



## Job Application Pack

### **Student & Family Engagement Officer**

Salary: Scale 5 (£21,589 to £23,836 pro rata)

Contract: 37 hours per week, term-time + 1 week

Closing date: Thursday 6<sup>th</sup> February 2020 at 9am



## A message from the Head of School

Thank you for your interest for the role of Student & Family Engagement Officer at The Garibaldi School.

I am proud to be the Head Teacher of a school that truly cares about the students.

The Garibaldi School is judged to be Good by Ofsted in all areas, with high expectations, standards and aspirations of staff and students. We are constantly reflecting and refining our practice in pursuit of outstanding. The school is well considered in the local community.

Applications for places in Year 7 are regularly over our subscribed admission number.

Our Mission Statement states that we:

*"Create a supportive and caring learning community that gives all our students the confidence and opportunity to achieve and prepare them for a successful adult life."*

The school invests heavily in supporting and developing staff. There are a range of in-school and Trust CPD opportunities available.

Staff well-being and welfare are also strongly considered.

Over the last three years, the staff survey reports that 100% of staff say that "Garibaldi is a good place to work" and 100% say "They would recommend the school to others".

Further details about the school can be found on the website  
[www.garibaldischool.co.uk](http://www.garibaldischool.co.uk)

Visits to the school are warmly welcome.

I look forward to receiving your application.

Yours sincerely

**James Aldred**  
Head of School



## Overview of the Trust

The Garibaldi School is a member of the Nova Education Trust [www.novaeducationtrust.net](http://www.novaeducationtrust.net) Nova Education Trust is a dynamic and growing Multi Academy Trust based in the East Midlands. Our Trust Group is committed to providing high quality education to all our students, regardless of their backgrounds. Our track record demonstrates our ability to deliver our core goal: achievement for every child. Our portfolio of schools covers both secondary and primary phases, working in a range of contexts.

Our values are central to the positive ethos that we develop throughout our group of schools. This approach is focused on securing success for all our learners and providing them with the very best life opportunities.

We believe nothing is more important than making a difference to children.

## Overview of the School

**Our Ethos is based on three key words:**

**Pride Respect Achieve**

The well-being and success of our students is at the centre of The Garibaldi School vision. The school is a safe environment where students can feel comfortable, well supported and confident.

We believe that it is our duty to develop the aspirations of our students and we encourage students to set high standards for themselves. As a result, targets are high and we expect high quality teaching and a personalised approach to learning to support our students to achieve.

Our students take pride in themselves and in being part of The Garibaldi School. We help students develop teamwork and leadership skills. Most importantly our students learn how to respect themselves and others. We are clear in a way that we expect our students to conduct themselves with all members of our community. Therefore, by the time our students leave, they have gained the skills, qualities and qualifications needed for a successful future.

### **Achievement**

At The Garibaldi School we believe that examination success allows our students to make the very most of their lives coupled with extraordinary compassion and support.

We have developed a curriculum designed to challenge and engage students, offering them the very best preparation for examination success and the skills and confidence required to make full use of those qualifications. As well as academic qualifications, we teach students the personal skills/characteristics required in life to be successful.



Exciting, engaging and inspiring lessons lie at the centre of our curriculum and as a school we constantly strive to provide every child with the very best educational experiences.

Should a student require additional support, The Garibaldi School provides a range of support services that will ensure every student's success, whatever their individual educational needs.

In 2018/19, the school was ranked as the best school in Mansfield and 7<sup>th</sup> best school in Nottinghamshire for its Progress 8 figure of +0.44.

The school is designated as a Leading Edge school in recognition nationally for the achievement of the students and our creative approaches to education.

## **Pastoral**

We pride ourselves on the quality of care, guidance and support given to individual students. All students are treated as individuals who are well supported and nurtured over their time here.

All students have a mentor and a Student Services team to support and guide the students.

This system provides students with the care they need whilst allowing them to nurture friendships and develop a strong sense of community.

Mentors play an active role in ensuring that students are happy, well supported and fully engaged in school life and serve as a first point of contact between school and home. There are regular updates of students' progress through termly reports and a Parents Evening.

Students' attainment and well-being is closely monitored, ensuring that they are recognised when they succeed but also supported when things are more challenging.

## **Curriculum**

### **KS3**

Year 7 and Year 8 students are taught a balanced curriculum of English, Maths, Science, Computing, Spanish, Music, Physical Education, Performing Arts, Art, Design Technology, Food Technology, Geography, History and PSHE/Citizenship. Students are placed in sets for English, Maths and Science according to KS2 SATS results and this is reviewed regularly with standard assessments within core departments.

In Year 8, more subjects introduce sets based on standard assessments and prior learning from year 7.

Support for students with learning difficulties and disabilities (LDD) is provided by teaching assistants within mainstream lessons or as a targeted group based in the Student Support Department.

On some occasions, there is also a small amount of short term withdrawal targeted



towards those individual students or small groups who most need it, delivered by a teaching assistant based in Student Support.

#### **KS4**

All students receive a core provision and study GCSEs in English Language, English Literature, Maths and Trilogy Science (double award). There is a core provision of PSCHE and PE. Students then choose 4 options which currently begin in Year 9 to study over three years. From 2020/21 GCSE courses will commence in Year 10 and will be studied for two years.

From 2019-20, we will revert to a three year KS3 provision and a two year KS4 provision.

#### **Staff Well-being and Welfare**

The school contributes to the Westfield Health Scheme for all members of staff, which covers a range of services including dental care, optical care, health screening advice and 24 hour counselling services.

Teaching staff are eligible to join the Teachers' Pension Scheme and support staff are eligible to join the Local Government Pension Scheme.

All teachers receive a 10% reduction in timetable for planning, preparation and assessment.

#### **Safeguarding and Child Protection**

The Trust and all its schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff within the Trust will be subject to an enhanced DBS check.

Each school in the Trust has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.



## Application details

Thank you for your interest in this vacancy at The Garibaldi School. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

### How to Apply

The online application form for this role is located on the current vacancies page of the school website [www.garibaldischool.co.uk](http://www.garibaldischool.co.uk). Wherever possible, please provide email addresses for your referees.

### Closing Date

Please ensure your application arrives by the time and date specified on the front cover of this information pack.

If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

### Safeguarding

The Garibaldi School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

### Role Description for

The Garibaldi School, Garibaldi Road, Forest Town, Mansfield NG19 0JX  
Telephone: 01623 464220 Email: [office@garibaldischool.co.uk](mailto:office@garibaldischool.co.uk) Website: [www.garibaldischool.co.uk](http://www.garibaldischool.co.uk)



## Student & Family Engagement Officer Job Description

Line managed by: Assistant Head of School

### **Purpose**

To work with families and young people to overcome barriers to learning, improve attendance, achieve well and lead successful lives

### **Duties specific to the role**

- Ensure the school adheres to all statutory regulations with regards to registration and attendance. Be responsible for administering procedures to ensure regulations are met
- To have responsibility for managing attendance for all students across the school
- Liaise closely with the AHOS on all attendance issues and in year admissions
- To analyse and interpret data and produce report for a range of stakeholders where required
- To determine, prioritise and manage appropriate caseloads based on data analysis and liaison with the AHOS
- To develop systems for monitoring, tracking and reporting all attendance matters
- Produce weekly reports for the Head of School
- Create, develop and lead workshops and other new initiatives for young people to engage and inspire them
- Create, develop and lead workshops and other initiatives for families to engage them in the work of the school and support the school with improving attendance
- To take proactive steps to improve student attendance and reduce the risk of persistent absence
- To work in school, in the community and in family homes, with families and young people to support students to achieve well
- To devise a repertoire of engagement strategies that apply to a range of situations that are preventing students / parents from engaging with school
- To establish contact with families to determine reasons for absence
- To develop support plans for students deemed as ARNA learners to ensure their success
- To close the attendance gap / improve achievement for specific groups of students eg disadvantaged / vulnerable / PP students
- Investigate long or persistent absences whether it is for individual students, year groups or key groups of students. Develop re-integration packages
- To work with students on an individual basis or in groups to develop their understanding of the importance of being present in school



- To work with students who are at risk of exclusion or are attending alternative provision
- To undertake visits to alternative provision to support students and ensure their safety and wellbeing
- To work with internal staff to produce reintegration packages and packages of support
- To raise the profile, across the school of positive attendance
- To find opportunities to recognise success with key students
- To undertake work with the local community to further engage them with the work of the school
- To play a proactive part in and support the work of the students services team, including attendance at team meetings
- To attend parents evenings to provide support, advice and guidance to students and families
- Be a designated safeguarding person in school and work within a multi-agency framework to support the welfare needs of students
- Represent the school in legal proceedings, including presenting evidence to the Magistrates Court in liaison with the Targeted Support Service
- Develop and implement strategies to reduce truancy and lesson truancy. Undertake truancy patrol to locate missing students and escort them to lessons
- Undertake 'Late Gate' duties and manage late detentions
- Convene and chair attendance panels and interviews for students with poor or persistent absence, their parents and governors if appropriate
- Facilitate all new admissions into The Garibaldi School, including those from Fair Access and Appeals

### **General Duties**

- To act as a Fire Marshall
  - printing off registers on a daily basis
  - distribution and collection of registers at muster point
- Deputise for colleagues during absences
- Undertaking any other duties that may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms
- Be aware of relevant issues and ensure the safeguarding of the welfare of students
- To promote and safeguard the welfare of children and young people for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures





- To report any causes for concern relating to the welfare and safety of children to the designated person and the Head of School or if unavailable the designated safeguarding governor or a member of the Senior Leadership Team
- To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school
- To take reasonable care for the health and safety of themselves and other persons who may be affected by their activities and where appropriate, safeguarding the health and safety of persons under their control and guidance in accordance with the provision of Health and Safety legislation

**Student & Family Engagement Officer  
Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Level 3 qualification relevant to the role</li> <li>• Evidence of recent professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Designated safeguarding qualifications or equivalent</li> <li>• First Aid Qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in an educational institution, social care or family support worker role</li> <li>• Experience of working in a team</li> <li>• Experience working with families</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with young people facing emotional/social difficulties or face barriers to learning</li> <li>• Experience of engagement with adults and wider stakeholders</li> <li>• Experience of multi-agency working</li> <li>• Experience of working with groups of people</li> </ul>
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• Understand the role staff play in safeguarding young people</li> <li>• Understand the intrinsic links between attendance, safeguarding and progress</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of OFSTED framework in particular for the area of personal development, behaviour and wellbeing</li> <li>• Awareness of educational frameworks relating to attendance</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Effective leadership skills</li> <li>• Effective and proficient use of ICT</li> <li>• Can creatively engage students in a variety of ways</li> <li>• Solution focussed</li> <li>• Can communicate effectively with a wide range of stakeholders</li> <li>• Systematic and organised</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to use school based MIS systems</li> <li>• Ability to analyse data, prepare reports and present information clearly</li> </ul>

<p><b>Personal characteristics</b></p>	<ul style="list-style-type: none"> <li>• Work effectively as part of a team</li> <li>• Organised and proficient</li> <li>• Contribute to an inclusive ethos</li> <li>• Calm and emotionally intelligent under pressure</li> <li>• Ability to earn respect from stakeholders</li> <li>• Integrity, optimism, resilience and perseverance</li> <li>• Confident and a clear communicator</li> <li>• An ability to fulfil all spoken aspects of the role with confidence through the use of English language.</li> </ul>	<ul style="list-style-type: none"> <li>• Can offer further enrichment to students as part of the wider school life</li> </ul>
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