

HOE VALLEY SCHOOL

ATTENDANCE OFFICER AND HOME SCHOOL LINK WORKER

JOB DESCRIPTION AND PERSON SPECIFICATION

SALARY RANGE: £19,000 - £24,000 per annum



THE SCHOOL

"Hoe Valley School is an inspiring environment at the heart of its community where every student's experience is personalised. Our students will learn to think independently, pursue their ambitions and achieve to their highest potential."

Hoe Valley School is:

- An outstanding, heavily oversubscribed secondary school which opened in September 2015 to serve the local community of South Woking
- Delivering innovative and exciting lessons to years 7, 8, 9 and 10
- Committed to ensuring our students leave us with excellent academic outcomes, the skills to be 'work-ready' and the traits of excellent global citizens
- Following the national curriculum offering an extended day allowing time for additional Maths and English along with time for all students to complete their homework during the compulsory day
- A Google School with ICT fully embedded in all curriculum areas
- Committed to learning which is relevant with links to the 'real world' of business, higher education and the local community
- In a state of the art new School in September 2018 on Egley Road, Woking with a dedicated faculty areas - all teachers have their own classroom and a Faculty Planning Hub
- Committed to supporting our staff to have a good work / life balance by offering longer school holidays, bespoke CPD programmes, minimising paperwork and meetings and ultimately by trusting our staff to deliver excellent outcomes

THE ROLE

We are looking for a passionate, talented and rigorous practitioner to join our Personalisation Team and work alongside teachers and tutors in preparing for our first ever GCSE results in 2020.

The successful candidate will be part of the Personalisation Team and directly accountable to the Deputy Head Teacher. Our new Attendance Officer & Home School Link Worker will contribute to improving attendance to school, student engagement with school and work with students on a 1:1 level as well as working with their families. They will share the school's vision and the belief that all young people can achieve at high levels.

This is a full time role during term-time only (39 weeks a year). Hours of work are 40 hours a week across 5 days per week.

CORE RESPONSIBILITIES

Supporting Student Attendance

- To be responsible for student attendance for AM and PM registration and during lessons using the appropriate software
- To manage, input and interpret all data associated with pupil attendance. Contact parents/guardians about pupil absence as required
- To monitor, on a daily basis, attendance targets and interpret information relating to attendance patterns, identifying key areas of concern when targets are not likely to be met, are not met, or are being superseded
- Prepare regular and ad hoc reports for the Head Teacher and Governors
- To provide early intervention and support to individuals and groups of students with attendance issues (Persistent Absentees)
- To monitor latecomers and administer sanctions/penalty notices where appropriate
- To liaise with Form Tutors and Heads of Year to ensure that all registers are completed and no missing marks or unexplained absences remain on a weekly basis
- To ensure any unexplained absences are accounted for or send letter requesting explanation
- Attend and advise at regular meetings with the Educational Welfare Officer, Family Workers and other professionals re attendance issues, ensuring accurate information is prepared for the meetings

Supporting Parents / Carers

- To work alongside key school staff to reduce levels of absence and work with students and families to promote high levels of attendance
- To work with parents and other agencies/alternative education provisions to improve their child's attendance records, coordinating parental support and training where appropriate
- To help parents / carers with parenting skills. To give individual parenting guidance and support, with advice on how to develop and maintain positive discipline
- To listen and offer support on problems and issues and signpost parents to appropriate external agencies
- To help improve family relationships. To be available for families especially in crisis situations, helping those families who need short-term assistance
- To carry out home visits to support families / children, providing outreach support to families in line with School procedures
- To help families / children access other services, referring where appropriate

Supporting Selected Students

- To work closely with PAs (Persistent Absentees)
- To meet regularly a targeted group of students. whose attendance is below the 96% target, either 1:1 or in small groups to help improve aspiration, confidence and motivation
- To help students manage their workload and prioritise their learning where anxiety is affecting their attendance
- To monitor the attendance of vulnerable groups of students and liaise with staff/SEND department
- To provide support to students with significant emotional well-being or organisational issues
- Maintain appropriate records and case files on individual students

Supporting Behaviour and Safety

- To have a commitment to safeguarding and promoting the welfare of children and young people
- To contribute to ensuring the absolute safety of all students on and off site
- To support identified students who follow alternative curriculum pathways
- To attend year group meetings as required
- To liaise with the School Education Welfare Officer to discuss students whose attendance is causing concern and make the necessary referrals

PERSON SPECIFICATION

Essential	Desirable	Assessment Criteria
Qualifications & Competencies		
A* - C grade in English and Maths at GCSE level or equivalent	Evidence of other relevant CPD qualifications	Application form
	DSL trained	Application form
Experience		
Experience working on School Attendance		Application form & reference
Experience of working in a Primary or Secondary school setting	Experience of working with Young Carers and Action for Carers Surrey	Application form & reference
Experience working with young people in both 1:1 and small / whole group settings	Experience of working with an Educational Welfare Officer	Application form, interview & reference
	Evidence of holding high aspirations for young people	Application form interview & reference
Experience working with families	Evidence of early help training	Application form, interview & reference
Skills and Attributes		
Alignment with HVS Values: C - Courtesy : model the calm behaviours expected of others in terms of consideration, professionalism, trust and respect I - Integrity : fair and honest, trustworthy, committed to earn success through hard-work R – Resilience: Not giving up when times are tough, demonstrating endurance C - Community : A strong sense of responsibility to the community to		Application form, interview & reference

improve the quality of the local environment for its residents L - Leadership : show leadership in thought and action, being open to new ideas and overcoming adversity to achieve success; communicating effectively E - Enthusiasm : a positive attitude towards life, passion, curiosity and a lifelong love of learning		
Excellent interpersonal skills with strong levels of numeracy and written and oral communication		Application form, interview & reference
Be a team player and support all aspects of School life and relentlessly pursue what is best for the students and the School		Application form, interview & reference
Excellent interpersonal skills with strong levels of numeracy and written and oral communication		Application form, interview & reference
Strong attention to detail where only the best is good enough		Application form & interview
Ability to remain calm, good humoured and strategic in challenging contexts		Application form & interview
Able to communicate effectively with peers, students and staff across the School		Interview & reference
Commitment to the ethos of the School		Application form & interview
Safeguarding		
2 satisfactory written references including from current/most recent employer		Application form & reference
A satisfactory enhanced DBS check		