



Home School Liaison Officer Recruitment Information Pack



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'Together we are stronger'



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August 2013

Dear Candidate

Thank you for your interest in the post of Home School Liaison Officer at Hanson School.

We moved into a brand new school in July 2011 and are fortunate in having a world class building, rich in technology to support learning, which would truly be the envy of most communities.

Last year the school achieved its best ever results at GCSE level and we anticipate that the results for the current year elevens will do even better. Staff, students and parents have worked in partnership to ensure that every student has every chance of achieving his or her potential. The school has a thriving and large sixth form who enrich our school community as well as providing teaching staff the opportunity to teach at advanced level.

The whole community has been involved in shaping the vision and the new Hanson will launch in September as staff embrace vertical tutoring, house groups and the new staffing structures. It really is a fantastic place to work and I would encourage you to make an application to develop your career in a school that serves a wonderfully diverse community.

We are due to become an Academy sponsored by the School Partnership Trust Academies. In readiness for this, the SPTA is providing additional support to the school and coordinating the recruitment process on our behalf. The following pages provide information about the School Partnership Trust Academies.

We very much hope that after looking at the details you will decide to pursue an application.

Should it help your deliberations, please contact the school by email h.mcgowan@hansonacademy.org.uk.

I look forward to receiving your application.



Elizabeth Churton
Principal



Dear Applicant

Thank you for your interest in working for the School Partnership Trust Academies group.

The School Partnership Trust Academies is an educational charity that sponsors a chain of 40 academies and has a proven track record of securing transformational change and sustainable school improvement.

Our vision is to provide high quality education and deliver the best outcomes for young people with an ethos based on four founding principles of Quality, Partnership, Aspiration and Responsibility. At our core we provide outstanding educational provision for families, firmly rooted in the context of the local community. We seek to support lifelong learning, and provide excellence in teaching through high expectations with adherence to traditional values and standards.

This is an exciting time in our development as we continue to expand our group of schools and to have further impact upon the lives of young people. You will be joining an ambitious and innovative organisation, so we are looking for an imaginative member of staff who can secure positive outcomes for our young people, staff, families and the wider communities that we serve.

We are looking for an outstanding member of staff that can take the organisation onto greater success, inspiring the children to attain the highest level possible.

If you share our vision and passion for young people and their families then we would like to hear from you.

Yours faithfully

Sir Paul Edwards
Director and CEO

School Partnership Trust Academies Vision and Values

Our vision is based on the values and the principles of the School Partnership Trust Academies, the academy sponsor. Our academies pride themselves on being:

- Institutions with high expectations both for the individual and where there will be a collective responsibility, for raising community aspirations.
- Caring schools, based upon social responsibility, honesty, equality and consideration for others.
- Highly successful schools where self-help, self-determination and self-improvement are encouraged.
- Innovative and energising learning centres which develop lively and enquiring minds for both students and staff.
- Schools which promote inclusion rather than exclusion and by working in partnership with local agencies and offering a personalised curriculum for all, will strive to adopt a zero exclusion policy.
- Schools where courtesy, co-operation, enterprise and initiatives are paramount and where tolerance rather than intolerance is practised.
- Schools which are the centre of the community as a resource, in its services to others and in promoting community and social cohesion.
- Centres of educational excellence, where no individual is left behind and where all students of any age or background are provided with the support to become responsible and successful citizens.



THE SPONSOR

School Partnership Trust Academies

School Partnership Trust Academies is a not for profit charitable organisation that sponsors a chain of academies under a single funding agreement with the Secretary of State for Education.

The overall aim of the SPTA is to foster learning communities which promote and provide excellence in teaching, learning and relationships through high expectations and adherence to traditional values and standards. At its core, the SPTA values high quality educational provision for families firmly rooted in the priorities of the local community.

SPTA believe in supporting schools as the preferred choice for educational provision within their local community, consequently, we believe all students should have a distinctive offer relevant to their needs and the community in which they live.

We believe in the autonomy of local schools and provide challenge and support on their journey of school improvement.

In our partnership we currently sponsor a range of Secondary, Primary, Infant, Junior and all through academies.

Our partnership of schools encompasses academies and schools that are currently judged across the whole Ofsted effectiveness range, and across the widest possible range of contexts, phase and geographical location, including urban and rural schools and those of religious character.

We want to recruit colleagues who are comfortable with our vision and values and hope that the summary given above encourages you to read further. More details about the SPTA, its members and what we are doing can be found at www.schoolpartnershiptrust.org.uk

School's Vision and Values

We explicitly celebrate diversity, whilst also understanding the central importance of a common identity and a sense of belonging for all our students. This is why we are working hard to ensure that inclusion and community are at the heart of all that we do at Hanson Academy.

This is not a trade off for high expectations and aspirations however. We have a larger than average student population who attend a building designed with the future in mind. It is our aim to match the performance of both our students and staff with our 'state of the art' environment.

Our core purpose is be clear; to inspire every student in his or her learning so they can go confidently into our rapidly changing world. Students and staff will develop learning programmes that mean that every student is supported yet stretched, challenged and inspired; passion for learning has to be at the centre.

Hanson Academy's success will be measured by results that go way beyond national expectations. This will be achieved through our range and depth of learning programmes provided both in and out of lessons, for it is only by treating students' whole experience of school that we can truly provide an inspiring and truly holistic education.

As part of the reshaping of Hanson School, as it becomes an Academy, within the School Partnership Trust, we will revisit our vision and values. This will be a core role of leaders and managers of the school as they help drive the school forward.

THE APPLICATION PROCESS

Further details about the work of School Partnership Trust Academies including academies it currently sponsors can be found at www.schoolpartnershiptrust.org.uk

Completed applications should be returned to jobs@schoolpartnershiptrust.org.uk or by post to School Partnership Trust Academies, Recruitment Team, Unit 2, Carolina Court, Wisconsin Drive, Lakeside, Doncaster, DN4 5RA.

A letter will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within 2 weeks of the closing date please assume your application has been unsuccessful.

QUERIES

If you have any queries on any aspect of the application process or need additional information please contact the Recruitment Team on 01302 379246.



Home School Liaison Officer

32.5 hours per week/Term Time Only + 8 days
Permanent
Band 8 Pt 25-28 (£21,734 - £23,945 pro rata)

We are seeking to appoint an enthusiastic and committed Home School Liaison Officer to join our dedicated and supportive team.

The postholder will:

- contribute to raising achievement by promoting high levels of attendance and punctuality
- make contact with parents/carers, assess reasons for student absence and facilitate their return to regular full time attendance

**Closing Date: Tuesday 10th September 2013
12 noon**

**An application pack can be downloaded from
www.recruitment.schoolpartnershiptrust.org.uk**

**or by contacting our recruitment team on
0113 336 8634
or email**

jobs@schoolpartnershiptrust.org.uk

The Academy is committed to safeguarding the welfare of its students and the successful applicant will be subject to an enhanced disclosure from the Disclosure & Barring Service

'Together we are stronger'

Job Description

Post Title: Home School Liaison Officer

Reporting To: Assistant Principal

Salary: Band 8 Points 25-28

Purpose:

To contribute to raising achievement by promoting high levels of attendance and punctuality
To make contact with parents/carers, assess reasons for student absence and facilitate their return to regular full time attendance

Responsible for:

N/A

Collaboration and Liaison with:

Deputy Principal and Assistant Principal of Schools 1 & 2
House Officer in Schools 1 & 2
Attendance Administrator
Academy staff
Bradford LA
Parents / Carers
External agencies

Key Tasks:

<p>Home School Liaison</p>	<ul style="list-style-type: none"> • Check attendance registers/reports to identify patterns in attendance and punctuality data and from this draw up priority lists for home visits • Liaise with parents/carers and visit pupil's homes to discuss attendance, punctuality and welfare issues, establish reasons for non attendance and setup and implement Attendance Action Plans to facilitate a return • Liaise with other professionals to address issues around truancy and issues that may be affecting attendance eg drugs or alcohol misuse, bullying, youth offending • Liaise with Directors of Learning & Achievement and Form Tutors in instigating and delivering strategies to target improvements in pupils considered to be 'at risk' • Develop and organise attendance incentive schemes to promote and celebrate achievements • Ensure that any issues outside the remit of home school liaison are referred to an appropriate alternative agency
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	<ul style="list-style-type: none"> • Be aware of policy on lone working and health and safety issues and consult with appropriate senior staff before visiting a family home • Inform parents of appropriate welfare provisions eg free school meals, uniform grants • Initiate appropriate legal action with the Education Welfare Service to ensure statutory responsibilities are being met • Provide advice and support for pupils returning after a long illness • Attend case conference and planning meetings as required • Deliver work for students absent due to illness or exclusion • Keep clear and concise records of all consultations, meetings and telephone calls
Resources	<ul style="list-style-type: none"> • Be responsible for the safe keeping of computer hardware and software and for ensuring the requirements of the Data Protections Act are met
Other tasks	<ul style="list-style-type: none"> • Support and promote the Academy ethos and contribute to the overall aims of the Academy • Be aware of, and comply with, the Academy's policies and procedures and Staff Code of Conduct • Promote and safeguard the welfare of children and young people you come into contact with • Be aware of the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection; and report any concerns to an appropriate person • Contribute to organising Academy events as required • Keep abreast of developments and changes in fields relevant to the role, and communicate these to staff as required • Appreciate and support the role of other professionals • Attend and participate in relevant meetings as required • Participate in appraisal, training and professional development as required • Carry out other reasonable requests appropriate to the grade
Terms	<p>The postholder will</p> <ul style="list-style-type: none"> • work 32.5 hours per week, term time only + 8 days

Person Specification Home School Liaison Officer

KNOWLEDGE/QUALIFICATIONS			
3 GCSE or equivalent including grade C in English and Maths	✓		A/C
Knowledge of safeguarding/child protection procedures	✓		A/I
Working knowledge of school procedures and policies		✓	A/I
Understanding of legislation relating to school attendance and related issues		✓	A/I/R
EXPERIENCE			
Working with children and young people including those who are disaffected or disadvantaged	✓		A/I/R
Working with families/carers of children and young people with a variety of different issues		✓	A/I/R
Supporting students with challenging behaviour		✓	A/I/R
Recent experience of working within a secondary school environment		✓	A/I/R
Understanding of principles of child development and learning processes		✓	A/I/R
SKILLS			
Excellent communication and interpersonal skills and the ability to relate well to children and adults	✓		A/I/R
Ability to work effectively with other agencies eg Local Authority	✓		A/I/R
Ability to maintain comprehensive and accurate records	✓		A/I/R
Able to work constructively as part of a team or independently	✓		A/I/R
Able to inspire, motivate and engage others	✓		A/I/R
Flexible and adaptable approach	✓		A/I/R
BEHAVIOUR AND OTHER RELATED CHARACTERISTICS			
Commitment to self and team development	✓		A/I
Work in ways that promote equality of opportunity, participation, diversity and responsibility	✓		A/I
A Commitment to abide by and promote the Academy's Equal Opportunities, Health & Safety and Child Protection Policies	✓		A/I
The postholder will require an Enhanced Disclosure from the Disclosure and Barring Service	✓		C

Key: Ess=Essential, Des=Desireable, MOA=Method of Assessment, A=Application, I=Interview and assessment, R=Reference, C=Certificate

Facts and Statistics Page

Hanson School Facts and Statistics		
Type of School	Foundation School	
Age Range	11-18	
Location	Bradford (BD2)	
Co-educational or single sex	Mixed	
Number of students on roll	1781	
Contextual value added	980.8	
Attendance	92.5%	
Number of teaching staff	127	
Number of associate staff	87	
% of students on free school meals	23.0%	
% of students with SEN	10.0%	
% of students with EAL	22.2%	
GCSE results 5+ A* to C (and equivalent including English and Mathematics)	2010	38%
	2011	33%
	2012	43%
A Level Results 2012	APS per entry = 205.0 APS per student = 699.1	
University Admissions	2011	75%
	2012	76%
No of students in 6 th Form	276	