

Granville Road
Sheffield
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Email : enquiries@allsaintslearning.co.uk
Website : www.allsaints.sheffield.sch.uk

Family Liaison and Attendance Officer

(Required as soon as possible)

Scale 4: Points 18 – 21 (£18,870 – £20,541) pro rata
37 hours per week, 40 weeks per year (39 weeks term time + additional 37 hours)
4 days per week would be considered

All Saints is a highly successful, oversubscribed, 11-18 Catholic Voluntary Academy with 1414 students on roll, including 383 in the sixth form. The last OFSTED inspection in April 2018 judged the school to be Good. The school is co-located with an Outstanding maintained special school.

The Governors are looking to appoint an enthusiastic, proactive and highly organised individual to join our Student Support Team to provide comprehensive support with attendance and family liaison. The successful applicant will need to be able to analyse data, develop lines of enquiry, have exceptional communication skills and an ability to engage effectively with families and students requiring support as well as working within a complex and high attaining Catholic comprehensive school.

Duties will include:

- Managing the system to monitor whole school attendance, absence concerns and punctuality
- Identifying students who require support with their attendance and working with them
- Liaison with Senior Leadership Team, House Progress Leaders, Attendance Officer, Tutors, SENCo, Student Support Team and other relevant staff regarding students who are of concern
- Working with families to support them to improve student attendance
- Provide support for students on off-site placements.

The successful applicant will require their own transportation as they will need to make external visits as appropriate.

All Saints is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Candidates should have the ability to fulfil all spoken aspects of the role with confidence through the medium of English.

Closing Date : Thursday 25 October 2018

Application Form & Details From : The school website, www.allsaints.sheffield.sch.uk. Completed application forms should be returned to Mrs J Thorpe, PA to the Headteacher, at the school. Please apply using an All Saints' application form, applications on any other form will not be considered.