



St John Plessington Catholic College
Home School Liaison Officer

Start date: as soon as possible

Salary: Band F, Scale point 12-17 (pro rata) £20,499-£22,632

Contract: This is a permanent contract, 36 hours per week, 41 weeks per year (term time plus 3 weeks)

The governors of St John Plessington Catholic College would like to invite applications from excellent, enthusiastic and engaging individuals for the post of Home School Liaison Officer at St John Plessington Catholic College.

This is a unique opportunity to work for the Holy Family Multi Academy Trust. This post will be based at St John Plessington Catholic College. St John Plessington Catholic College Voluntary Academy is an outstanding and oversubscribed 11-18 College.

Attendance is a key component for students' attainment and wellbeing. The successful candidate will establish and develop a professional service to support the school in raising attendance, investigating persistent absences and improving punctuality. The successful candidate will advise the school on strategies to promote the regular and punctual attendance of all students and assist with the implementation of the strategies.

Key duties of the post are:

- To contribute to raising achievement by improving school attendance
- To provide a specialist service to assist the school in meeting their obligations and targets in relation to school attendance, especially persistent absence
- To promote positive attitudes by students and families towards education and to ensure that parents are made fully aware of their statutory responsibilities
- To make unsupervised contact with families in their own homes, and elsewhere, to assess the reasons impacting on the attendance of individual students, facilitating their return or access to regular full time education provision
- To establish and develop a professional service to support the school in raising attendance, investigating persistent absences and improving punctuality

We can offer you:

- A supportive, friendly working environment

- A team committed to supporting professional development
- Enthusiastic young people who love coming to school
- An experienced and motivated staff team
- A school with high aspirations for its students and staff

We would like you to:

- Be a positive role model for all members of the school community
- Be able to work well with young children and confident in establishing secure relationships
- Have high expectations of yourself and our students
- Be able to work flexibly as part of a team

Closing date for applications: Friday 3rd June 2022 at 12.00pm

St John Plessington Catholic College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a requirement for the successful applicant to undertake a school issued Enhanced DBS check.

For further details please see the documents attached to this advert or our website. All applications should be made on the CES application form – CVs are not acceptable. Please submit your application electronically as soon as possible to recruitment@hfcmat.com.