Gusford Primary School
Family Engagement Worker & Attendance Officer (Part Time)
Job Pack
Letter from the Headteacher

Thank you for your interest in the post of Family Engagement Worker and Attendance Officer at Gusford Primary School. The attendance and the welfare of pupils are at the heart of pastoral care at Gusford and as such this role plays a key part in ensuring pupils well-being. The successful candidate will join our Family Engagement Team and share the workload on attendance and safeguarding matters as well as providing support for parental engagement.

Gusford Primary School converted to become an academy in 2013 as part of the Active Learning Trust (ALT). I joined the school as Headteacher in September 2017.

The successful candidate will join our staff team at an exciting time in the schools development, as we continue with our ambition and relentless determination to improve outcomes for our pupils.

The school has 650 pupils and has a good reputation for supporting them to develop positive learning behaviours and works with organisations such as PiXL to develop this nationally. More recently the school has embarked on a partnership with the NAHT Aspire programme to support school improvement and has begun working with Essex Attendance Solutions to improve attendance. One of the key strands of the Aspire programme is ‘Student and Family Support’ (SAFS) and our Family Engagement Team are key members of our wider SAFS team, alongside our SENCO team and Behaviour Support teacher.

The Local Governing Body share the ambition that every child will transfer from Gusford having been expertly taught, as well as confident and skilled to maximise the benefits and opportunities offered in their next stage in learning in secondary education.

As the school is a member of a Trust, it is part of a wider network of supportive schools. The Ipswich Hub (currently three primary schools and one secondary) and ALT schools from the Lowestoft and Cambridgeshire hubs, engage in regular school-to-school improvement networks, leadership development and CPD opportunities.

Being part of the ALT enables our school to work collaboratively, not only with the Trust, to improve the outcomes for all our children, but in partnership with parents/carers and the local community.

Visits to our school are strongly encouraged; please contact our School Business Manager to arrange. Once again, thank you for your interest and we wish you every success in your application.

Yours sincerely

Claire Claydon
Gusford Primary School
“Promoting Achievement and Success”
Sheldrake Drive Ipswich IP2 9LQ
Tel: (01473) 682148   Fax: (01473) 692142
Email: admin@gusfordprimary.net   Website: www.gusfordprimary.net
Headteacher : Mrs C Claydon

Attendance Officer & Family Engagement Worker (part time)
Required as soon as possible

Grade & Salary: Grade G Points 25-29 (£22,658 - £25,951 fte)
Hours: 3 days a week (Wednesday to Friday 9am to 4pm - Term time only)

An opportunity has arisen for an enthusiastic and organised individual to support the development of attendance, safeguarding and child protection policies, training and procedures and guidance for Gusford Primary School. The attendance and the welfare of pupils are at the heart of pastoral care at Gusford and as such this role plays a key part in ensuring pupils well-being. The successful candidate will join our Family Engagement Team. Work is normally carried out in school with home visiting and attendance at external meetings. This is an excellent opportunity to join Team Gusford.

Successful candidates will be able to demonstrate that they:
- Have excellent organisational and communication skills and the ability to be flexible in responding effectively to a range of diverse demands
- Will act in accordance with professional codes all times, including maintaining strictest confidentiality when dealing with sensitive information.
- Have excellent administrative and ICT skills, including attention to detail on data entry work, and the ability to multi-task.
- Have a patient approach towards working with children and adults alike.
- Have experience of working in a school (or other setting with young people) and using school systems such as SIMS (particularly the attendance module).

What we can offer you:
- A rewarding and enjoyable position in a primary school environment
- A friendly team of school staff who will be very keen to welcome you and work with you to provide the best opportunities to their children
- A firm commitment to your personal and professional development

Gusford Primary School is part of The Active Learning Trust: www.activelearningtrust.org. As a Trust school we pride ourselves on working in close partnership in order to benefit our pupils, staff and community. Policies are available to view on the Active Learning Trust and Gusford Primary School websites. Our school website is: http://www.gusfordprimary.net

Visits to the school are warmly welcomed. For further details or to arrange a visit please contact Vicki Martin, our School Business Manager, on 01473 682148 or email miss.martin@gusfordprimary.net

Closing date for applications: Thursday 17th May @4pm   Interviews: Week beginning 21st May

Gusford Primary School is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. This position is subject to an enhanced DBS check.
About Gusford Primary School

Gusford Primary School provides education for around 650 children aged from 4 to 11 years and is able to cater for an annual intake of up to 90 children. We are situated in the Chantry area of Ipswich. The school was opened in 1962 and became an academy in 2013 with the Active Learning Trust. It has 21 classrooms, a Nursery class, 2 halls, a learner swimming pool, computer suite and a number of group rooms and resource areas. The school serves the Brookwood, Thorrington Park, Belstead Hills and Chantry area of South West Ipswich. There are pleasant grounds with much landscaping around the site.

When inspected by Ofsted in March 2017, the school was judged to require improvement with Early Years Provision and Personal development, behaviour and welfare both judged to be good.

There are a number of strengths within the report and these include;

- Teachers foster a positive atmosphere for learning in their classrooms. Pupils are encouraged to concentrate, work hard and support one another as they learn. This helps them to learn that sometimes you improve your understanding, as one pupil commented, ‘by making mistakes’.

- Across the school, teachers enable pupils to work without fear of failure because they respond sensitively when mistakes are made.

- Pupils say that they feel safe in school. They say that staff resolve quickly any worries they may have, with one commenting, ‘We trust the teachers and they trust us.’

- Pupils keenly take responsibility. They feel that their views are valued and that they are able to contribute to school improvement. For example, school councillors have recently been carrying out a survey about improving attendance.

With an overall requires improvement judgement there are a number of areas to improve and the school has not wasted any time in starting to make these improvements. Our new Headteacher joined us in September 2017 and you will join the staff team working together to continue to driving forward improvements.

School Values

The Gusford Primary School values all stem from its motto of ‘Promoting Achievement & Success’. The school believes that achievement and success in children will come from promoting 4 core aims of:

Inspiration
- Curriculum & Resources that spark enthusiasm for learning

Aspiration
- Developing an aspirational mind-set for learning

Collaboration
- All working together to achieve high standards

Expectation
- Aiming for the highest standards of learning and attendance

These four aims alongside our six Gusford Golden Guides provide us with core values that we promote with children that help them with life at school and in the world.

Gusford Golden Guides:

Following School routines that help us to learn & keep safe
Caring for property that helps us or belongs to others
Being the best that we can be
Being kind, helpful and polite
Treating others as we would want to be treated
All following School Procedures
Active Learning Trust

The ALT brings together experienced and successful practitioners who share a collective belief in the effectiveness of school improvement, the primacy of performance management and the potential of new technology to enhance learning.

Gusford Primary School is located within our Ipswich hub, which brings together 4 schools:
- Chantry Academy (11-16)
- Gusford Primary
- Hillside Primary
- Sidegate Primary

There are a further two ALT Hubs located in Lowestoft and in Cambridgeshire, and this provides the opportunity for schools to be part of a learning community that extends across local authority boundaries.

In September 2017 the Trust opened a new 11-16 Secondary school and an all-age Special school in a shared community campus. Approval has also been given for the Trust to sponsor two free schools in the primary phase, one in Chatteris in Cambridgeshire, and one in Ipswich in Suffolk.

The Trust has the strong moral purpose of enabling schools to deliver high levels of achievement for all pupils, regardless of socio-economic circumstances, family situation or ethnic background.

The Trust will secure and sustain improvement in schools by providing leadership and support through academy sponsorship, by working with local governing bodies to strengthen their leadership and strategic delivery and through contracted work with school leaders and their teams.

In our academies and the schools that we work with, we will:
- Establish strong and effective leadership
- Deliver good governance as a non-negotiable element of our work
- Develop and sustain a strong and rapid trajectory of improvement
- Ensure a calm and purposeful learning environment
- Maintain robust systems of performance management
- Champion broad and balanced curricula, well integrated with the needs of business, local communities and the realities of work beyond school
- Harness the developing potential of information technology
- Ensure community ‘ownership’
- Promote the sharing of expertise and effective practice across academies and schools
- Provide value for money services, delivered at minimised administrative cost
- Build capacity by nurturing a collaborative network of school improvers
- Ensure community ‘ownership’ of our Academies and schools and that they are seen as the schools of choice by their communities
- Foster and sustain strong links with further and higher education
Job Description

Job description for Family Engagement Worker / Attendance Officer

Core Purpose
- To work with a caseload of families, including looked after children, vulnerable children and Children In Need as directed by the Headteacher, in their homes and at school to raise their participation and attendance and promote the best outcomes for them.
- To support parents/carers in gaining the skills, knowledge and confidence they need to promote good outcomes and attendance for young people both educationally and socially.
- To work towards the desired outcomes of the school in regard to performance in the areas of increasing education attendance.
- To proactively improve attendance of all students in the academy whose attendance falls below 95%.
- To support the development of safeguarding and child protection policies, training and procedures and guidance for Gusford Primary School and to assist as an Alternate Safeguarding Lead in the coordination of referrals and arranging action.

Responsible to
- Headship Team

Responsible for
- Attendance
- Family Engagement (Home / School Liaison)
- Safeguarding

Scope
- Attendance Officer
- Family Engagement Team Worker
- Alternate Designated Safeguarding Lead

Key Relationships
- The post-holder will be line managed by the school’s Headteacher
- Liaise with all agencies involved with safeguarding children plans, e.g. CYP (Social Workers), School Nurses, Health Workers, Housing Officers, Children’s Centres, Family Support Workers, Parent Support Advisor, Education Welfare Officer.
- Liaise with Attendance Solutions to ensure attendance concerns are acted on promptly

Salary / Grade
- Grade G Points 25-29 (£22,658 - £25,951 fte)

MAIN (CORE) DUTIES
Support for Attendance & Safeguarding
- To lead on monitoring attendance and work with Attendance Solutions/EWO to address poor attendance.
- To promote the safeguarding of young people in accordance with the policies and procedures of the Local Safeguarding Children Board.
- To attend any relevant meetings – TAC, CIN, case conferences, school meetings, as directed by the Headteacher.
- To develop structured routines with families where appropriate, that helps them to build resilience and the long term ability to maintain contact with school and achieve better outcomes.
- To use the Common Assessment Framework (CAF) process to identify need and support for children within the school.
To work with young people in school to secure positive learning behaviour.
To engage with hard to reach families and assist them in accessing services and keeping to appointments and routines.
To work flexibly when required, to meet the needs of vulnerable families and young people – for example outside school hours and maybe early starts.
To assess the needs of families and exercise sound professional judgment in managing risk to young people.
To support Gusford's Student and Family Support Service (SAFS) where directed by the Headteacher or SENCO.
To ensure that Gusford Primary School is always presented positively within and beyond the school.
To be accountable to the Headteacher as an alternate Designated Safeguarding Lead.
Respond appropriately to disclosures or concerns which relate to the well-being of a child.
To maintain accurate, confidential and up-to-date documentation on all cases of safeguarding and child protection and report where required.
Where required, liaise with statutory agencies and ensure they have access to all necessary information.
To initiate and refer pupils to outside agencies and co-ordinate referrals.
To liaise with school staff in initiating multi-agency referrals for pupils.
When appropriate, to act as lead professional and coordinate Team Around the Child meetings.
To plan and assist on safeguarding training within school.
Attend and participate in Child Protection Conferences and Planning and Review meetings whilst working closely with colleague’s in Children’s Services as required, some of which may take place out of normal working hours.
Liaise with other schools when children transfer to high school or move schools.
To ensure that children who are entitled to Pupil Premium are given the family support and pastoral care required to contribute towards narrowing any academic gap between them and their peers.
To maintain confidentiality at all times.

Outcomes

- Improve pupil attendance to be in line with school attendance targets.
- To promote positive outcomes for children and their families.
- To develop working relationships between families and external agencies on behalf of the school.
- To identify support packages and activities for children in school and out of school hours.
- Support the pupil to achieve their target outcomes by promoting positive learning behaviour.
- Support families and pupils where there is risk of permanent or fixed term exclusion.
- As part of the Family Engagement Team to provide a successful support programme for families and pupils.

This is not a comprehensive list of all tasks that may be required of the post holder. They will be reviewed at regular intervals and are subject to change as the needs of the academy evolve.
The Person Specification

Gusford Primary School

Person Specification for Family Engagement Team Worker / Attendance Officer

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<tr>
<th>PERSON PROFILE</th>
<th>Essential</th>
<th>Desirable</th>
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| **Education & Qualifications** | • GCSE (or equivalent) in English and mathematics  
• A relevant qualification in working with children, young people and their families, i.e. BTEC in family support NVQ 4, HNC/D or degree, or equivalent knowledge | • Willingness to undertake further professional training courses and reading literature as required to update knowledge and skills  
• Up to date Designated Safeguarding Lead and Working Together training. |
| **Specialist Knowledge & Skills** | • Experience of Family Support work  
• Experience of working with parents/carers.  
• Knowledge of Common Assessment Framework (CAF) and use of the CAF as an assessment tool  
• Experience of and ability to work with other agencies and knowledge of their working practices.  
• Ability to plan and find solutions which appropriately promote the wellbeing of children and families.  
• Understanding of child development.  
• Understanding of child protection principles.  
• Ability to remain objective in cases.  
• Evidence of your commitment to find solutions, plan and develop packages to support children in need i.e. locating appropriate services for a wide range of social, emotional and physical needs of the child and their families.  
• Computer literacy including experience of spreadsheets and word processing.  
• Demonstrate high organisational skills and the ability to prioritise work and meet deadlines.  
• Evidence your understanding of the diverse range of needs of clients and backgrounds.  
• Knowledge of a range of school’s procedures.  
• Ability to analyse, monitor and evaluate, advise on and make recommendations on information and school policies.  
• Prepare information for a range of external agencies.  
• Identify potential difficulties/issues, analyse them and make recommendations.  
• Identify anomalies and discrepancies and |
- Refer significant ones to line manager.
- Design, set up and maintain records, systems and procedures.
- Ensure deadlines are met through overseeing the completion and return of necessary documents
- Prioritisation of work.

| Interpersonal & Communication Skills | • Proven ability to help people who are angry or distressed by using effective communication methods to resolve situations or to provide appropriate advice and support.
• Provision of advice and support to families, identifying their needs and ensuring appropriate agencies are engaged.
• Excellent negotiation skills.
• Clear and effective communication skills, both written and verbal.
• Computer skills, ability to use word and excel packages to record and obtain information; able to use email to communicate.
• Proven ability to compile accurate recording and to produce reports.
• Ability to work in a team, yet be organised and self motivated.
• Excellent time management skills and ability to manage own diary and work commitments.
• Ability to deal effectively with disagreement, conflict, disability, gender and ethnicity issues sensitivity.
• Good organisational skills in order to accommodate changing priorities and deadlines.
• Ability to write reports.
• Understanding a range of organisational procedures and the ability to disseminate to other staff.
• Ability to analyse, monitor and evaluate and make recommendations on pupil information.
• Present information at meetings.
• Advise and guide staff on range of issues.
• Needs excellent communication skills with staff at all levels, providing detailed information and resolving typically complex problems.
• Expected to handle highly confidential information with tact, diplomacy and sensitivity.
• Undertake negotiations and attempt to influence other agencies or departments re services/supplies.
• Conciliate between staff members/parents/teaching staff and team members.
• Make and receive telephone calls.
• Liaise with others both inside and external | • Basic counselling skills. |
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<tr>
<th>Relevant Experience</th>
<th>Additional Requirements</th>
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<tr>
<td>Experience of providing services to children, young people and their families.</td>
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<td>Experience of working with other agencies.</td>
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<td>Experience of family support work.</td>
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<td>Experience of safeguarding protocols.</td>
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<td>Line Management experience.</td>
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| Flexible. |
| A DBS check will be undertaken for the successful candidate. |
| Proven commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults. |
| To be able to operate as part of a team. |
| Ability to travel to various locations around Ipswich. |
| Hold a full driving license and have use of a car. |
**Other information**

This is a part time position working Wednesday, Thursday and Friday, 9:00am – 4pm, term time only.

**NAHT Aspire**

In September 2017 Gusford Primary School began a 3 partnership with NAHT Aspire, you can find out more about this school improvement programme on their website [http://nahtaspire.co.uk](http://nahtaspire.co.uk).

One of the key strands of Aspire is ‘Student and Family Support’ and our Family Engagement Team are key members of our wider Student and Family Support Team (known as our SAFS team).

**Attendance Solutions**

In April 2018 we began working with Attendance Solutions Essex. This company has a proven track record of providing services to Essex schools which were traditionally provided by The Education Welfare Service. Independent of Essex County Council, the company has developed a bespoke model of service delivery capable of rapid and sustainable results. They have now begun to offer their service to Suffolk schools. Find out more at [https://www.attendancesolutionsessex.org/](https://www.attendancesolutionsessex.org/). As our Attendance Officer you will liaise with the colleague from Attendance Solutions when she comes in to school every two weeks and ensure key information is shared.

**How to apply**

Do take a look at the school website [www.gusfordprimary.net](http://www.gusfordprimary.net) and the website for ALT our multi-academy trust [www.activelearningtrust.org](http://www.activelearningtrust.org) to get a flavour of what we offer. The best way to find out about a school is to visit and this is very strongly encouraged.

To arrange a visit, or if you need any further information or you wish to have an informal discussion please contact our School Business Manager Miss Vicki Martin

**Phone:** 01473 682148  
**Email:** miss.martin@gusfordprimary.net

To apply, you will need to send your completed application and supporting statement* by email to miss.martin@gusfordprimary.net

*Please ensure your supporting statement references the person specification included in this job pack.

If shortlisted for interview you will be asked to bring to your interview:

- A completed self-disclosure form (SD2)
- A completed Fitness to Work declaration form
- Your passport
- Copies of any relevant qualifications.

**Closing date for applications:** Thursday 17th May @4pm  
**Interviews:** during the week beginning 21st May.