our virtual school tour at the link: <https://www.lighthall.co.uk/virtual-tour/> please contact Anna Williams, HR, Office & Cover Manager on 0121 746 5060 or email awilliams@lighthall.co.uk

To apply please write a letter of application (2 sides of A4 - maximum), which explains how you can fulfil the person specification and what you will bring to the role, together with completing all questions on the application form. Please remember to include contact details of two referees, one of whom should be your current/most recent Headteacher.

We look forward to hearing from you.

Yours sincerely



Annette Kimblin
Headteacher



Light Hall School is committed to safeguarding the welfare of all children and young people and expects all its staff to share this commitment.
An enhanced DBS check is required for all successful applicants

Our Ethos & Values

Light Hall School is a very special place, our students are friendly, enthusiastic and eager to learn. They are at the heart of all we do. Our staff are caring, supportive and completely committed to ensuring that every child achieves their very best with us, no matter what their starting point.

Our aim is that every student leaves us, not only having achieved their full potential academically, but with a lifelong love of learning, a sound moral compass and high aspirations and expectations of themselves.

Care and respect for others and our environment are the given norm at Light Hall and there is an expectation that everyone will participate actively and positively in the life of our learning community. The numerous opportunities and experiences we offer, aim to equip every student with the skills, knowledge and confidence they need to become valued and successful members of society.

The leaves of the Light Hall tree in our emblem stand for each of our core values. They are: excellence in all we do, love of learning, sound moral compass, care and respect, Active participation and high aspirations and expectations.



Excellence, High Aspirations and Expectations

We strive for excellence in all that we do at Light Hall. Our motto, "The best from everyone, all of the time" informs the way we work and play. We believe that every student, with the right mind-set and a willingness to work hard and learn from their mistakes, can and will achieve great things. Our dedicated teachers motivate students to aim high and encourage every student to exceed their own expectations.

Love of Learning

Learning is our core purpose. At Light Hall School we structure learning to excite our students' curiosity and to inspire them to become successful, lifelong, independent learners. Our teachers are enthusiastic and extremely passionate about their subjects, spending considerable time planning interesting lessons, so that their love of their subject is passed on to the students.

Sound Moral Compass, Care and Respect

Our students at Light Hall are our greatest asset and it is a privilege to work with them. We expect very high standards of behaviour, and courtesy, both in and out of the classroom and we encourage our students to be aware of the needs of everyone in the immediate and wider community.

Active Participation

We are an inclusive school which offers the very best opportunities for all our students. Our dedicated team of teachers and support staff pride themselves on offering a safe, caring and happy environment in which students can learn and develop and are confident that we are preparing them well for the future. Our pastoral support team is extensive and has as its mission to ensure that every student feels valued and that their achievements, both academic and personal, are recognised.

At Light Hall we recognise that students thrive when offered additional experiences outside of school. Education goes beyond the reaches of the classroom and we believe that young people can learn a great deal by taking part in educational visits and activities away from school and home



Our
School



Introduction to Light Hall School

We are a co-educational comprehensive of 1200 students aged 11-16, located to the west of Solihull Town centre in the district of Shirley. We draw students from Solihull and Birmingham. Our intake has a broad mix of both attainment and socio-economic backgrounds.

We have an excellent staff team. Each individual, be they teacher or support staff, is committed and hard working. Our students are enthusiastic and friendly. They are respectful, polite and very well mannered. Relationships between students and staff are highly positive.

In our annual surveys, both parents and students rate the school highly.

The school has doubled in size since it was first built and enjoys an excellent setting. It has good sporting facilities and has developed a community ethos within the area that it serves.



The Life of the School



In addition to striving for excellence in academic study, our provision aims to prepare our students for life beyond Light Hall. Our curriculum, which incorporates PSHEC and SMSC, makes a strong contribution to our students' personal development and welfare. This is enhanced by a weekly programme of extracurricular activities, which includes after school sports, drama and musical activities, as well as a variety of subject enrichment clubs. The house system also provides many opportunities for students to participate in a variety of different activities and charity events. Careers and work related learning are promoted in every year group and are very strong.

Our students' attainment is consistently above the national average

Academic and Extra Curricular Life

Our broad and balanced curriculum is delivered through a three year Key Stage three and a two year Key Stage four, to ensure that students have time to develop the depth of their knowledge and skills in their GCSE subjects. The majority of students follow the Ebacc route. All students study Life and Morality (Religious Education) to GCSE level. Those who do not follow the Ebacc route continue to study either geography or history to GCSE level but do not take a modern foreign language. We offer only one qualification which is not a GCSE.



Pastoral Care

Light Hall School is a very friendly and welcoming place for both students and staff. Students feel cared for and relationships between students, and between staff and students, are overwhelmingly positive. The pastoral system is centred on the form tutor, the Progress & Development leader and the non-teaching pastoral manager. Almost every member of staff is involved in the pastoral system in some way. The house system contributes to this too, providing links between students of different ages and healthy competition in a wide range of activities. A small sample of these include the visual arts, "Dragon's Den" enterprise cup, cake bakes, "Light Hall's Got Talent", dance, basketball, cricket, rounders, netball and football.



Our School

Facilities

We are fortunate to have a high quality learning environment at Light Hall with the latest technologies to enhance the curriculum.

Our modern classroom facilities help to provide greater variety in teaching methods and therefore make learning more effective.

Opportunities to nurture independent learning skills are provided through our virtual learning environment.

Our vibrant and welcoming library supports learning throughout the school. It is well stocked, has good ICT facilities and provides high quality services to everyone.

Our purpose built drama studio, music rooms and state of the art recording studio support our extensive extra-curricular programme. In addition to this we have excellent sporting facilities, including tennis courts, sports hall, fitness room and an astro-turf.



Working at Light Hall

Our staff team are friendly and welcoming. Here at Light Hall School we pride ourselves on providing a full range of CPD opportunities to support all staff to continually deliver the best in all they do. Our Teaching & Learning CPD takes many forms such as department meetings where staff have regular time to meet with each other, plan and share resources, personalised coaching and research groups.

In order to support our middle leaders to keep abreast of developments in their subject areas and share good practice, we have a rolling CPD programme where middle leaders regularly meet with their counterparts in neighbouring schools.

We also have a full induction programme for our NQTs and have continuous opportunities for those wanting to develop their leadership potential.

Staff Benefits

- Free on-site staff gym
- Subsidised healthcare cash plan
- Cyclescheme (tax exempt loans for purchase of bicycles up to £1000)
- Pension
- Enhanced maternity scheme
- Occupational Health including a confidential counselling service
- Life insurance through the pension scheme



Job Description

Job Title: Education Welfare and Family Liaison Officer

Responsible to: Senior Assistant Headteacher

Salary: Grade E – 41 weeks per year (Full Time Equivalent: £31,346 - £36,922 per annum)
(Actual salary £28,075 - £33,069 per annum)

Job Purpose:

To promote positive attitudes towards regular school attendance on the part of pupils and their parents/carers and derive maximum benefit and opportunity from their education. To ensure that the Education Authority fulfils its obligations under all relevant Legislation.

Light Hall School Purpose:

Light Hall School is committed to providing an excellent education for every student in its care. Mutual respect, high expectations and a relentless focus on progress are the expected norm. Professional development and support will be offered to all, to ensure that staff have the necessary skills and knowledge to fulfil their role.

Specific Responsibilities

The Education Welfare officer will, under the direction of the Senior Assistant Headteacher:

- Implement a programme of regular monitoring of all school attendance. To consult, advise and support the Headteacher and other school staff on issues of attendance, recommend actions and implementation, in accordance with relevant legislation and DFE guidelines.
- Analyse school data, and challenge when appropriate.
- Devise in-school programmes to promote the attendance of individual pupils, eg gradual reintegration into school.
- Investigate the underlying causes of poor attendance in individual cases and target resources by effective intervention to maximise attendance. Liaison with parents/carers/social services to address the specific needs of children.
- Devise and develop alternative actions to promote attendance.
- Visit families alone to pursue concerns about attendance and other welfare issues.
- Be our Designated Safeguarding Lead (DSL) alongside the current DSL.
- Have a working knowledge of relevant education and child care legislation and be able to advise the Headteacher, school staff and parents/carers on its practical application to schools, pupils and their parents/carers.
- Be up to date with Ofsted criteria and judgements associated with school attendance.
- Provide pupils and parents with an effective advice and support service. Liaise between a pupil's home and school involving other support agencies as appropriate, including social services, education psychologists, medical and counselling services.
- Be familiar with the relevant school policies and procedures and provide relevant advice.
- Where required, act as a mediator where there are allegations of bullying by pupil/parent/carer and assist in the resolution between schools and parents/carers.
- Assist in enquiries and complaints from schools and members of the public.
- Enforce safeguarding guidelines on child protection issues.
- Attend Core Group and Strategy Meetings.
- Have a working knowledge of legislation and local bye-laws on child employment. Issue child employment and work permits. Offer advice
- Advise and train school staff on issues such as data analysis, attendance, interpreting data and other training issues relevant to Education Welfare.
- Prepare witness statements under s 444 of the Education Act (1996) cases of non-school attendance for Magistrates Court. Attend and give evidence in court.

Job Description

- Prepare and assist under s36 of the Children Act 1989 applications for Education Supervision Orders to the Family Proceedings Court.
- Have a working knowledge about special educational needs provision.
- Access education computer software, to obtain relevant information on pupil data and keep accurate records
- Mediate between schools, parents and pupils.
- Make value judgements in circumstances where pursuing legal action would be considered detrimental to the child's welfare.
- Have the ability to work with children from different cultures
- Identify and work with refugee families, to ensure children access and benefit from education.
- Endorse, uphold and promote the school's equal opportunities policy and values.
- Help identify personal training needs required to help implement school priorities and enhance own job performance
- Undertake any other appropriate and reasonable duties that may be required at the request of the Headteacher.
- Follow the school's procedures for health & safety



Person Specification

The following person specification indicates those areas of skills and personal characteristics, qualifications, training and experience that are either essential (**E**) or desirable (**D**) in the candidates being interviewed.

Criteria/standard	Essential or Desirable	Source of evidence
Education/Qualifications		
Relevant degree/professional qualification in Social Work or other relevant discipline	D	Application/interview and qualification checks
Good level of qualifications in English, Maths and ICT including Microsoft Office	D	Application/interview and qualification checks
Experience		
Experience working with children/young adults	E	Application/interview/reference
Previous experience as an Education Welfare Officer or related profession	D	Application/interview/reference
Experience working in a school environment with understanding of the Education system	D	Application/interview/reference
Previous experience of dealing with members of the public	D	Application/interview/reference
Experience of liaison work with external support agencies	D	Application/interview/reference
Skills and Abilities		
Ability to work closely with parents and their children as supporter, adviser and advocate, whilst being able to carry out statutory functions with regard to ensuring school attendance	E	Application/interview/reference
Negotiation skills	E	Application/interview
Excellent written and verbal communication skills	E	Application/interview
Ability to solve problems creatively.	E	Application/interview
To be able and willing to adopt a flexible and imaginative approach to work	E	Application/interview
Ability to work in a demanding environment and meet deadlines	E	Application/interview
Ability to prioritise work	E	Application/interview
Ability to work as part of a team	E	
Ability to write complex reports and court papers and participate in meetings	D	Application/interview
Ability to work under pressure and remain calm in stressful situations.	E	Application/interview
Ability to drive own vehicle for business purposes with valid driving licence (reasonable adjustments will be considered for disabled applicants)	E	Application/interview
An understanding of the education system	E	Application/interview
Knowledge of relevant education legislation and guidance, particularly in relation to the area of supporting children with additional needs	D	
Knowledge of child protection issues	D	
Commitment to and understanding of equal opportunities	E	Application/interview
Ability to recognise and understand the reasons for non-school attendance	E	Application/interview
Ability to work in multi-agency environments	E	
To have an understanding of partner agencies referral procedures and constraints	E	
Personal Qualities		
Professional, enterprising	E	Application/interview
Outgoing, approachable, inclusive	E	Application/interview
Positive, adaptable	E	Application/interview
Enthusiastic	E	Application/interview
Self-motivated, self-confident, reliable	E	Application/interview
Sensitive, fair, tact and ability to use discretion	E	Application/interview
Commitment, generosity of spirit, sense of humour	E	Application/interview

Light Hall School is committed to safeguarding the welfare of all children and young people and expects all its staff to share this commitment



The best from everyone, all of the time.

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