**Attendance Officer and Pastoral Support**

# Candidate Information Pack

# Holy Trinity

# Church of England

# Primary School



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Southport

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About Liverpool Diocesan Schools Trust

**We believe**

Jesus said, ‘Let the children come to me.’ (Mt 19).

We believe that we are fulfilling this command when we enable children of all faiths and none to flourish in our schools. The Liverpool Diocesan Schools Trust (LDST) has an important role to play in improving the attainment of pupils across the Diocesan region.

**What is our Purpose?**

**Working together with our school communities, providing an excellent education and life-enhancing relationships with the Christian faith and Jesus Christ.**

We do this through:

* Being a family of schools that is committed to well-being and supporting each other, so that all children, learners and staff across our Trust, flourish.
* Connecting with each other to share practice and provide an excellent education that is built on distinctly Christian values.
* A commitment to inclusion, ensuring that all learners thrive through an education that teaches wisdom, instils hope, nurtures community, and embeds dignity and respect.
* Strong bonds of collaboration, innovative approaches to education and a shared purpose amongst schools, families, and communities.

**What is our vision?**

As a Diocesan Trust, our Christian values are intrinsically linked to our commitment to provide an innovative, high quality education, so that children and learners make excellent progress and fulfil their academic potential, by ensuring that:

* We live out our **Christian values** to **develop future citizens** who can contribute positively to a caring, compassionate nation.
* We share a Trust-wide commitment to providing an **education** that enables children and learners to **flourish and achieve** - academically spiritually, morally, socially, culturally, physically.
* We celebrate **diversity**, **address inequality**, **overcome disadvantage** and **raise aspirations** so that learners can achieve their **highest academic potential**.
* Access to an **inspirational curriculum** and **excellent teaching** enables our children to acquire a **deep body of knowledge** and a zest for **life-long learning.**
* Our schools can thrive under outstanding **local leadership**, accountable to the Executive team and Board of Directors.
* We identify **talents** and provide opportunities for **staff** to develop, pursue career developments and contribute significantly to **wider improvements.**
* We maintain a strong emphasis on **safeguarding** and the **mental health and well-being** of all our pupils and staff.
* Our schools are self-sustaining, **inclusive learning communities** of professionals who **connect and collaborate** to **share best practice** and **innovative approaches rooted in informed evidence.**

Our Core Values

**We value Difference**

We are respectful of the:

* **Uniqueness** of each individual school
* **Differences** within each school and community

**We value Local**

* Providing aligned support and central services to empower local leaders to make local decisions that meet the needs of the local communities

**We value Collaboration**

* We value the opportunities to **collaborate** and work as a **team** to improve outcomes across our Trust

**We value Inclusion**

* We welcome **all** and are committed to ensuring that **each pupil** receives an educational experience related to their **own** personal gifts or needs
* We celebrate **diversity** and the individual talents of our pupils and staff

We welcome pupils of all faiths and none.

**We are a fully inclusive organisation and encourage applications from individuals from minority communities and all faiths and none.**

About Holy Trinity Church of England Primary School

**Our Vision Statement**

***At Holy Trinity Church of England Primary School, every child is recognised as a unique individual. We celebrate and welcome differences within our diverse school community, encouraging all to grow and flourish as precious children of God. Learning is centred around experiencing the joy of discovery. The ability to learn is underpinned by the teaching of skills, knowledge, concepts, and values, with a vision to prepare our children to be life-long learners, rooted in our school motto: To be the best we can be: For God, for others and for ourselves.***

Holy Trinity CE Primary School is a one form entry, popular school in the middle of Southport. As an academy within the Liverpool Diocesan Schools’ Trust, we are ambitious for the very best knowledge-based education for our children. We have recently been graded ‘A Good School’ by both OFSTED and SIAMS. We are fortunate to have a vibrant, happy, and diverse school community with children here whose families come from all over the world. As such, we are passionate about being active global citizens.

We have a strong vision for a world class curriculum, based on the latest research that meets the needs of all of our children. We have many exciting initiatives underway to engage our children in reading across and beyond our curriculum. As a Maths mastery school, we have been involved in developing our Maths curriculum that has transformed the teaching of Maths in the last three years. As a result, our children make excellent progress.

As a school that believes in enabling all pupils and adults to flourish in the widest possible sense, we are part of the Children’s University, promoting active engagement in a wide range of school clubs and community activities.

All members of staff at Holy Trinity are highly motivated to ensure our children are happy and fulfil their potential, academically and socially. Our pupils are well behaved, articulate, extremely positive and enjoy learning. If you have excellent interpersonal and communication skills and would like the opportunity to thrive in our welcoming school, where CPD is highly valued for all members of our school community, we look forward to receiving your application.

## Job Description

Title: Attendance Officer and Pastoral Support

Grade: NJC SCP 20-25

Actual Salary: £15,508-£17,300

Hours: 21 hours per week (Monday- Wednesday)

Accountable to: Headteacher

Location: Holy Trinity CE Primary School

Permanent contract

**Key Duties:**

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| --- | --- |
| **Promoting a culture of Safeguarding and Wellbeing**  | **Monitoring and Improving Attendance**  |
| * Will be one of the Deputy Safeguarding leads
* Managing referrals and reporting safeguarding concerns.
* Attend Early Help provision and multi-agency meetings involving EHATs.
* Identify families who would benefit from Early Help.
* At the discretion of DSL attend multi-agency meetings including CP and CIN, compiling reports in a timely manner.
* Keep safeguarding information boards around the school up to date and provide access to updated procedures and guidance.
* Assist DSL in completing the 175 Audit.
* Under direction of DSL complete the LDST termly safeguarding report.
* Be available to support pupils during the lunch and break periods to help them in resolving conflicts and developing personal, social and emotional skills.
 | * To work alongside the Attendance team
* Advise and assist families to maintain regular school attendance and punctuality of their children.
* To provide information and advice to enable pupils to make choices about their own learning, behaviour and/or attendance.
* Communicate clearly to families the attendance and punctuality procedures and expectations of the School. • Collect and analyse attendance and punctuality data to enable identification and tracking of pupil attendance.
* Accurately minute meetings (and where relevant, telephone conversations) with parents/carers regarding attendance and punctuality-based issues.
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| * Assist DSL in compiling safeguarding reports for Governors.
* Act as a point of contact and advise on all safeguarding concerns, as well as being the first port of call for new families joining the school.
* Ensure CPOMS is updated regularly and in line with expectations, and that staff are compliant in its use. Keep accurate and timely safeguarding records.
* Support the transition of new children and their families to school.
* Provide in school support to children and families whose personal circumstances may
* present a barrier to successful learning.
* Identify children in need of non-academic support and deliver 1:1 or small group interventions.
* Ensure the ‘voice of the child’ is heard, shared and championed.
* Transfer pupil information in line with safe practices. Liaise with other agencies such as high schools to ensure a good sharing of information.
* Assist other staff in completing a range of forms pertaining to knowledge of children and their families.
* Role model excellent practice in accordance with school policies, including; behaviour, discipline and bullying
* Uphold the school’s behaviour code and uniform regulations
 | * Develop and maintain links with families with attendance and/or punctuality-based issues.
* Attend meetings with the Attendance Team in relation to all children at the school.
* Plan appropriate interventions to improve attendance and/or punctuality of targeted children.
* Monitor and track whole school attendance and punctuality and send out letters where appropriate.
* Monitor and track the attendance of groups of pupils, particularly those designated as ‘disadvantaged.’
* Monitor and ensure that correct attendance codes are entered in class registers and on school’s MIS system.
* Schedule and attend school-based meetings with families and other agencies, as necessary, to discuss and punctuality-related issues.
* Drive forward, attendance-based initiatives/incentives as directed by the Headteacher.
* Ensure staff are aware of, and follow school policy/procedures related to, their first-response duties to reporting and improving attendance and punctuality
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**Additional Duties:**

* Organising drop-in sessions for pupils and parents, where they can talk about a particular issue
* To inform parents/carers of appropriate welfare provisions, e.g. free school meals, clothing grants etc., to assist them where necessary in completing requests for such provisions and to carry out certain checks in relation to these provisions
* To distribute Food Bank Vouchers/Food Parcels and other support packages wherever necessary.
* Facilitating contact with the school nurse and making referrals to the service where necessary
* Making home visits, where appropriate, to talk to parents about issues and to offer advice about strategies to deal with problems.
* Work closely alongside all other staff in providing emotional support to children through individual or group mentoring sessions.
* Supporting the transition of new children, and their families, to the school including those new to the country.
* Work closely with the School’s Mental Health Lead Practitioner and with the Mental Health Support Team

### **General Duties**

* Undertake a range of administrative duties relevant to the post, which includes maintaining accurate electronic records, preparing written reports and evaluations, sending letters to parents and completing referral forms online.
* Participate as required in relevant training which has been identified by the Headteacher.
* Be available at Parent’s evenings to support families and pupils and advise parents on attendance matters, behaviour strategies and parenting skills where appropriate.
* Attend new Reception Parent’s Meeting in the Summer term.
* Provide support over lunchtimes to all pupils.
* Provide 1st aid cover and Fire Marshall cover (training provided if needed)
* Assist the Senior Leadership Team in the organisation of personal development opportunities for all pupils including trips, school residentials and other wider experiences.
* Undertake any other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this role, as directed by the Head Teacher

Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references, online checks, Enhanced DBS and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview.

## Person Specification – Attendance & Pastoral Support Officer

**Section A – Qualifications, Experience and Professional Development**

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| **Training and Qualifications**  | Essential/ Desirable  | Application/ Interview  |
| 5 GCSEs at C or above or equivalent, including Maths and English  | E  | A  |
| Qualification in relevant children’s services e.g. Diploma in Social Work, Level 4 NVQ, Teaching or Youth Work  | D  | A/I  |
| Educated to Degree level or equivalent  | D  | A  |
| Level 3 Safeguarding Training  | D  | A  |
| **Professional Development and Experience**  |   |   |
| Experience of working as DSL/DDSL | E | A/I |
| Experience of working with children/young people and/or families within an education or social work setting  | E | A/I  |
| Working with vulnerable young people  | D  | A/I  |
| Working within a multi-agency setting  | D  | A/I  |
| Evidence of experience of working with children and families in difficulty and crisis  | D  | A/I  |
| Experience of using Attendance systems within schools  | D  | A/I  |
| Experience of working with children in the primary phase  | D  | A/I  |
| Experience of working with people with mental health problems  | D  | A/I  |
| Experience of using cognitive behavioural approaches  | D  | A/I  |

**Section B Professional Knowledge, Skills and Understanding**

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| --- | --- | --- |
| Emotionally intelligent  | E  | A/I  |
| Excellent listening and interpersonal skills with an ability to communicate/engage with a range of people showing sensitivity to pupil’s needs  | E  | A/I  |
| Ability to provide clear professional advice to parents/carers, school staff and other professionals on matters relative to behaviour and wellbeing in school e.g. chairing FAM meetings and liaising with outside agencies  | E  | A/I  |
| Ability to work effectively as part of a team, but with the initiative to work independently  | E  | A/I  |
| Ability to work flexibly and under pressure  | E  | A/I  |
| Resilience and ability to manage and prioritise workload  | E  | A/I  |
| Ability to prepare and present reports for staff including Pastoral Support Programmes and EHAT forms  | D  | A/I  |
| Excellent organisational and time management skills  | E  | A/I  |
| Excellent record keeping and communication skills  | E  | A/I  |
| Excellent ICT skills and willingness to learn how to use IRIS EDGen data, AskEddi, EHATs and CPOMS  | E  | A/I  |
| An ability to collate and analyse data on attendance and behaviour  | E  | A/I  |
| Demonstrate competence in written and verbal communications, including the communication of highly complex/sensitive information.  | E  | A/I  |
| Knowledge of available support services in Sefton | D  | A/I  |
| Commitments to health and safety  | E  | A/I  |
| Ability to maintain confidentiality and discretion at all times  | E  | A/I  |

**Section C Professional Knowledge, Skills and Understanding**

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| --- | --- | --- |
| Commitment to equality, diversity and inclusion  | E  | A/I  |

### How to Apply

#### Application Process

The application process for this role is a 2-stage process:

* Application form
* Interview

To be considered for this role you must complete the LDST application form. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

To ask any questions, or to submit your completed application form, please email Belinda.wood@ldst.org.uk or call 01704 538366

LDST reserves the right not to progress candidates to the next stage of the process, or not to appoint to the role if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

**Closing Date: Friday 13th June 2025**

**Shortlisting: Monday 16th June 2025**

**Interview Date: Tuesday 24th June 2025**

**Start Date of Post: Monday 1st September 2025**

**Please contact the school office on 01704 538366 or email Belinda.wood@ldst.org.uk to arrange a visit.**

##### Our Trust Prayer

Heavenly Father,

Let peace, friendship and love grow in our schools.

Send the Holy Spirit to give excellence to our learning, love to our actions and joy to our worship.

Guide us to help others, so that we may all

Learn, Love and Achieve, Together with Jesus.

Amen