

# HOME LIAISON OFFICER

CANDIDATE INFORMATION PACK



## Executive Headteacher's welcome

Thank you for your interest in this opportunity to join us at James Calvert Spence College.

It's my great pleasure to welcome you to James Calvert Spence College, a 9-19 through school that welcome students from Y5 through to Sixth Form. We're a relatively small, friendly school that is in the heart of its community, spread across two sites in Amble, on the beautiful Northumberland coastline.

In September 2025 we will become a secondary school and are currently working with Northumberland County Council in planning a brand-new school for our community, due to open in that academic year. More details on this exciting project can be found in [these planning documents](#).

Years 5 to 7 are currently taught on our lower school site, and, unlike many primary schools, we have fully equipped and dedicated science laboratories, an enviable Design Technology workshop, Food kitchen, Art studio, ICT suite and PE facilities that our students take advantage of to enhance their learning. From September 2023, however, all year groups will be situated on the former high school site at Acklington Road.

Years 8 to 13 are taught on the upper school site and benefit from a fabulous array of facilities including an art, fashion and DT suite; PE facilities including generous playing fields, tennis courts, a running track, dance studio, sports hall and climbing wall; and well-equipped classrooms and science laboratories.

We have high aspirations for all of our students – we expect them to show determination and a desire to achieve highly and, in return, we offer them unwavering support throughout their years with us. In Key Stage 4 and the Sixth Form, we offer a wide range of GCSE and A-Level courses to make sure that there is a relevant pathway into Higher Education, further training or employment for everyone.

JCSC has improved considerably over the last few years with excellent A-level results and rapidly rising GCSE outcomes. In 2019 [the last year of exams before covid] we celebrated our best ever set of GCSE results – a key measure that had improved each year for three consecutive years. In that same year, our A-level results were up there with the very best in Northumberland and we were the highest performing school in the county for the highly academic measure of AAB+ with at least two facilitating subjects.

The staff and governors of the school are committed to its continuing development and improvement, to ensure that it provides education of the highest quality for all students.

It's a great place to work or study – feel free to contact us and arrange a visit if you'd like to experience all JCSC has to offer first hand.

I hope that the information within this pack will encourage you to apply for this opportunity. If you would like an informal discussion about the posts then please contact Amy Crawley, Business Manager on 01665 710636.

Yours faithfully



NEIL RODGERS  
Executive Headteacher



## Perks of the job

We are a maintained school within Northumberland County Council. Located just 30 miles from Newcastle City Centre, you have an enviable journey to work each day. Traffic? Not on the country roads of Northumberland! You will have the opportunity to work in one of the most beautiful areas of the UK; the picturesque fishing village of Amble, the historic village of Warkworth and its castle to the north and an area of outstanding national beauty at Druridge Bay.

We offer staff many perks of the job. Staff requiring IT access to do their job are provided with a laptop with five licences of the full Microsoft Office suite that can be installed on multiple PCs, Macs or iPads at home. All staff can opt into flexible benefits such as tax-free childcare vouchers or bicycles on the Cycle to Work scheme. Support staff are also eligible to join a salary sacrifice scheme for a lease car, payable through your salary each month and saving on tax again.

With approximately 750 students on roll, we are a relatively small school but what we lack in size we make up for in other ways. We have a friendly staff body who all know and care about the children; the pastoral care and support for students and each other is humbling. We also have a vibrant staff social committee!

We feel strongly that Continuous Professional Learning and training is key to success and offer excellent opportunities for professional development. If successful, we will support you to be your very best.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share the commitment. If you are successful, we need you to have an Enhanced Disclosure Check through the Disclosure and Barring Service which we'll pay for.

Join us and be part of an organisation that is always looking for ways to improve or do things differently so we can make a real difference for our students every single day.



## Home Liaison Officer

Permanent, 37 hours per week, term time plus 5 days

Band 4: £19,213 - £20,660 per annum

### Be Kind. Work Hard. Aim High

We are looking to appoint a professional and enthusiastic Home School Liaison Officer to support children whose education is at risk due to attendance related issues. The postholder will take particular note of attendance issues with vulnerable groups especially Looked After Children, SEN, FSM/PP, EAL and take appropriate action as necessary. They will assess need, implement effective action and evaluate outcomes against agreed objectives. The successful applicant will join a strong pastoral team who are committed to supporting the teaching staff to ensure that students at James Calvert Spence College have the best educational "experience" possible.

### The successful candidate must be:

- committed to making a positive difference to the lives of students
- resilient with a strong personal drive.
- passionate about securing the most productive learning opportunities for those in school
- values driven, to 'be kind, work hard, aim high'.

### We will offer you:

- excellent opportunities for training and development.
- a dedicated, highly skilled and committed staff, upholding high expectations and aspirations for all of our students.
- a strong sense of community and a warm, welcoming workplace.
- frequent opportunities to collaborate with teachers and support staff to develop and share best practice.

If you are a dynamic individual who enjoys a challenge and possesses excellent communication skills, this vital role in our school could be the ideal opportunity for you.

Further details about the school and vacancy can be obtained from [www.jcsc.co.uk](http://www.jcsc.co.uk) or by emailing Amy Crawley, Business Manager at [acrawley01@jcsc.co.uk](mailto:acrawley01@jcsc.co.uk).

We are committed to safeguarding and promoting the welfare of children and young people. It is essential that all staff and volunteers share this commitment. You can view our [Safeguarding and Child Protection Policy](#) online. An enhanced criminal records check from the Disclosure and Barring Service is required for all posts.

Interested in applying? Completed forms must be emailed to Linda Gordon, Business Support Officer at [lgordon01@jcsc.co.uk](mailto:lgordon01@jcsc.co.uk).

The closing date for applications is noon on Tuesday 18<sup>th</sup> April 2023

Interviews will take place on Thursday 20<sup>th</sup> April 2023



Northumberland County Council

**JOB DESCRIPTION**

<b>Post Title: HOME LIASON OFFICER</b>		<b>Director/Service/Sector:</b>		<b>Office Use</b>
<b>Band: 4</b>		<b>Workplace: James Calvert Spence College</b>		JE ref:
<b>Responsible to: Assistant Head teacher – Ethos and Culture</b>		<b>Date: January 2023</b>	<b>Job Family:</b>	
<b>Job Purpose:</b> To work alongside key staff to promote excellent attendance, reduce levels of absence and work with children and families to ensure high levels of attendance. Addressing the needs of students to overcome barriers to attendance both inside and outside school, in order to achieve their full potential.				
<b>Resources</b>	Staff	None		
	Finance	None		
	Physical	None		
	Clients	Students, parents/carers, governors, staff, external stakeholders, internal stakeholders, Educational Welfare Officer		
<b>Duties and key result areas:</b>				
<b>Attendance</b>				
<ul style="list-style-type: none"> <li>• To support the other members of the Pastoral Team in implementing the attendance strategy for all students. This will include the promotion of a culture of high levels of attendance and punctuality across the school.</li> <li>• To assist the Pastoral Support Officers in ensuring the daily input of attendance marks. Specifically, to ensure all registers are completed and no missing marks or unexplained absences remain by reminding any necessary staff to complete registers accurately</li> <li>• To collate, maintain and update attendance data</li> <li>• To follow attendance policy and send out letters as required</li> <li>• To keep accurate records of all communication with parents and any other pertinent information relating to students.</li> <li>• To assist PSOs in following school policy on 'first day contact' - for example contacting parents when students are absent from school</li> <li>• To assist PSOs in ensuring all unexplained absences are accounted for or send letter requesting an explanation</li> <li>• To assist and check records prior to the Census to ensure school attendance is accurate and up to date</li> <li>• To ensure the school roll is accurate through the accurate adding of new students and removal of leavers.</li> <li>• To assist in the production of a plan on how to do improve attendance of identified groups and individuals with appropriate input from the Pastoral Team</li> <li>• To interpret information relating to attendance patterns and identify key areas of concern</li> <li>• To undertake home and school visits as designated by the Assistant Headteacher – Ethos and Culture or Educational Welfare Officer. These will be for attendance and safeguarding purposes.</li> <li>• To work in the community with hard to reach families in order to improve their engagement with school. E.g. to escort the young person into school where appropriate</li> </ul>				

- To work with other community groups that do successfully engage hard to reach families (such as Amble Youth Project and Hadston House), working collaboratively to improve their engagement with school
- To liaise, work and meet with parents/carers and other agencies in order to improve attendance of individual students and coordinating parental support and training where appropriate to improve levels of attendance
- To set targets with students with low attendance & monitor & track these & reward when necessary
- To meet with the Pastoral team regularly to focus on students with low attendance & agree actions on how to improve this
- To liaise and meet regularly with the EWO and Pastoral team to focus on students with low attendance and agree actions on how to improve this, reporting back to the Assistant Headteacher, Ethos and Culture
- To assist the Pastoral Team in making timely referrals to the EWO for students where appropriate e.g. students with persistent absence below 90%
- To support staff with students who have low attendance and how they can intervene as tutors or as class teachers
- To collate information with regard to the attendance of students who may be experiencing attendance difficulties in order to inform the school, Education Welfare and parents/carers
- To input timely information i.e. exams, music trips, sporting events, work-based learning appointments, absence reports etc and to keep appropriate staff updated
- To check accuracy and correct coding on registers before printing off official registers and filing away on a term basis
- To produce termly reports for the Educational Welfare Officer and copy to the relevant Assistant Headteacher
- To liaise with the safeguarding team regarding child protection
- To work alongside relevant staff, contact teachers, senior management, learning support partners to improve attendance
- To keep up to date with training

#### General

- To contribute to and promote the ethos and values of the School
- To promote and implement the school Equality Policy in all aspects of employment and service delivery.
- To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Trust's policies and procedures.
- The postholder will have responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with.
- To undertake any other duties, consistent with the nature of the post, which may be required from time to time.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

#### Work Arrangements

Transport requirements:	Regular travel to visit families in their homes and to community facilities in the catchment area.
Working patterns:	Travel to work sites, area offices, meetings or other venues throughout the County and region and further afield on occasion.
Working conditions:	May include weekends and evenings. Mainly office based but some travel required.  Mainly indoors. Occasional exposure to working outdoors.

**Northumberland County Council**

**PERSON SPECIFICATION**

<b>Post Title:</b> Home Liaison Officer	<b>Director/Service/Sector:</b>	Ref:
<b>Essential</b>	<b>Desirable</b>	
<b>Qualifications and Knowledge</b>		
<ul style="list-style-type: none"> <li>• Good academic standard of general education to GCSE/A Level standard/NVQ L3 or equivalent or equivalent proven work experience at these levels</li> <li>• Effective administrative and ICT skills</li> <li>• Willingness to participate in training and development</li> </ul>	<ul style="list-style-type: none"> <li>• 5 GCSE's or equivalent including grade C in English and Maths Experience of using ICT in a learning environment</li> <li>• First Aid qualification</li> <li>• Appropriate safeguarding training</li> </ul>	
<b>Experience</b>		
<ul style="list-style-type: none"> <li>• Experience of working in an educational and/or social care setting with young people</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in working within statutory/voluntary agencies dealing with children and families.</li> <li>• Knowledge of the education system</li> <li>• Experience of working as an attendance or pastoral officer</li> </ul>	
<b>Skills and competencies</b>		
<ul style="list-style-type: none"> <li>• Ability to operate relevant equipment/ICT packages (eg Google Suite, Word, Excel, Internet, Bromcom) or willingness to learn</li> <li>• Excellent communication, literacy and interpersonal skills, able to relate well to children, parents/carers, colleagues and other professionals</li> <li>• Flexible approach to supporting children and families</li> <li>• Ability to take the initiative and use effective strategies to overcome barriers to attendance</li> <li>• Understanding of codes of practice and recent relevant education policy Demonstrable awareness of legislation relating to school attendance</li> <li>• Demonstrable awareness of legislation relating to the welfare and protection of children.</li> <li>• Good organisational skills</li> <li>• Good inter-personal skills including mediation and conflict resolution.</li> <li>• Ability to work on own initiative within departmental protocols/procedures.</li> <li>• Ability to manage conflict and confrontational situations</li> <li>• Ability to display an understanding of social/welfare issues as they affect children, families and schools.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to prepare and write reports and produce factual and statistical information as required.</li> <li>• Full working knowledge of all relevant policies/codes of practice and legislation</li> <li>• Demonstrated ability to take significant responsibilities and coordination, willing to go beyond goals that are expected</li> </ul>	

<ul style="list-style-type: none"> <li>• Good supporting skills and ability to contribute to a team</li> <li>• Calm and positive approach</li> </ul>	
<b>Physical, mental, emotional and environmental demands</b>	
<ul style="list-style-type: none"> <li>• Ability to work under pressure and some element of noise</li> <li>• Able to demonstrate resilience in dealing with challenging physical, mental and emotional situations</li> <li>• Ability to manage conflict and confrontational situations</li> <li>• Sensitive to the needs of children and their parents/carers</li> </ul>	
<b>Other</b>	
<ul style="list-style-type: none"> <li>• Visiting families in their homes is a regular requirement of this post</li> <li>• Car owner or access to mobility transport</li> <li>• Full driving license</li> <li>• Flexibility in work pattern may be required occasionally</li> </ul>	

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits

*The Governors are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.*