



**STOUR VALE
ACADEMY
TRUST**

ATTENDANCE AND FAMILY SUPPORT WORKER

RECRUITMENT PACK

Attendance and Family Support Worker

37 hours, Term-time plus Training days

Permanent

Grade 6 – SCP 12 – 15

Actual salary £23,010.89 - £25,056.71

(2024 pay award pending)

We are seeking to appoint a highly motivated and committed Attendance and family support worker to join our team Newtown Primary School.

The successful candidate will work closely with families to improve and maintain excellent levels of attendance throughout the school. The role will also involve working with children to breakdown boundaries that impact attendance and learning and developing relationships with all stakeholders to ensure our children are present and able to learn.

Newtown Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All necessary safeguarding checks will be undertaken and must have satisfactory outcomes, otherwise the conditional job offer may be withdrawn. Details of the checks that will be undertaken can be found in [Keeping Children Safe in Education 2022](#)

This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children's Barred List Check.

It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

As a Trust we are committed to ensuring that throughout our recruitment process, no applicant will be disadvantaged or discriminated against because of the protected characteristics under the Equality Act 2010.

For an informal conversation to discuss the role, please contact:

Simone Chesney-Ly
Head Teacher
Newtown Primary School
Stour Vale Academy Trust
0121 557 8504

Closing date: Friday 6th September 2024

Interviews: Thursday 12th September 2024

About Newtown Primary School

Newtown Primary School is a one form entry school which has 220 pupils on roll. Following an inadequate Ofsted judgement in November 2017, Newtown joined Stour Vale Academy Trust as a sponsored academy in April 2020. Since then, a new senior leadership team has been appointed and their teamwork and commitment to excellence has already driven significant improvement. The whole staff team are fully engaged in Newtown's improvement journey, and it is a very exciting time to join the school. An example of this is our latest KS2 SATs results that ranked us as meeting national expectations in Writing, Maths and Spelling, Punctuation and Grammar. The school also had an Ofsted inspection in July 2024 which has highlighted the continued improvements that have been taking place. Although we are not able to share this outcome. We would be delighted to share this in September once the report has been published.

Our vision is to provide excellent education and wonderful childhood experiences for all our children. Children and staff feel safe to learn and flourish.

Newtown serves an established community; many parents and grandparents of current pupils also attended the school. The pupils at Newtown demonstrate an eagerness to learn. They are very proud of their school and enjoy welcoming visitors. Since academisation a significant work has been undertaken to improve and update the 1970s building, and has created a pleasant, modern learning and working environment for both pupils and staff. The school office has also undergone a full refurbishment and is a central point for parents, pupils and staff. Enabling every member of the school community to achieve our school values to become successful learners, responsible citizens and resilient individuals is our mission that we are committed to.

ABOUT STOUR VALE ACADEMY TRUST

Our multi-academy trust was founded in 2017 and developed from collaboration between schools, the significant positive impact of which convinced three schools, two secondary and one primary, that together we would have much greater capacity to continuously improve. Over time, Stour Vale has steadily grown. We began as a cross-phase multi-academy trust and as we have grown, both secondary and primary schools have joined us. There are currently twelve member schools, five primary, one junior, one Infant, one Nursery and four secondaries.

As a successful family of schools, delivering high-quality education for the communities we serve, Stour Vale values its diversity. Each school brings their own distinct character, community, history and identity. We celebrate the uniqueness of member schools, recognising that there is a great deal to learn from education in different contexts. This is also the reason why we remain outward-looking, committed to learning from research and excellent practice across the education system.



OUR VISION AND VALUES

Stour Vale Academy Trust holds children and young people at the heart of all that we do. We recognise that as a multi-academy trust we exist in order to advance education for the public good. Our mission, therefore, is to improve life opportunities for children and young people by both providing the best possible education and care to pupils in Stour Vale member schools and by having a positive impact across the wider education system. Our values are encapsulated in four words:

OUR VALUES

INTEGRITY

By always acting with integrity we will deploy our resources appropriately to provide the very best education and care for pupils. This approach will enable us to recruit and retain the best staff who share our values.

We recognise our responsibility to support and challenge member schools to have a positive impact on the lives of children and young people, our communities and the wider educational system.

RESPECT

We are committed to treating everyone with respect and promoting equality.

Stour Vale member schools are safe and inclusive schools. We value and celebrate the diversity of pupils, colleagues and the communities we serve. We believe that developing pupils' character and their own commitment to treating others with respect must sit alongside the pursuit of academic excellence.

COLLABORATION

Stour Vale Academy Trust exists because we believe that effective collaboration has a positive impact on the life opportunities of children and young people.

We believe that working collaboratively together we have much greater capacity to realise continuous improvement in all member schools. Therefore, we seek to actively promote positive, impactful collaboration, most often with school-based staff taking the lead.

EXCELLENCE

We are committed to constantly pursuing excellence and improving all aspects of our work as a trust.

Excellence in teaching and learning, curriculum and character development is our primary focus. This will be achieved by realising our ambition to provide top-level professional learning for all colleagues, developing leadership in every role and providing exceptional back-office services such as HR and finance.

STOUR VALE ACADEMY TRUST

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We describe our shared approach to school improvement as 'secure autonomy'. Headteachers, with school leadership teams and staff, have autonomy to lead school improvement in their own schools, responsively and in collaboration with others within and beyond our trust. We believe that this approach enables us to grow, attract and retain excellent school leaders and to develop the most innovative and impactful school improvement strategies. We recognise that this autonomy must be secured within the structure of the multi-academy trust, and our model of challenge and support for impact, underpinned by our shared values, ensures sustained school improvement and a sharp focus on outcomes for pupils. This in turn realises our ambition that **Stour Vale** member schools will **create the difference together**.



Job Description

Purpose of the Role:

- To actively work in your role as to support a commitment to excellence in safeguarding, Early Help interventions and other strategies to meet the needs of our families.
- To support the Senior Leadership Team in securing excellence in attendance and punctuality at Newtown Primary School.
- To monitor and report on whole-school attendance.
- To work closely with pupils, staff, parents and carers to secure excellent attendance and punctuality.
- To promote and encourage good attendance through the school systems.

Duties and responsibilities

- Safeguarding:
 - Ensure that vulnerable children and young people are identified and supported and undertake safeguarding work in order to protect children from harm and prevent impairment of children's health or development
 - Support and liaise with key stakeholders including pupils, families and outside agencies to ensure safeguarding needs of children are met
 - To be the school's frontline response to safeguarding processes: completing referrals to necessary external agencies, completing Early Help Assessments when necessary, completing reports and following up on current cases
 - Attend necessary safeguarding meetings, including multi-agency meetings
 - Provide accurate, detailed and timely records and reports, contributing to and reviewing the school's electronic safeguarding records.
 - Ensure a continuous and consistent implementation of relevant safeguarding procedures, policies, legislation and emerging
 - Work directly with children to gain the child's voice or provide individual support as necessary
 - Ensure safeguarding information is sent and received when a child arrives at or leaves the school
 - Develop staff safeguarding practices through CPD
- Home/School links:
 - Promote parent engagement in children's learning, e.g. through encouraging attendance to parents' evenings, intake meetings, parent workshops etc.

- Actively promote positive and effective relationships between school and families.
- Build and sustain relationships with partner agencies and make information available to parents and signpost parents appropriate local support.
- Prepare and deliver parent workshops and information sessions
- Pastoral:
 - Support class teachers regarding pastoral integration of new pupils
 - Support children's health and well-being through liaison with PSHE lead in school
 - Provide additional pastoral support to children as necessary.
- Attendance:
 - Work alongside the office manager and senior leadership team to monitor pupil attendance.
 - Follow up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school policy.
 - Manage the process of issuing penalty notices to parents.
 - Maintain accurate records of communications with parents/carers and relevant interventions.
 - Produce and interpret attendance reports for school leaders, analysing data, identifying concern, tracking attendance of individuals, groups and cohorts, identifying patterns and trends, producing attendance data reports and reporting to senior leaders .
 - Track attendance of individuals, groups, classes, cohorts and the whole school and share information with school leaders including vulnerable groups.
 - Identify pupils that need additional support to improve their attendance and/or punctuality liaising with relevant staff and external agencies .
 - Work with school leaders to identify appropriate interventions to improve attendance for particular groups and individual pupils.
 - Work with school leaders to develop and revise the school's attendance policy.
 - Being the first point of contact for all school attendance matters.
 - Attending relevant meetings in school and across the Academy Trust.
 - Secure strong communication links with relevant professionals including the Inclusion Lead and Safeguarding and Pastoral Lead. Work alongside these teams to oversee support/challenge for identified pupils and providing Attendance Support Plans for them
 - Ensure agency and newly appointed staff understand school attendance systems .
 - Follow school attendance procedures as set out in relevant policies and procedure documents.

- Coordinate meetings with pupils and parents/carers to implement interventions and track progress.
- Build positive relationships with parents/carers to encourage family involvement in their child's attendance .
- Carry out home visits, where necessary, to address attendance concerns for individual pupils .
- Support families when starting and leaving including ensuring accuracy in documentation.
- Organise, present and participate in attendance clinics as required.

Person Specification

Experience

Experience of child protection or safeguarding work.

Experience of working as part of a team.

Experience of promoting community links.

Experience of working with children and families.

Qualifications/Training

GCSEs A*-C or equivalent, including English and maths.

Child Protection Level 3.

Professional qualification in social work or other related field.

Willingness to undertake relevant training and share knowledge and expertise with other staff.

Knowledge and understanding

Knowledge and experience of safeguarding, Child Protection and Early Help procedures

Clear understanding of the need for confidentiality.

Knowledge of partner agencies and their role in supporting children and families.

Practical skills

Good communication skills

Ability to use ICT competently

Ability to work successfully within a team and to establish and develop positive professional relationships

Ability to accurately create and manage written records of cases, referrals and concerns and keep them secure.

Personal qualities and attributes

Commitment to safeguarding and promoting the welfare of children
Be flexible and have a positive approach to challenges
Be professional and have integrity, taking pride in all work with attention to detail
Excellent communication and interpersonal skills
High standard of written and spoken English
Trustworthy and confidential
Organised and able to plan and prioritise
Initiative and judgement to know when to request further advice, when to share information and actions to be taken
Ability to work under pressure and deal with sensitive issues



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CONTACT US

For informal talks please contact:

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Please visit our website: <http://www.svat.org.uk/>