

# Heene CE Primary School

## Family Liaison and Attendance Officer



**Job Application Pack – Family Liaison and Attendance Officer**

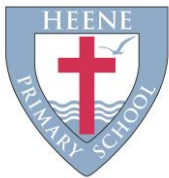
**West Sussex NJC Grade 8 (£32,597 - £33,698) FTE, Actual Salary £28,083 - £29,032**

**Start date: ASAP**

**Permanent, 37 hours per week, term time only plus INSET days**

**Closing Date: 9am Monday 22<sup>nd</sup> September 2025**

**Planned Interview Date: Wednesday 24<sup>th</sup> September 2025**



## Letter from our Headteacher

Thank you for expressing an interest in a vacancy at Heene CE Primary School. On behalf of the whole Heene CE Primary School community, I would like to extend a very warm welcome.

We are blessed to be situated here in the heart of the central Worthing community. We have so much close by; our two churches (St Botolph's and St Matthew's) with whom we work so closely, our park opposite the school, local businesses, and the beach just a short walk away. We are a vibrant community where everyone is valued and where all talents are celebrated. Every pupil is unique and together we form a harmonious and vibrant school.

Our new vision is: 'Together in faith, we love, grow and learn.'

Our newly revised values are:

- **Kindness**
- **Confidence**
- **Resilience**
- **Hope**
- **Curiosity**
- **Respect**

At Heene CE Primary School, we always put kindness first. We think this is a great rule for life.

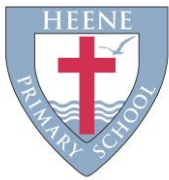
These six values are what we, the staff, and Governors, want to help the children develop during their time at our school. We try and link all our learning to these values in some way and are embedding our Heene habits (our policies in child speak) to enable us to achieve this.

We have a new leadership team, and team of great teachers and support staff, are excited about the rapid improvements that we are making in our school and we are looking for the right person to join us on this journey!

Visits to the school are warmly welcomed and encouraged - please do contact the school office and either myself or another member of the team will be happy to show you around.

**Mrs Laura Turner**

**Headteacher**



## Advert

**Salary** West Sussex NJC Grade 8 (£32,597 - £33,698) FTE, Actual Salary £28,083 - £29,032

**Location** Heene CE Primary School, Norfolk St, Worthing, BN11 4BB

**Contract** Permanent

Heene CE Primary School are seeking to appoint a flexible, proactive member of staff to join our hardworking team who has a willingness and ability to learn and develop in this role and take initiative.

### Job Purpose

The Family Liaison, Attendance and Safeguarding Officer will be the Deputy Designated Safeguarding Lead and will also have the responsibility for being the Operational Lead for safeguarding and child protection within the school and will support the development of safeguarding and child protection policies and procedures, training, and guidance for Heene CE Primary School and will also co-ordinate referrals, arrange action and review appropriate services for children and families.

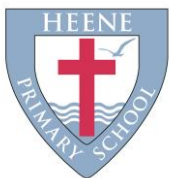
The Family Liaison, Attendance and Safeguarding Officer will work with a range of vulnerable pupils, but give priority to those who need the most help, especially those experiencing multiple disadvantages including:

- Children who have social care involvement – CP, CIN or who are receiving Early Help Services (EHA)
- Children with emotional, medical or special needs
- Challenging behaviour
- Children with a statement of special educational needs (Education, Health Care Plan.

The Family Liaison, Attendance and Safeguarding Officer will provide a complementary service to teachers and other staff, addressing the needs of children who require assistance in overcoming barriers to learning in order to achieve their full potential, or accessing the curriculum.

The Family Liaison, Attendance and Safeguarding Officer will work with children on a one-to-one basis or in small or large groups, acting as a:

- Listener;
- Facilitator for learning;
- Encourager;
- Motivator;
- Role model



## Duties and Responsibilities

### Safeguarding

Working alongside the Designated Safeguarding lead as the Deputy DSL and Operational Lead, ensure that the School's safeguarding and child protection policy (and family friendly version), and the implementation of it, is reviewed at least annually and is up to date and reflects the operational practice within school.

To take operational lead responsibility for all safeguarding and child protection matters arising at the School and to support all other staff in dealing with any child protection concerns that arise.

To be given the time, funding, training, resources, status and authority within the School to carry out the duties of the post including committing resources, and where appropriate, supporting and directing other staff to safeguard and promote the welfare of children.

To be available for staff to discuss any safeguarding concerns and to act as a source of support, advice and expertise to staff on matters of safety and safeguarding especially when deciding whether to make a referral by liaising with the relevant agencies.

### Managing referrals and reporting concerns

- Recognise how to identify signs of abuse and referring all cases of suspected abuse of any pupil at the School to children's social care;
- Respond appropriately to disclosures or concerns relating to the well-being of a child and support any staff who make referrals to local authority children's social care;
- Ensure that relevant, detailed and accurate written records of referrals / concerns are kept and that these are stored securely.
- Where children leave the School ensure their child protection file is transferred to the new school as soon as possible. This file should be transferred securely and separately from the main pupil file and a confirmation receipt from the new school must be received.
- Take part in strategy discussions and inter-agency meetings and/or to supporting other staff to do so and to contribute to the assessment of children;
- Refer cases to the Channel programme (and supporting staff who make referrals) where there is a radicalisation concern;
- Make referrals to the police where a crime may have been committed which involves a child.
- As Deputy DSL - to liaise with the Head Teacher in respect of police investigations or investigations under section 47 Children Act 1989 which involve the School.
- As Deputy DSL - to liaise with the Head Teacher regarding any potential referral to the Local Authority Designated Officer (LADO) due to safeguarding / child protection concerns which involve a member of staff.

### Multi agency working

- Ensure that pupils who are victims of abuse are supported appropriately and sensitively and that all actions from planning and intervention meetings are carried out and monitored – be the 'voice of the child' and ensure that the child's views are listened to and shared.
- Attend and participate in multi-disciplinary / agency meetings contributing to the sharing of information and/or planning in relation to specific pupils including CP, CIN, TAF and EHA.
- Liaise and co-ordinate with colleagues and outside organisations to provide Early Help as soon as a problem emerges by a referral to MASH and by being the Lead Professional, where appropriate.
- Ensure that actions resulting from meetings are SMART and that they are carried out in a coordinated way; making the difference for the child that was anticipated.
- Maintain and extend links with West Sussex Multi Agency Safeguarding Hub as well as the Trust hub.

### Training

- Attend child protection training at least every two years (and refresh knowledge and skills on an ongoing basis).
- Disseminate 'learning' from any training attended to the DSL to share with the whole school.
- Represent the school at any safeguarding forums.
- Participate in regular supervision with the DSL and the Trust network.

### Family Liaison and Attendance

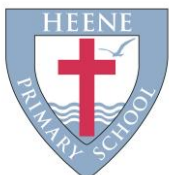
To work with teaching staff in devising and implementing individual learning plans to promote pupils' academic, social, emotional and behavioural development.

To work with individuals & groups both within and outside the classroom setting - regularly monitor and reward the achievement of children working with you

### Attendance

To lead on attendance throughout the school which includes:

- Monitoring 1<sup>st</sup> day absence phone calls,
- Scrutinising weekly attendance and punctuality,
- Organising meetings with parents / home visits to discuss attendance,
- Leading on attendance in fortnightly BASS meetings,
- Accessing Arbor
- Completing off register forms (in line with CME guidance)
- Overseeing leave of absence in term time requests - holidays
- Completing electronic records and sending out attendance letters to parents.
- Promoting positive attendance through rewards and praise
- Producing ½ termly reports for the school's senior leadership team
- Analysing attendance for groups of pupils



### **Families**

To provide in school outreach to families whose home circumstances appear to present a significant barrier to successful learning, and work with parents to help the pupils achieve their targets by:

- Organising drop-in 'offload' sessions for pupils and parents, where they can talk about a particular issue.
- Signposting families to support services available
- Facilitating contact with the school nurse and overseeing the fortnightly drop in session
- Making a home visit, where appropriate to talk to parents about issues and to offer advice about strategies to deal with problems.
- Attending and participating in multi-disciplinary / agency meetings contributing to the sharing of information and/or planning in relation to specific pupils including CIN, CP, EHA.
- Updating the school's vulnerable pupil's list

### **General Duties**

Undertake a range of administrative duties relevant to the post, which includes maintaining accurate electronic records, preparing written reports and evaluations, sending letters to parents and completing forms online.

Participate as required in relevant training which has been identified by the members of the Senior Leadership Team.

Attend parent's evenings (4x per year) to support families and pupils and advise parents on attendance matters, behaviour strategies and parenting skills where appropriate.

Attend new Reception parent's meeting in the Summer term.

Provide First Aid cover and Fire Marshall cover, if necessary.

Undertake any other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job, as directed by the Headteacher.



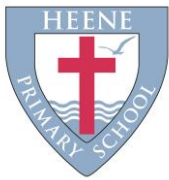


## PERSON SPECIFICATION

FACTORS	ESSENTIAL	DESIRABLE	MEASURED BY
<b>TRAINING AND QUALIFICATIONS</b>	<p>GCSE in English and Maths at Grade C / level 4 or equivalent</p> <p>Educated to a higher level in either: education, childcare, social work, social care, counselling, psychology or youth work</p> <p>Safeguarding training - multi agency working</p>	<p>Additional qualifications as evidence of supporting children and / or their families with additional needs</p> <p>1<sup>st</sup> Aid qualification</p> <p>Trained as a Deputy Designated Safeguarding Lead</p>	Application form
<b>EXPERIENCE</b>	<p>Experience of working with children and families as part of a team around a family, child in need planning group, child protection plan</p> <p>Working as part of a team</p> <p>Evidence of experience of working with children and families in difficulty and crisis</p> <p>Experience of multiagency working including childcare, health and social care</p> <p>Experience of Safeguarding procedures</p>	<p>Experience of using Attendance systems within schools</p> <p>Experience of working with children in the primary phase</p> <p>Experience of working with people with mental health problems</p> <p>Experience of using cognitive behavioural approaches.</p> <p>Restorative Justice approaches</p>	Application form Selection procedure References
<b>KNOWLEDGE AND SKILLS</b>	<p>Demonstrate competence in written and verbal communications, including the communication of highly complex/sensitive information.</p> <p>Knowledge of the procedures for referrals and Early Help Assessments</p> <p>Knowledge of issues affecting families and parenting needs of children</p>	<p>Knowledge of Special Educational Needs and Education Health Care Plans</p> <p>Positive Behaviour Management strategies</p> <p>An understanding of the needs and difficulties which people with mental health problems or other disabilities face.</p>	Application form Selection procedure References

	<p>Knowledge of available support services Ability to score, record and evaluate outcome measures.</p> <p>Excellent ICT skills including proficiency in the use of Email, MSWord, MSEXcel and Arbor</p>	Physical Intervention training	
<b>PERSONAL QUALITIES</b>	<p>An interest in and ability to work with children and families with, or at risk of developing, mental health problems. An ability to interact effectively with staff from all disciplines and agencies.</p> <p>An ability to work independently and on own initiative; reliably and consistently with work agreed and managed at regular intervals.</p> <p>Professional appearance, conduct and attitude</p> <p>High expectations of self and children</p>	<p>Being able to work flexibly by prior agreement</p> <p>Awareness of equal opportunities; health and safety.</p> <p>Sensitivity</p> <p>Good team player</p> <p>Self- motivated</p> <p>Ability to promote inclusion for all pupils</p>	<p>Application form</p> <p>Selection procedure</p> <p>References</p>
<b>INTEREST AND MOTIVATION IN THE JOB</b>	<p>Keen interest in professional and personal development</p> <p>Engages fully in strategies designed to move the school forward</p> <p>Has initiative and is willing to share ideas</p>		<p>Application form</p> <p>Selection procedure</p>





## Application Details

Thank you for your interest in the Family Liaison, Attendance and Safeguarding Officer vacancy at Heene CE Primary 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

Should you wish to apply for the post, please complete and return an application form, including a covering letter, which clearly demonstrates your suitability for this role.

Applications can be submitted via email to [hr@heenepriamry.co.uk](mailto:hr@heenepriamry.co.uk)

These can be downloaded from the school website [www.heenepriamry.co.uk/web/](http://www.heenepriamry.co.uk/web/)

No CVs please, application forms only.

## Closing Date

Please ensure your application arrives by **9am Monday 22nd September 2025**

## Interview

Interviews for the role will aim to be held on **Wednesday 24<sup>th</sup> September**

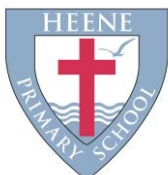
Further details will be shared with candidates that have been successfully shortlisted closer to the interview date. Shortlisting is planned for **Monday 22nd September 2025**

## Visiting

Heene Church of England Primary School is conveniently located in the historic seaside town of Worthing. The school is a short walk away from Worthing train station. Travel direct by train in only 25 minutes from Brighton, approximately 30 minutes from Chichester and just over 50 minutes from Portsmouth.

## Safeguarding and DBS

Heene CE Primary School is committed to safeguarding and promoting the welfare of children and as such, any offer of employment would be subject to an enhanced DBS check, health checks and references. Because of the nature of the job, it will be necessary for an Enhanced DBS check (Disclosure and Barring Service) to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exceptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions



which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the school. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Disclosures are handled in accordance with the DBS Code of Practice which can be accessed from [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check)

## Overview of the Trust

Diocese of Chichester Academy Trust (DCAT) exists to provide a first-class option for schools choosing to become an academy. We currently have 27 schools making up our Trust, each maintaining its own unique character and identity, serving its own distinct community.

We consider, and our schools tell us, that one of the strengths of our Multi Academy Trust is that all our schools are an equal part of our DCAT family; schools that share ideas, stories and, when appropriate, recourses to helping every child achieve their God-given potential, which is our Trust vision.

To support this, we have clear and stated aims. We aim to be a Trust in which:

- Developing the whole child means pupils achieve and maximise their potential
- Continued development of staff is valued and improves education for young people
- All schools are improving and perform above national expectations
- The distinct Christian identity of each academy develops and is celebrated