

PINNER

HIGH SCHOOL



WELFARE AND ATTENDANCE OFFICER

CANDIDATE INFORMATION PACK

Inspiring Learning

Dear Applicant,

Pinner High School is an exciting place to be. I have the best job in education: leading a new project with supportive local schools committed to sharing their expertise; an aspirational and involved community; a fabulous site, part way through a major refurbishment. The future is exceptionally bright.

I am now looking for more colleagues who can light up the school still further. The first year has been a great success, with happy students who are keen to learn, settling well into busy and active secondary school life. Inspection visits from the Department for Education and the Harrow Academies Trust have been overwhelmingly positive. Parents, staff and students rated the school as 'Outstanding' in all categories at the end of our first year, and we are featured in the Parliamentary Review 2017, showcasing best practice in education across the country. Over 500 people have applied to work at Pinner High School since it opened, so I have been able to appoint exceptionally high calibre colleagues who are as excited by Pinner High School as I am.

I am determined to build on this and continue to establish a first class school in the heart of the local community. Support staff have a key role to play in Pinner High School, and they take part in school life with the same commitment shown by the teaching staff. They are involved in school trips, looking after students around the site, and focus on creating a climate in which the wellbeing and learning of every child is central to all decisions made.

Whilst setting up Pinner High School is immensely rewarding, establishing a new school is certainly challenging. A role with us is engaging and full of variety, one that expands your professional horizons. I am looking for colleagues who share my passion, our ethos and expectations, who are positive and have the flexibility needed in a growing school, who have integrity, who keep children at the centre of decisions, who can motivate and inspire students and colleagues. I am well aware that no matter how strong the foundations, an organisation is only as good as its people. So the Pinner High School that we build together will be one where colleagues are valued for the contributions they make to the lives of the young people we serve, and are recognised for the opportunities they provide for our students. The Investors in People Health and Wellbeing Award we achieved last summer shows the importance of this at Pinner High School.

If Pinner High School sounds like it is right for you, complete the application form in full and submit a personal statement, of no more than two sides of A4, that explains why you want to work with us, why you are the best person for the role, and what you would contribute if you are appointed.

Applications must be emailed to careers@pinnerhighschool.org. Please include your name in the subject line of the email and in the file name with which you save your application. I look forward to hearing from you.



Chris Woolf, Headteacher

Welfare and Attendance Officer

Reports to: The post holder will report to the Head of Operations
Start date: January 2018
Salary: H2 £18,330 FTE, actual salary will be around £9.78/hour
Hours: Term time only. 8am-2pm Monday-Friday

Pinner High School opened in September 2016 with 150 Year 7 students. It will admit 180 Year 7 students each year; so having 900 Year 7 – Year 11 students in 2020/21. Its onsite sixth form, for up to 250 students, will admit its first Year 12 students in 2021/22. Pinner High will have its full complement of year groups in 2022/23. There will be 12 additional places for students with Autistic Spectrum Disorder. (So the total roll will be 1,162 if all year groups and the ASD places are full). Pinner High School is located on Beaulieu Drive, HA5 1NB. The site is adjacent to the site of Cannon Lane Primary School, which is currently expanding from 3 forms of entry to 4.

Pinner High School is part of The Harrow Academies Trust, a multi-academy trust established by the seven secular high school academies within Harrow. These high schools, together with Whitmore High School (which is a community school maintained by Harrow Council), have a strong track record of collaboration, including establishing Sixth Forms, the age-of-transfer that saw Year 7 join high school (instead of middle school), academy conversion in 2011, and establishing The Jubilee Academy (an alternative provision free school) in 2013.

Introduction

At the heart of a successful school is the provision of high quality teaching and learning, the effective use of resources, improving standards of achievement for all pupils and the promotion of pupils' personal development and wellbeing. All colleagues play a key part in this provision by a commitment to the school's ethos, by working effectively in administrative teams for the benefit of our students. In this way, s/he assists the school in reaching its targets and objectives.

Welfare and Attendance Officer Job Description

The following job description is not necessarily exhaustive; it will be reviewed as appropriate and may be subject to modification or amendment at any time after consultation with the postholder.

While this post is expected to be based predominately at Pinner High School it may involve work with and at all schools within the Trust as the Trust develops.

Core Purpose

- To be committed to and to promote the school's vision, aims, objectives and values.
- To provide proactive, professional support to ensure extremely high levels of school attendance for all students.
- To provide first aid, medical support and a calm, caring and practical response and follow up to any issues of student welfare.
- To support school reception during busy times of day, and enhance the administrative capacity of the school.
- To bring life to the school motto of 'Inspiring Learning'.

Key Responsibilities

- To lead on student first aid and welfare, including supporting students, managing a safe, efficient and supportive medical room, communicating with parents and external agencies, undertaking training for specific and general medical needs as necessary and maintaining all appropriate records.
- To monitor student attendance and punctuality, including supporting students, making contact with home when required, meeting with students and parents, including making home visits, as appropriate and maintaining all appropriate records.
- To lead on the maintenance of data, records and information systems on behaviour, attendance, medical, welfare and other related issues, both computerised and manual, with due regard for data protection and confidentiality. To use such data, records and information to produce statistical information and reports for colleagues, governors and other stakeholders to improve the quality of teaching and learning and pastoral care for students, as directed.
- To contribute to safeguarding children and to keep up to date with the latest procedures and regulations and ensure attendance at appropriate INSET training, meetings, and suchlike.
- To market and promote a positive image of the school in all dealings with parents, students and other external contacts.
- To manage all queries received in a timely and professional manner, including telephone and electronic communications, contacting parents on confidential and routine matters, distributing relevant information to staff, students and parents and responding to student requests for information and advice, referring to relevant staff as necessary.
- To undertake such training as is necessary or helpful to operate school systems effectively and ensure school procedures are adhered to.
- To assist with other aspects of school management and administration as necessary or helpful from time to time.

Notes

The job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to meet changing regulations or circumstances. These would be commensurate with the grade and title of the post.

All postholders are expected to be aware of and comply with policies and procedures relating to health and safety and security, confidentiality and data protection, reporting all concerns to the Headteacher and/or Line Manager as appropriate; ensure compliance with your responsibilities as laid out in the Pinner High School Equal Opportunity Policy and take an active role in promoting equality and diversity; promote the school's policy on behaviour and punctuality for learning, and a commitment to providing a caring and stimulating environment and improving standards for all pupils within the school.

The postholder may be asked by the Board of Trustees, Local Governing Body or Headteacher to undertake other duties that are reasonably regarded as falling within the duties and responsibilities of the post.

All staff employed by the Trust are required to be fully aware of and understand the duties and responsibilities arising from the Children's Act and associated Government guidance in relation to child protection and safeguarding young people.

All staff employed by the Trust are required to reflect and model the ethos and values of the Trust.

All staff employed by the Trust are required to respect the confidentiality of information relating to students, their families, and staff.

November 2017

Welfare and Attendance Officer

Attributes	Essential	Desirable	How Identified
Relevant Experience		<ul style="list-style-type: none"> • Experience of working with children or young people aged 10-18 and/or in an education environment • Experience of working in a medical/welfare/pastoral environment • Experience of working in a service led environment with multiple stakeholders • Experience of working with data systems and of data security • Experience of SIMS or similar information management systems 	Application Interview References
Education, Qualifications and Training	<ul style="list-style-type: none"> • Attainment of GCSE Grade C or above in English and Maths (or equivalent) 	<ul style="list-style-type: none"> • First aid or medical training or qualification • Safeguarding training • Counselling training or qualification 	Application Interview Certificates
Knowledge, Skills and Abilities	<ul style="list-style-type: none"> • A commitment to safeguarding and promoting the welfare of children and young people • An ability to stay calm and to lead in challenging or developing eg medical situations • An understanding of confidentiality and data security • Good communication and interpersonal skills • Ability to work both independently and as part of a team • Ability to plan and prioritise workload in a busy environment • Competent ICT skills 	<ul style="list-style-type: none"> • An ability to establish positive rapport quickly • Ability to engage with a wide range of people from different backgrounds • Ability to be a good role model for young people demonstrating positive values, attitude and behaviour • Ability to approach matters with tact, sensitivity and discretion • Ability to engage, and relate to, a wide range of young people from different backgrounds and to model positive behaviours and a respect for diversity • Ability to maintain a non-confrontational approach 	Application Interview References
Other Requirements	<ul style="list-style-type: none"> • Enthusiasm, energy and commitment with a 'can-do' attitude • Sound judgement • Self-motivation • Willingness to undertake additional training 		Application Interview References