



WILLIAM HARDING SCHOOL
Aim high... Work hard... Be kind...

WILLIAM HARDING SCHOOL

Hazlehurst Drive, Aylesbury, Bucks. HP21 9TJ

Phone: 01296 421733

E-mail: office@williamharding.school

Website: www.williamhardingschool.co.uk

Head Teacher: Miss T Cotchin BA(Hons) PGCE NPQH NPQEL



Attendance Family Liaison Officer – required from Easter 2024

Term Time, permanent contract, full-time or part time if a suitable working pattern can be arranged

Be part of our future!

This post is an exciting opportunity to work in a large primary school with forward thinking staff and with wonderful children who live our School motto of; **Aim high... Work hard... Be kind...**

We are seeking to appoint a highly motivated and enthusiastic Family Liaison Officer to join our team. You will provide a service to our pupils and families to ensure that there is an effective partnership between home and school and all barriers to learning and attendance are removed. You will provide support for families with attendance.

William Harding School is a four form entry primary school with a pre-school for pupils aged 2 upwards. We are a welcoming, inclusive community with a diverse mix of pupils which includes an Additional Resourced Provision for pupils with Speech and Language needs and Physical Disabilities. Even though, we are a large school we pride ourselves on our sense of belonging and strong relationships in our school community.

William Harding has a clear vision led by an experienced and ambitious leadership team. Staff are committed to raising standards and there is a strong emphasis on staff wellbeing and teamwork. We have well behaved and responsive children who enjoy learning based in our well-resourced and stimulating environment.

This role will involve:

- Working closely with the Senior Leadership Team and other staff to be part of the attendance and punctuality team
- Supporting pupils and families to get the very best from their education
- Promoting and driving positive links between home and school
- Working with a range of external agencies and acting upon advice to follow up work with pupils and families
- Offering support, liaison and negotiation; and where conflict arises, to act as a facilitator in finding successful resolutions
- Providing interventions to support pupils with pastoral and attendance needs

Our School Values are: Inclusion, Perseverance, Honesty, Respect, Responsibility and Collaboration.



Do you:

- Have a passion about children's learning, an understanding about raising school attainment and commitment to achieving high standards?
- Have drive, energy and initiative?
- Have experience of working with children?
- Have the desire to contribute to the development of Safeguarding and Vulnerable Families policies and procedures within school?
- Have experience of supporting families?
- Have experience supporting children with their attendance or additional needs
- Like to work as a team player?
- Have experience of working with other agencies to support children's pastoral, academic and behaviour needs?

In return we can offer:

- A highly supportive team, committed to raising standards in a welcoming environment
- A school with a clear vision for the future
- Well behaved and responsive children who enjoy learning
- A well-resourced school and stimulating environment
- A strong emphasis on staff wellbeing and teamwork

Salary

Bucks Pay 2 £21,879 - £23,961 FTE (Actual salary £18,103 - £19,826)

37 hours per week 8.30am – 4.30pm 4 days / week and 8.30am – 4.00pm 1 /per week, term time only

Please see the Job description for more information.

Visits to the school or website are welcomed. To arrange a visit, find out more or submit an application, please contact us via email on recruitment@williamharding.school. We would also suggest that you look at our website for information about our school.

Applications should be completed online and sent via e-mail to recruitment@williamharding.school

Closing date: Friday 24th May 2024 at 12 noon

Interviews will be scheduled according to applications that are received.

Safeguarding Statement *

William Harding School is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All successful candidates will be subject to a disclosure of criminal records at an enhanced level. Any offer of employment, or agreement to volunteer, is subject to receipt of satisfactory references and DBS checks.

In line with Keeping Children Safe in Education 2022, online searches will be carried out on all shortlisted candidates. The search is not part of the shortlisting process itself, and candidates will have a chance to address any issues of concern that come up during the search at interview.

Any offer of employment, or agreement to volunteer, is subject to receipt of satisfactory references and DBS checks.

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