



Believe, Achieve, Succeed

Dear Applicant,

Thank you for your enquiry regarding the above position. This post is offered on a permanent contract on NJC Terms and Conditions.

The school is at an exciting phase in its history. It has recently converted to an academy, being sponsored by Northern House School Academy Trust, which has a proud history of supporting all of its stakeholders, pupils and staff alike and the DFE have recently approved an application from the Trust to reopen the schools residential facility.

We are a small school where all pupils are well known and understood by our experienced staff and we are proud of our pastoral care which ensures our pupils are well supported. I hope that along with our website and this job pack you will see a clear sense of what makes our school distinctive in an ever-changing world.

At this exciting juncture the school requires a committed, flexible, motivated and inspirational person in order to move this role forward and overcome the many challenges that all schools face, special and mainstream alike.

Applicants are asked to provide a completed application form (detailing any gaps in employment), a CV, accompanied by a covering letter of no more than 2 A4 pages, Arial Font 11.

In your covering letter tell us:

- what has prepared you for this role
- why you want to join our school
- what can you offer in order to achieve our objective of having a good / outstanding school

If you would like more information, or if you would like a tour of the school, please get in touch. It is important for potential employees to fully understand our culture and ethos 'at work'. To arrange a visit please contact Andy Kessock-Philip (School Business Manager) on 0118 977 1293.

Attendance & Parental Relationships Officer

Northern House School (Wokingham)

Date: November 2018



I hope you will be interested in taking your initial enquiries further and look forward to receiving your completed application.

Yours faithfully,

Beverley Gates
Head Teacher

Northern House School (Wokingham)

Our school motto is 'Believe, Achieve, Succeed' and nowhere can this be seen more than in our classrooms and the continued belief that this motto is for our staff and pupils alike.

We are blessed with children of many different age groups. Our school has an important role to play in the whole development of each individual student and is committed to equal opportunities for all.

Many of our pupils also have additional needs, often due to the co-morbidity of related medical conditions. Additional needs presented include Autistic Spectrum Disorder (ASD) including Asperger's Syndrome, Moderate Learning Difficulties (MLD), Specific Learning Difficulties (SpLD) including dyslexia and dyspraxia and Speech, Language and Communication Needs (SLCN). Some pupils have medical conditions such as Attention Deficit Hyperactivity Disorder (ADHD) requiring medication, visual and hearing impairments and physical conditions requiring assistance with personal care.

All pupils at Northern House School have a Statement of Special Educational Needs or an Education, Health and Care Plan (EHCP) and are admitted following close consultation with the referring local authorities.

Pupils are taught in groups of around eight by an allocated class teacher and assistant.

Before attending our school, many pupils have experienced 'failure' in a conventional mainstream setting, often resulting in attainment below the national expectations and significant self-esteem and confidence issues. At Northern House School (Wokingham) we aim to nurture pupils by building trusting relationships, enabling pupils to feel valued and to develop self-worth, raising self-esteem and supporting them to engage with learning, leading to achievement and experiencing success.

Our main focus rests on supporting all pupils, regardless of their starting points to reach their academic, emotional and social potential – we want pupils to be the best they can be, enabling them to move on and become a functioning member of society. This is achieved by challenging pupils and staff to take the next step in their personal development.

It is also common for our pupils to arrive with limited and underdeveloped skills due to missed opportunities and challenging behaviour acting as a barrier to learning. At Northern House School (Wokingham), pupils are valued as individuals and time is taken to identify learning styles and to understand the needs of the child. This approach allows us to identify activities and learning opportunities to close the gap and to move children along their educational journey.



Job Advert

Northern House School (Wokingham) is a school that caters for, educates and nurtures children with Social, Emotional and Mental Health difficulties (SEMH). The school has a reputation for excellence.

The successful candidate will monitor and respond to pupils' attendance by establishing a strong, positive home and school link, maintaining an awareness of pupils' needs and family circumstances. You will assist new pupils to settle into school through pre-enrolment home visits; maintain regular, informal and formal (e.g. attend Annual Reviews if necessary) contact with parents and pupils throughout their school career and, together with all school colleagues, assist pupils in their transition to life after school. You will organise and take the lead role when visiting new and existing pupils in their home environment.

We are looking for:

- An individual with a strong background of SEND education, with high expectations of excellence
- An individual with excellent oral and written communication skills, who will inspire and develop their areas of responsibility
- Someone who has an open, caring and supportive approach with pupils, parents and carers
- A knowledgeable and skilful professional able to effectively manage their own performance
- Someone who can direct and inspire the highest possible standards

Northern House School will give you:

- A caring and welcoming family atmosphere
- The ability to support positive relationships with pupils, parents, governors and the wider community
- A salary of £20,661 to £22,658 (pro – rata, i.e. this is a Full Time 'all year round' Salary. The actual salary will be less than this due to it being a term time only position).
- Access to the LGPS Pension Scheme
- Following a successful probation period access to an array of some of the best discretionary employee benefits that any school or Trust offers:
 - Employer paid Health Cash Plan, which provides money back on a range of wellbeing and health items, such as Dental Surgery, Opticians, Physiotherapy and Chiropractic
 - Employee Assistance Programme
 - Discounted Family Shopping Scheme
 - Multiple other salary sacrifice schemes.

Attendance & Parental Relationships Officer

Northern House School (Wokingham)

Date: November 2018

Northern
House
School



To Apply

Please download an application pack from our Trust's website. (www.northernhouse.org.uk).

In your covering letter tell us:

- what has prepared you for this role
- why you want to join our school
- what can you offer in order to achieve our objective of having a good / outstanding school

Closing date is **16th November 2018 at 12.00 noon**

Interview date is **week beginning 19th November 2018**

Once you have completed your application please email Jobs@northernhouse.org.uk.

Further Information

For a further discussion about the position please contact Beverley Gates, Head Teacher, on 0118 9771293.

We would also encourage potential applicants to contact and visit the school prior to the closing date. To arrange a visit please contact Andy Kessock-Philip (School Business Manager) on 0118 9771293.

Northern House School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

All applicants will be subject to a rigorous, Enhanced Disclosure and Barring Service (DBS) check and all references obtained will be checked upon for authenticity and accuracy.

We are an Equal Opportunities employer and welcome applications from all members of the community.



Safeguarding

Northern House School Academy Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

All applicants will be subject to a rigorous, Enhanced Disclosure and Barring Service (DBS) check and all references obtained will be checked for authenticity and accuracy.

We are an Equal Opportunities employer and welcome applications from all members of the community.

Information for Job Applicants - Safeguarding of Vulnerable Groups, including children

Please read this important information if the post for which you are applying is classed as Regulated Activity with regard to working or having contact with Vulnerable Groups, including Children.

1. Exemption Orders to the Rehabilitation of Offenders Act 1974 permit us to ask you to tell us about all convictions or cautions on your application form. You are obliged to tell us.

2. Under the Disclosure & Barring Service Scheme, we will need to check that you are not barred from working or having contact with Vulnerable Groups, including Children (according to the post).

Currently we will discover this from an application by you for an Enhanced DBS check for Regulated Activity, which we will arrange for you.

3. As we have children under the age of 8 on site, we will also check that you have not been barred from working with young children due to the 'disqualification by association' legislation which is set out in the DFE's 'Keeping children safe in education' guidance

4. If you are already barred from working with either Children or Vulnerable Groups, we cannot by law employ you for this post, and you will commit an offence by making an application.

5. If you are not barred, a criminal record will not automatically bar you from employment, but you may be required to attend a meeting with the Chief Executive Officer to discuss the details of your record.

6. All information provided by you and the DBS Disclosure, will be kept secure and only made available to persons who need to view it for employment purposes. It will be destroyed after use. We will comply with the DBS Code of Conduct relating to storage and security of all Disclosure information.

Attendance & Parental Relationships Officer

Northern House School (Wokingham)

Date: November 2018

Northern
House
School



Job Title	Attendance & Parental Relationships Officer
Band/Job Group	Band 5, SCP 22-25
Hours/Week	37. Permanent contract
Special Conditions	Term Time Only
School	Northern House School (Wokingham)
Responsible to	Head Teacher / Deputy Head Teacher / Assistant Head Teacher / School Business Manager

Job Summary

- To contribute to raising achievement by improving school attendance
- To provide a specialist service to assist the school in meeting their obligations and targets in relation to school attendance, especially persistent absence.
- To promote positive attitudes by students and families towards education and to ensure that parents are made fully aware of their statutory responsibilities.
- To make unsupervised contact with families in their own homes and elsewhere to assess the reasons impacting on the attendance of individual students, facilitating their return or access to regular full time education provision.
- To establish and develop a professional service to support the school in raising attendance, investigating persistent absences and improving punctuality.

- To advise the school on strategies to promote the regular and punctual attendance of all students and assist with the implementation of the strategies.
- Meet with school staff, students and parents to identify individual problems and possible solutions.
- To make unsupervised contact with families in response to allocated referrals i.e. home visits and /or meetings in school.
- To establish the reason for non-attendance, make assessments and agree a plan for facilitating a return to school using appropriate strategies within specified timescales.
- To initiate appropriate legal action with Education Welfare Service (EWS) (or equivalent body) to ensure the school is carrying out its statutory responsibility in respect of students. This will include preparing statements, attending and presenting evidence or request the issuing of penalty notice fines or other legal sanctions and completion of Common Assessment Form (CAF) referrals.
- To be fully aware of and carry out all work in line with Child Protection Procedures. This may involve attending case conferences, strategy and planning meetings as well as core groups or other meetings in relation to child protection cases that require input.
- To liaise and work with other professionals in police, Social Services, Housing , Health and any other statutory and voluntary organisations.
- To keep clear and concise records of all consultations and to write any other reports i.e. annual action plan and summaries, as required for the school.
- To use IT systems to produce reports, often to tight timescales, using word



processing and record information including statistical data, providing reports to senior managers and other professionals.

- To manage and prioritise your own workload in line with service requirements.
- To acquire and maintain a working knowledge of the statutory framework relating to school attendance, child employment, child protection and special needs in order to be able to offer informed advice to parents, school staff, governors and others.
- To support pastoral and learning managers and senior managers in advising the school on all matters relating to attendance and where necessary take the lead role in developing work processes to improve school attendance.
- To work on initiatives which raise the awareness of school staff, parents and the community on the importance of school attendance.
- To work in an environment where there is a varied intensity of demands from the pupils and where physical intervention may be needed to ensure the safety of the child and of others.
- Undertake general administrative duties, specifically in relation to maintaining pupil records and files
- To undertake other reasonable administrative duties, such as, but not limited to, providing officer cover, answering phones, undertaking general administration.
- To undertake other duties as requested by the Head Teacher, Deputy Headteachers, and Head of Care and Guidance.
- Whilst undertaking duties ensure compliance with relevant legislation, policies, procedures and directives.
- Ensure all deadlines and timescales are met, complying with relevant deadlines and timescales.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection.
- Contribute to the overall ethos/work/aims of the school and the trust
- Participate in CPD as required/directed and participate in meetings as required, may result in local or national travel, as well as overnight accommodation
- Ensure own development needs are met, with any potential support sought in advance

Contribute to the ethos and priorities of the school

- Contribute to school improvement and development planning and promote the learning priorities of the School Improvement Plan (SIP).
- Contribute to the development and/or implementation of school policies.
- Use the Performance Management Process to advance pupil learning and enhance professional practice in line with the school's aspirations and priorities.
- Have lead responsibility for a subject or aspect of the whole school's work and develop plans which identify clear targets and success criteria for its development.
- Promote the wider aspirations and value of the school.

Driving

- Ensure that any vehicle that is allocated to the post holder is kept in a clean condition, both externally and internally.
- Ensure that, at all times, vehicles driven are roadworthy and comply in all respects with the law. To report all faults in the prescribed manner and co-operate in ensuring that servicing, repairs and maintenance are carried out effectively.



- Maintain mileage and vehicle defect records and provide returns relating to the use of vehicles driven.

It is your responsibility to carry out your duties in line with the Trust's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and the Equality Act 2010.

Such other duties may be requested, as may be appropriate to achieve the objectives of the post to assist the Trust in the fulfilment of its objectives, commensurate with the post holder's salary grade, abilities and aptitudes. Any variations to the job are a common occurrence and cannot of themselves justify a reason for a reconsideration of the grading of the job.

The post holder must at all times carry out his/her responsibilities with due regard to the Trusts policy, organisation and arrangements for Health and Safety at Work.

The post holder must ensure they are aware of all other policies and procedures, in particular those surrounding safeguarding of children.

The post must ensure they maintain the strictest confidentiality in relation to any stakeholders of the Trust.

Signed..... Head Teacher

Signed..... Job Holder

Date.....



Job Specification

Sickness Absence and Disability	<ul style="list-style-type: none"> • A good punctuality record. • A good awareness of impact of staff absence <p>Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Due regard will be made to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010. (This information will be obtained from successful candidate after conditional offer of employment has been made).</p>
Qualifications, Knowledge and Skills	<ul style="list-style-type: none"> • Excellent numeracy and literacy skills – Equivalent to GCSE A* - C grade or Level 2 in English and Maths of the National Qualifications Framework • Relevant degree • Relevant professional qualification, such as social worker, or other relevant qualification (Desirable) • Literate and numerate. • Able to communicate well with others. • Ability to use ICT.
Experience	<ul style="list-style-type: none"> • Extensive knowledge of school systems and an understanding of the issues affecting truancy and non-school attendance • Knowledge of attendance regulations • Understanding of issues that may affect a student's ability to attend school • Persuasion and negotiation skills • Ability to overcome communication barriers with children, students and parents • Ability to cope with situations of high stress and/or conflict • Ability to work alone when necessary (and safely) • Ability to provide necessary personal care to children. • Ability to observe, monitor and provide constructive feedback on pupil's progress. • Ability to contribute to plan effective actions for pupils at risk of underachieving. • An ability to understand the principles of child development and learning processes and in particular barriers to learning. • Ability to build and maintain effective relationships with pupils, treating them equitably with respect and consideration. • Ability to understand the roles of parents and carers in pupils learning and demonstrate ability to liaise with parents and carers sensitively and effectively • Knowledge and understanding of Equal Opportunities. • Knowledge of Health and Safety issues. • Knowledge and understanding of the Children Act. • Minibus driver (DESIRABLE). • Positive behaviour management. • Ability to organise, lead and motivate others (staff and pupils).
Training	<ul style="list-style-type: none"> • Willing to attend relevant training. • Demonstrate willingness to take advantage of CPD. • First Aid Training (DESIRABLE).
Special Knowledge	<ul style="list-style-type: none"> • An understanding of issues relating to children with SEMH, Autism and other needs. (DESIRABLE).
Circumstances	<ul style="list-style-type: none"> • Ability to work when the school is open (Term Time working). • Willingness to work flexibly to meet the requirements of the post.

Attendance & Parental Relationships Officer

Northern House School (Wokingham)

Date: November 2018

Northern
House
School



Disposition	<ul style="list-style-type: none">• Will make things happen, operates with resilience, flexibility and integrity.• Shares and listens to information, opinions and ideas, using a range of effective approaches.• Ability to motivate individuals to perform effectively.• Awareness of and respect for, the needs of the individual child and their families, including multi-cultural and inclusive practices. Willingness to work in close partnership with staff, parents and other professionals.• Empathy with children/parents who are experiencing difficulties.• Flexible approach to people and situations.• A sense of humour.• Confident.
Legal Requirements	Enhanced DBS Check for Regulated Activity