



Welcome to Colne Valley High School where we are currently looking to appoint a new Attendance and Pupil Support Officer. This is an exciting time to join Colne Valley High School's journey as we begin a new chapter with Great Heights Academy Trust.

Great Heights Academy Trust strive to always provide an inspirational, positive, and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm, and mutual respect. We aim to nurture academic, personal, spiritual, and social development in a caring and professional manner so that all can achieve their full potential, and all can reach GREAT heights.

At Colne Valley High School we are a warm, welcoming community that works together to achieve the best possible outcomes for every single child in our community.



Attendance and Pupil Support Officer

CANDIDATE INFORMATION PACK



► Welcome

Dear Colleague

We are delighted that you are considering the position of Attendance and Pupil Support Officer at Colne Valley High School.

We are seeking to recruit an individual for our secondary school who has the inspiration, drive, and motivation to make a difference to the lives of young people. It is a unique moment in time to join our wonderful team as we continue our exciting journey with Great Heights Academy Trust.

Here at Colne Valley, we are proud to have high expectations of all students. We know that students rise to the challenge when adults believe in them and expect big things from them. We are also proud that we can offer a wide range of support for SEND, wellbeing and safeguarding for when students may want or need it.

Schools work best in partnership with home and our aim is to build strong relationships that support all members of the community. We look forward to getting to know all students and their families as they progress through the years.

Our RITA values of Respect, Integrity, Teamwork and Aspiration underpin all work at CVHS; students, parents and staff will see and hear these everywhere around the school. These values allow our students to develop into confident, kind, collaborative and successful young people; they are at the heart of what we do.

Thank you for taking the time to read this information pack and apply to our school, we look forward to reading your application, best of luck to all.

► Overview of the Position for Colne Valley High School

Colne Valley High School are seeking highly driven and talented individuals to join our thriving Multi-Academy Trust which is fully committed to making a difference to the life chances of our pupils. We are keen to hear from candidates who have a successful background in working with young people and who are capable of playing a major role in our evolving plan to deliver exceptional 2-18 provision for the pupils in our growing MAT.

We want to hear from individuals who have the qualities and drive to make the most of this unique moment in time. The successful applicants should have a strong track record of impact and share the Trust's vision. You will need to be an articulate and strong communicator with proven strengths in engaging, inspiring and motivating students and young people at all levels.

► About the Trust

The Trust currently comprises of six primary schools: three in Calderdale (The Greetland Academy, West Vale Academy and Bowling Green Academy), one in Leeds (Raynville Academy) and two in Kirklees (Carlinghow Academy and Marsden Junior School). We currently have two secondary schools (The Mirfield Free Grammar and Colne Valley High School). We also have a Trust Head Office based at Riverside Mills in Elland.

To find out more about our Trust, please view our [Stakeholder Overview](#).

The successful candidates will join a highly collaborative network of leaders and managers. Each academy is different, reflecting the particular aspirations and leadership style of its Principal and local community needs.

Great Heights Academy Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers 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.

▶ Our Trust Vision

Our Trust vision has school improvement at its heart that will benefit all children in Trust schools.

▶ We aim to

- ✔ Develop an effective partnership of schools that share a commitment to raising standards.
- ✔ Strengthen the partnership by valuing the uniqueness of each school and expecting all schools to contribute.
- ✔ Foster relationships based on mutual respect with a balance of autonomy and accountability.
- ✔ Share expertise – both best practice and best practitioners.
- ✔ Develop all teachers and leaders through effective professional development.
- ✔ This Trust vision drives both our School Improvement Strategy and our Strategy for Growth.

▶ Our Vision and Values Statement

The Great Heights Academy Trust strives to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all achieve their full potential and all can reach GREAT heights.

Our mantra across our partnerships embraces the following themes:

- G** Great teaching and learning opportunities for all in the partnership
- R** Real life opportunities to develop an understanding of the wider world
- E** Enthuse a love of learning and mutual respect
- A** Academic development to nurture potential for all
- T** Thorough accountability

GHAT has access to a wide support network through our designations. These offer support to all of our schools.

Current Trust Academies and Designations



JOB DESCRIPTION

Position:	Attendance and Pupil Support Officer
Department:	Pastoral
Pay range:	Grade 9
Hours of work:	37 hours per week, term time plus 5 days
Responsible to:	Deputy Principal

Prime Objectives of the Post

The post holder will have a key responsibility to fulfil statutory duties to meet the learning needs of a wide range of vulnerable children, including those that do not attend school. Improving school attendance is a key strand of our approach to improving educational attainment and inclusion and is a priority across the Trust.

The APSO works in partnership with families, conducting home visits and maintaining regular face to face contact to ensure student absence is reduced. You will work closely with all Academies in the Trust and other agencies to support the Trust in attaining and maintaining optimum levels of attendance.

The prime focus of the service is to work with our school students and their families to improve school attendance and access to educational provision and training through support for schools, children, and families. The APSO works closely with a range of other agencies and services to ensure that vulnerable and at-risk children and young people access educational provision.

Statutory Requirements

- It is aligned to the Local Government Terms and Conditions, set out in the statutory guidance.

Membership of the Trust:

- To be an ambassador for the developing MAT, ensuring both internal and external colleagues are aware of the vision, culture, and ethos within the trust.
- To contribute to the delivery of the MAT school improvement offer and subsequent gains of being in Great Heights Academy Trust.
- To ensure all trust systems, processes and procedures are adhered to as requested from the Trust post holders.

Range of duties:

- To provide robust casework for children looked after and those subject to social care intervention and other vulnerable students.
- To be a Lead Professional in the Single Assessment process.
- To support and contribute to the children missing processes.
- To support and contribute to the overall safeguarding of all students.
- To maintain accurate records for all students referred to the department and therefore part of the APSO caseload.
- To provide advice and guidance to academies and co-operate with other agencies in safeguarding procedures for children and young people.



- To contribute to child protection meetings, including case conferences and core groups, preparing reports when required.
- To represent the school at multi-agency meetings.
- To attend meetings and other staff meetings and contribute to service development as directed.
- To manage and prioritise caseload as directed by managers, SLT or Principal.
- To maintain case records, write reports and manage confidential data for the Trust.
- To establish, maintain and develop effective working relationships with families and young people to improve school attendance. This will include frequent home visiting and some work outside of normal office hours.
- To establish, maintain and develop effective working relationships with key staff across the Trust and other relevant agencies.
- To promote good practice within school in relation to the management of attendance.

You will work with young people who have become disaffected with education for a variety of reasons. You will also work with families experiencing difficulties affecting their child's access to education.

You will be expected to assess complex issues, lead and plan interventions and work collaboratively to achieve positive outcomes. You will be able to evaluate the effectiveness of your interventions.

You will work closely with families, academies, and other agencies to provide a coordinated and planned intervention which achieves optimum outcomes, in line with Trust priorities.

You will be involved in other initiatives including truancy sweeps, collaboration with Heads of PD working towards the PD strategy and framework, ensuring that the safeguarding of pupils is paramount.

This post requires you to work flexible hours, including occasional evenings and weekends. You may also be required to travel to various locations in order to carry out the duties of the post.

General:

- To uphold the Nolan principles of public life.
- To take part in any CPD activities appropriate to the role.
- Attend school events as required.
- Assist in school emergencies, as required.
- Attend relevant meetings and training sessions.
- To undertake any other professional duties as required by the CEO/Board/Principal

Safeguarding

As part of your wider duties and responsibilities you are required to promote and actively support the Trust's responsibilities and policies towards safeguarding and promoting the welfare of children, young people and vulnerable adults. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.



Notes:

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Person Specification: Attendance and Pupil Support Officer

Key to identification: A = Application I = Interview R = Reference

Qualifications/Training	Essential	Desirable	A/I/R
Minimum of a grade C (level 4 equivalent) in GCSE English and Maths	✓		A/I
Relevant professional training or development	✓		A/I
Recent safeguarding training	✓		A/I
Full driving licence	✓		A/I
Experience	Essential	Desirable	A/I/R
Working with families/carers, including EHAT support	✓		A/I/R
Working with primary or secondary aged children	✓		A/I/R
Experience of working in an educational establishment	✓		A/I/R
Working within the voluntary sector		✓	A/I/R
Working with a range of external agencies		✓	A/I/R
Collaborative and supportive work with parents.		✓	A/I/R
Visiting families within their homes		✓	A/I/R
Experience with attendance systems		✓	A/I/R
Knowledge and understanding	Essential	Desirable	A/I/R
Demonstrate awareness of legislation relating to school attendance	✓		A/I/R
Ability to display an understanding of social/welfare as they affect children, families, and schools	✓		A/I/R
Knowledge and awareness of child protection issues and procedures	✓		A/I/R
Understanding and awareness of data protection and confidentiality procedures	✓		A/I/R
Knowledge of current legislation in relation to Attendance	✓		A/I/R
Flexible approach to supporting children and families	✓		A/I/R
Confidence to challenge difficult behaviour	✓		A/I/R
Skills and abilities	Essential	Desirable	A/I/R
Ability to deal with difficult situations	✓		A/I/R
Ability to display an understanding of social/welfare as they affect children, families, and schools	✓		A/I/R
To work and communicate effectively with colleagues in school	✓		A/I/R
To draw up action plans for individual pupils classed as Persistent Absentees	✓		A/I/R



To demonstrate empathy, communication, listening and interpersonal skills when dealing with colleagues, students, and parents/carers	✓		A/I/R
To negotiate effectively with families/carers and support agencies	✓		A/I/R
To demonstrate good self-organisation skills	✓		A/I/R
To demonstrate good administrative skills including report writing	✓		A/I/R
To demonstrate teamwork skills	✓		A/I/R
To demonstrate the ability to work flexibly with adaptability	✓		A/I/R
To demonstrate a willingness to undertake training	✓		A/I/R
To identify and liaise with appropriate resources and agencies of support	✓		A/I/R
Ability to prepare and write reports and produce factual and statistical information as required.	✓		A/I/R
Be able to work well under pressure, prioritise tasks and meet deadlines	✓		A/I/R
Commitment to upholding and promoting the ethos and values of the school	✓		A/I/R
Ability to always maintain confidentiality.	✓		A/I/R
Committed to safeguarding, equality, diversity, and inclusion	✓		A/I/R



► **Reasons to work at Colne Valley High School**



A fantastic team

A highly skilled, loyal and supportive team of staff and senior leaders.



Professional development

Bespoke professional development to ensure that you as an employee, 'reach great heights'.



Career Opportunities

Career opportunities across the MAT.



Cycle to work scheme

Tax free cycle scheme.



Holiday package

The Trust provides staff with a generous holiday entitlement.



Pension scheme

Contributory pension through West Yorkshire Pension Fund/Teachers' Pensions.

