



## **Colne Valley High School**

### **Attendance and Pupil Support Officer**

**Permanent role, 37 hours per week**

**Term Time plus 5 additional days**

**To start – Immediately**

**Salary - £28,004 (FTE £32,076)**

This is an exciting opportunity to join Colne Valley High School as an enthusiastic and dedicated Attendance and Pupil Support Officer. We are seeking to recruit an individual to work within our school who has the inspiration, drive, and motivation to make a difference to the lives of young people.

As the Attendance and Pupil Support Officer, you will be responsible for fulfilling the statutory duties to meet the learning needs of a wide range of vulnerable children, including those that do not attend school.

You will work in partnership with families, conducting home visits and maintaining regular face to face contact to ensure student absence is reduced. As the Attendance and Pupil Support Officer you will be required to work closely with a range of other agencies and services to ensure that vulnerable and at-risk children and young people access educational provision.

You will be expected to assess complex issues, lead and plan interventions and work collaboratively with staff and students to achieve positive outcomes. The safeguarding of pupils within this role is paramount and you will contribute to child protection meetings and provide advice and guidance on all safeguarding procedures.

To apply for the position please complete our application form, as a Word Document and return to Hayley Drummond, Recruitment Officer at [h.drummond@greatheightstrust.org.uk](mailto:h.drummond@greatheightstrust.org.uk)

**Closing date:** Thursday 11<sup>th</sup> April, 9.00am

**Interviews:** TBC

*Great Heights Academy Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out; references will be sought, and successful candidates will be subject to an enhanced DBS check, an online search, and other relevant checks with statutory bodies.*

**GDPR Disclaimer:** Please note and appreciate that whilst we review all CV's and applications, due to the high volume that we receive on a regular basis, we can only respond to candidates that have been successful with their application. Therefore, if you do not hear from us within **14 working days of your application**, please accept that your application has been unsuccessful. In line with the General Data Protection Regulations (May 2018) (replacing the Data Protection Act 1998) we will permanently delete information for all unsuccessful applications, and we will not keep candidate information on file for future vacancies at this stage of our process.