



Stour Vale Academy Trust

# REDHILL SCHOOL



## CANDIDATE INFORMATION PACK

Attendance Officer & Family Support Worker

# ABOUT OUR SCHOOL

## KEY FACTS AND STATISTICS

Type of School	Academy (Member of Stour Vale Academy Trust)
Location	Stourbridge, West Midlands
Age Range	11–16 years
Gender	Co-educational
Headteacher	Mr J Clayton
Number of students	1,218
Number of teaching staff	76.6(FTE)
Date school established	1976
Budget	£8.2m
Pupil Premium	24%
% of students with SEN in the school	16%
% of students on free school meals	22%

## ACADEMIC ACHIEVEMENTS

GCSE Results 2023	<p>Attainment 8—Whole School 46.78</p> <p>Basics Standard (English and Maths 9-4) - Whole School 71%</p> <p>Basics Good (English and Maths 9-5) - Whole School 46%</p> <p>E Bacc (4+) - Whole School 45%</p> <p>E Bacc (5+) - Whole School 30%</p> <p>Data used from SISRA Analytics Collaboration Data 2023</p>
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# Message from the Headteacher



Dear Candidate,

Thank you for showing an interest in joining our wonderful school. Redhill School is a fantastic place to work and develop your future career. We are a school which places care and support at the heart of what we do. If you are successful, you will play a significant role in enhancing the exceptional Quality of Education and Pastoral support our school offers the children of Stourbridge.

Over the past 5 years we have increased in size, taking in additional students to meet the demand of the local community. We now have over 1200 students across years 7 -11. We are ambitious and have high aspirations for our school. We aim to provide the best opportunities for all members of our school community. Our campus is well maintained and well resourced. We take great pride in all aspects of our school. Our children and staff deserve the best.

We are a school where children flourish in all aspects of their school life. We place a high importance on wellbeing. Our staff are supported with additional time for family events and appointments.

If this role is of interest to you and you would welcome further information then please contact us and we will answer any questions you have.

I look forward to hearing from you,

Best wishes

Jamie Clayton

Headteacher

## About our School

Redhill School continues to provide an excellent all round education for our students. Our 'Commitment to Excellence' shines through in all of our work, with our success being built upon the high quality of our teaching and excellent pastoral support. The comments in the last school OFSTED report, which recognised the impact of the outstanding provision within the curriculum for care, guidance and support, are still true today. Since this inspection the school has not in any sense stood still but has built upon its strengths to demonstrate that it is fully committed to continuous improvement to meet the new challenges.

If you aspire to make an impact on the lives of the students in our care, Redhill offers you a wonderful professional opportunity to work alongside an excellent team of staff. We are fully committed to ensuring that our school is a place of learning where people are happy, healthy and successful.

Redhill serves the town of Stourbridge with the current pupil numbers on roll being 1232. We have recently expanded our PAN to ensure we can meet the demand for places.

Stourbridge is on the edge of the West Midlands conurbation with easy access to Birmingham, the Black Country, North Worcestershire and the motorway network. It is an educationally rich area with successful primary and secondary schools and Sixth Form Colleges.

Redhill School is popular with parents, being oversubscribed each year, and achieves excellent GCSE results. The school's appeal is based in its strengths in core subjects, modern foreign languages and its strong tradition in other areas such as sport, music and drama.

The school has benefited from a number of developments in the last few years, with new build science, language and sports facilities, the latter in partnership with the Football Association, and a complete refresh of ICT equipment. In 2018 we were successful in two CIF bids and the school estate and facilities have been well managed and are of high quality.

Redhill School is a great place to come to work. We have a full induction programme for new staff, who meet together regularly both formally and informally. The culture of challenge and support is shared not only with our pupils but with staff as well. New staff will often be given a peer mentor to support them in their first year.

## Safeguarding

Redhill School is committed to safe working practices and safeguarding for children. Applicants will be required to complete pre-employment checks on suitability for working in a school. We also promote equal opportunities for all.

**To view Redhill School's Child Protection  
Policy please follow this link:**

**<https://www.redhill.dudley.sch.uk/policies>**



## 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 nine member schools, four primary, one junior and four secondary, with a further primary school and an infant school due to join in 2024.

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.

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

**Job Title: Attendance Officer & Family Support Worker**

**Contract: Permanent. 37 hours per week, Term time only (39 weeks)**

**Salary scale: Grade 6 SCP 12 to 17**

**£ 23010.98 To £25056.81 (- 5 years service)**

**£ 23429.52 To £25512.55 (+ 5 years service)**

**Responsible to: Deputy Head Teacher**

## **Purpose of the Role:**

To actively work in your role to support a commitment to excellence in Attendance and Safeguarding 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 Redhill 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**

### • **Attendance:**

- o Work alongside the senior leadership team to monitor pupil attendance.
- o Follow up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school policy.
- o Manage the process of issuing penalty notices to parents.
- o Maintain accurate records of communications with parents/carers and relevant interventions.
- o 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 .
- o Track attendance of individuals, groups, classes, cohorts and the whole school and share information with school leaders including vulnerable groups.
- o Identify pupils that need additional support to improve their attendance and/or punctuality liaising with relevant staff and external agencies .
- o Work with school leaders to identify appropriate interventions to improve attendance for particular groups and individual pupils.
- o Work with school leaders to develop and revise the school's attendance policy.
- o Being the first point of contact for all school attendance matters.
- o Attending relevant meetings in school and across the Academy Trust.
- o 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
- o Ensure agency and newly appointed staff understand school attendance systems .

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- 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.
  
- **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 offer support to safeguarding processes: completing referrals to necessary external agencies, assisting with Early Help Assessments when necessary, completing reports and following up on current cases
  - Attend necessary attendance safeguarding meetings, including relevant 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 attendance safeguarding procedures, policies and legislation.
  - Work directly with children to gain the child's voice or provide individual support as necessary
  - Ensure attendance and any safeguarding information is sent and received when a child arrives at or leaves the school
  
- **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.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the head teacher and member of staff.



# PERSON SPECIFICATION

Criteria	Desirable
<b>Qualifications/ Training</b>	<p>GCSEs A*-C or equivalent, including English and maths (this is a requirement of the role)</p> <p>Child Protection Level 3</p> <p>Professional qualification in social work or other related field.</p> <p>Willingness to undertake relevant training and share knowledge and expertise with other staff.</p>
<b>Practical Skills</b>	<p>Good communication skills</p> <p>Ability to use ICT competently</p> <p>Ability to work successfully within a team and to establish and develop positive professional relationships</p> <p>Ability to accurately create and manage written records of cases, referrals and concerns and keep them secure.</p>
<b>Experience</b>	<p>Minimum of 2 years office experience including the development, management and operation of administration systems.</p> <p>Experience of child protection or safeguarding work.</p> <p>Experience of working as part of a team.</p> <p>Experience of promoting community links.</p> <p>Experience of working with children and families.</p>
<b>Knowledge &amp; Understanding</b>	<p>Knowledge and experience of safeguarding, Child Protection and Early Help procedures</p> <p>Clear understanding of the need for confidentiality.</p> <p>Knowledge of partner agencies and their role in supporting children and families.</p>
<b>Personal Qualities and Attributes</b>	<p>Commitment to safeguarding and promoting the welfare of children</p> <p>Be flexible and have a positive approach to challenges</p> <p>Be professional and have integrity, taking pride in all work with attention to detail</p> <p>Excellent communication and interpersonal skills</p> <p>High standard of written and spoken English</p> <p>Trustworthy and confidential</p> <p>Organised and able to plan and prioritise</p> <p>Initiative and judgement to know when to request further advice, when to share information and actions to be taken</p> <p>Ability to work under pressure and deal with sensitive issues</p>



**REDHILL SCHOOL**  
**Junction Road**  
**Stourbridge**  
**West Midlands**  
**DY8 1JX**

**01384 816355**

**[www.redhill.dudley.sch.uk](http://www.redhill.dudley.sch.uk)**

**[www.svat.org.uk](http://www.svat.org.uk)**

**For an informal discussion please contact:**  
**Mrs C Mather, Deputy Headteacher**  
**([cmather@redhill.dudley.sch.uk](mailto:cmather@redhill.dudley.sch.uk))**

**Please send completed Application Forms to:**  
**Mrs S Williams, Redhill School, Junction Road, Stourbridge, DY8 1JX**  
**or [jobs@redhill.dudley.sch.uk](mailto:jobs@redhill.dudley.sch.uk) or apply via TES**

**CLOSING DATE: Monday 5th February 2024 (9am)**  
**INTERVIEWS: To be advised**

**Only successful candidates will be contacted.**

**Please contact the Headteacher's PA, Mrs Joanne Endicott, to arrange a visit to the school.**

**Either call 01384 816355 or email [info@redhill.dudley.sch.uk](mailto:info@redhill.dudley.sch.uk)**  
**(please include a contact number).**

**NB. We reserve the right to close vacancies prior to the advertised closing date should a large number of applications be received.**