



Haberdashers'
**Slade Green
Temple Grove**

**2021-22
Family Liaison Officer
Candidate Briefing Pack**

Haberdashers' Slade Green Temple Grove



www.habssladegreentg.org.uk

Welcome from the Principal

Dear Candidate,

Thank you for your interest in Haberdashers' Slade Green Temple Grove, part of Haberdashers' Academies Trust South. We are dedicated to serving our communities, by providing our children and young people the best education we can, to equip them for their adult lives and as contributors to the society in which they live.

We are looking to appoint an ambitious, enthusiastic, patient, caring and empathetic practitioner who is passionate about improving the outcomes for children. You will provide support within our inclusion Team and will work closely with children and their families, supporting pupils in school with their learning needs and working with external agencies.

We take pride in being an inclusive school providing children with a sense of belonging. Our knowledge rich curriculum aims for all children to '**Engage, Enrich and Excel**', recognising the diversity of our local and wider community. We have great children with outstanding behaviour who are keen to learn and have a sense of respect and responsibility towards each other. Our strong passionate team value the contributions that every individual brings to our school.

We thrive on developing happy and successful partnerships with staff, parents and children. We are proud to be a diverse community and take seriously the need to ensure that every child, young person and adult connected with our schools feels included, welcomed and listened to.

We offer a wide range of CPD opportunities, leadership development, coaching and networking within our Trust.

Join the Haberdashers' Academies Trust South and belong to something more.

- An extensive support network, opening doors to countless staff development opportunities.
- An established name, which you can be proud to work for

Slade Green Temple Grove is well placed for good transport links. Local buses pass our entrance, Slade Green train station is just five minutes' walk away and we have cycle racks and a large car park.

You're more than welcome to visit, please don't hesitate to contact me if you'd like to discuss the post further or want to arrange a tour of the school.

Jan Mintram
Principal



Haberdashers' Slade Green Temple Grove



About Haberdashers' Academies Trust South



We are a multi-academy trust consisting of four secondary schools and five primary schools and have been educating children and young people since 1876.

Our moral imperative at that time was to ensure that every child in our care received the best possible education in order to make the best start in life. That moral imperative remains today, underpinned by our values of aspiration and achievement, personal responsibility, self-discipline and mutual respect.

In a complex world, we need our children and young people to be as well equipped for their future as possible so that they can flourish. We will support them to become compelling individuals so that by the time they leave us they will have experienced a range of opportunities that not only build their mind but also build their character.

We are proud to be a diverse community and take seriously the need to ensure that every child, young person and adult connected with our schools feels included, welcomed and listened to. This is an important part of who we are and our commitment to equality and fairness. This commitment remains at the forefront of our work.

To find out more about Haberdashers' Academies Trust South, please visit: www.habsfed.org.uk

VISION 2026 Every School an Excellent School

It is the Trust's vision for all of our schools to be excellent schools. Our mission is to ensure that every one of our children and young people flourishes at school so that they can be successful in their lives.

Our three main objectives are:

- Excellent outcomes for all children and young people so that they can be successful in their next steps and future lives;
- To be regarded as a great employer, attracting, retaining and developing the best staff;
- To be the Trust of choice and a welcome presence in our communities.

To find out more about our Vision and Strategy, please visit: <https://www.habsfed.org.uk/Our-Vision-and-Strategy>

Our Sponsors

Our sponsors are a huge part of the culture within our schools.

The links with our sponsors are a unique and special part of what makes Slade Green Temple Grove what it is today.



The Worshipful Company of Haberdashers

Our main sponsor is the Worshipful Company of Haberdashers, one of the Great Twelve Livery Companies of the City of London. Education is of prime importance to the Haberdashers' Company and today there are more than 12,000 children and young people in the Haberdashers' family of schools that benefit from the relationship.

Our Haberdashers' roots go back as far as the 1680s when our founder, Robert Aske, left a sum of money to build a school for 20 underprivileged children. Despite his philanthropic work, Aske's life and work is not without some controversy, particularly his investment in the Royal African Company, a slave trade company, in 1672. Aske's involvement in the slave trade is not in doubt, but having recently carefully considered and widely consulted on these past events and what they mean for us today, we believe his legacy has made such a significant contribution to our schools and the education of young people in our community, however we will no longer use the name 'Aske' in the common name of our Trust and our schools.

Being part of the Haberdashers' community is very important to us as a school. The Haberdashers' come and visit us each year to hear from the children, to see what has been happening in our school and to celebrate our achievements. The Haberdashers' Company supports pupils, past and present, as they progress through their educational and professional journey, which offers our pupils something truly unique.

Find out more: www.haberdashers.co.uk

Temple Grove Schools Trust



Temple Grove Schools Trust is a charitable trust dedicated to raising standards for primary education. The Trust was founded some 50 years ago and springs from one of the country's oldest prep schools, Temple Grove founded in 1810. The Trust seeks to provide all children with a breadth and depth of learning opportunities in order to realise individual aspirations and potential.

Our primary schools are extremely fortunate to have a partnership with the Temple Grove Schools Trust. Schools benefit from bursaries that allow us the opportunity to give our children learning experiences they may not get at other schools; including music lessons, professional coaches and multiple trips.

Find out more: www.templegrove.org.uk

“ I applied to Haberdashers because it’s always been one of those prestigious schools and I just wanted to be a part of the Federation.

There is always somebody here to support you, to push you, to drive you and we all share the same goal – to provide a good education for all the children that come to our schools”

Emily Gyimah, Executive Principal
Haberdashers' Hatcham Temple Grove

Job Role



Job Title:	Family Liaison Officer
Contract Length:	Permanent
Contract Type:	Full time -44 weeks incl holiday
Salary:	Scale point 9-12 £21,788-23,379 FTE (£18,436-£19,783 Pro rata)
School/ Service:	Haberdashers' Slade Green Temple Grove
Location:	Chrome Road, Slade Green
Accountable to:	Inclusion Lead (SENCO)

About the role

An exciting opportunity has arisen for an ambitious, enthusiastic, patient, caring and empathetic practitioner who is passionate about improving the outcomes for children. You will be a key person providing support within our Inclusion Team and will work closely with children and their families, supporting pupils in school with their learning needs and working with external agencies.

- Engage positively, provide support and intervention, early help, wellbeing support and advocacy.
- Promote, strengthen, develop and maintain an active partnership between children/parents/school by working creatively and positively with parents to achieve maximum involvement in their child's education through support and signposting to services.
- Act as a champion of the school's safeguarding policy and procedures and be a Deputy Designated Safeguarding lead
- Be responsible for all areas of Attendance Administration
- a strong understanding of primary special educational needs and the issues which affect pupil and family wellbeing;
- Knowledge and understanding of the barriers faced by our diverse school community;
- Excellent interpersonal, communication and planning skills.
- Strong ICT capabilities
- A good team ethic

This is a fantastic opportunity for a talented, ambitious professional who is interested in developing their own professional practice and a career in this field.

Professional Development

Our staff are important to us. We know that without great staff, our children will not be as successful. Therefore, professional development is key to our success. We can offer you an exciting, stimulating environment to develop yourself and your practice. We are able to offer a comprehensive, progressive programme of continuing professional development, including access to National Professional Qualifications. For the right candidate, there are many opportunities to grow your ambition and progress into subject leadership and team leadership.

Key responsibilities of the role

Key Responsibilities

Special Educational Needs

- To directly deliver a range of intervention strategies with a focus on speech and language, developing curriculum resources to ensure that pupils identified as having SEN have the required levels of support
- Support the Inclusion Leader with the administration of EHC plans including supporting the annual review process.
- To work with the Inclusion leader to develop and implement intervention groups and support. Assist with providing advice to colleagues in the needs of children with SEND and of suitable methods and strategies to support these needs.
- To provide all those with involvement in Special Needs and Learning Support the support, challenge, information and development necessary to sustain motivation and secure improvement in learning.
- To support learning of children as allocated by the Inclusion leader and maintain and update provision maps.
- To support the provision of SEN, including the allocation of support time and the writing and implementation of support plans with teachers ensuring that targets meet pupils' needs.
- To liaise with relevant outside agencies to ensure that individual pupil SEN are met effectively and that the requirements of statements of SEN are met fully.
- Ensure that accurate and detailed records are kept of meetings and discussions with parents and outside agencies.
- Ensure that staff are kept informed of pupil's SEN and advise on areas to develop and support.
- Use data effectively to identify pupils who are seriously underachieving and where necessary create and implement effective plans of action to support those pupils.
- To manage appropriate resources for Special Needs and Learning Support and ensure that they
- are used efficiently, effectively and safely

Safeguarding

- To assist the Designated Safeguarding Lead officer with the tracking and record keeping of students who are on a Child Protection Plan, Looked After or vulnerable children
- Act as a champion of the school's safeguarding policy and procedures reporting concerns:
 - Recognise how to identify signs of abuse and when to make a referral
 - Respond appropriately and promptly to disclosures or concerns relating to the well-being of a child
 - Refer allegations or cases of suspected abuse/radicalisation to the relevant agencies, ensuring they have access to the most relevant up to date information
 - Liaise with DSL and inform them of any issues and ongoing investigations
- Provide administrative support for the Safeguarding Lead and Safeguarding Team.
 - Monitor CPOMS identifying actions required in response to safeguarding issues raised.
 - Input safeguarding information into the CPOMS system and categorise appropriately.

Key responsibilities of the role

Key Responsibilities

Working with children

- To support children to overcome barriers to learning inside and outside school.
- Implement behaviour and social skills interventions with individuals or small groups.
- Develop a one-to-one mentoring relationship with children who are demonstrating difficulties with everyday school life, and support them in accessing learning.
- Support the learning of individuals and identified groups both within and outside of the main classroom setting including friendship and social skills groups.
- Carry out other mentoring activities which address attendance, punctuality, transition, lunchtime, homework, RSE and healthy schools.
- Contribute to the development and implementation of personal support plans for children who need particular support in order to achieve their goals.
- Implement plans in place to help children displaying challenging behaviour to self-regulate, and take a lead on de-escalation and restorative approach when required.

Working with families

- Build a positive rapport with all parents and families, maintaining a visible presence around the school, on the playgrounds and school gate.
- Maintain regular contact with families and carers of children in need of extra support, keeping them informed of the child's needs and progress and securing positive family support and involvement.
- Help families to develop and sustain collaborative links with relevant agencies.
- In conjunction with the senior leadership team, develop and lead clubs, projects and parent workshops to support wellbeing.
- Assist children and families new to the school in understanding the school values, routines, education system and how best they can support achievement.
- Work closely with parents' association to support positive links with the school.
- To empower parents to have confidence in their own ability to deal with issues that relate to their own children.
- To organise, assist and explore ways of encouraging parents to attend school functions e.g. parents' evenings, class and celebration assemblies, SATs meetings etc.

Administration

- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection. Reporting to all concerns to the appropriate person.
- Complete the administrative duties relevant to the role, including maintaining a database of information, ensuring the availability of appropriate evidence and providing reports for monitoring and evaluation purposes
- Support the speedy and effective transfer of children wellbeing information from preschool settings, other primary schools, to secondary schools and within school.
- Ensure wellbeing arrangements for those moving schools or other settings is managed correctly to enable a smooth transition.
- Follow policy and procedures in relation to record keeping ensuring that relevant, detailed and accurate written records of referrals/concerns are maintained and stored securely
- Maintain an appropriate level of confidentiality whilst at the same time liaising with relevant professionals

Key responsibilities of the role

Key Responsibilities

Attendance administration

- Ensure pupil registers are up to date by checking registers daily, inputting details onto school management system, contacting parents by text and telephone to check reasons for absence and encourage parents to get children back as quickly as possible and ensuring all safeguarding procedures are followed.
- Get copies of medical appointment cards and keeping accurate records of when children attend appointments.
- Follow up children's absences and lateness by telephone, text, letter and liaising with ESW to organise organising review meetings where required.
- Register late children.
- Provide daily registers for appropriate activities e.g. trips.
- Establish and maintain good relationships with all children, parents/carers, colleagues and other professionals.
- Provide accurate and timely attendance and lateness reports to relevant colleagues, Senior Leadership Team, and other professionals e.g. EWO, as well as information required at court hearings.

Health and safety

- Promote the safety and wellbeing of children, and help to safeguard children's well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy.
- Support children on the playground during break and lunch times.

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.

General

General responsibilities and objectives

- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
- Make a positive contribution to the wider life and ethos of the school.
- To work within the Federation framework with regard to Health and Safety
- To promote the Equality, Diversity and Inclusion strategy
- To actively promote the aims and ethos of the Federation / Academy
- To support the Federation's commitment to the continued professional learning of all staff
- To undertake any additional duties as may reasonably required

Knowledge, skills and experience



Education and Training

- Graduate with an interest in inclusion
- GCSE's in English, maths and science
- Education at least equivalent to a level 3 in a relevant field

Experience

- Working with primary children with evidence of having achieved successful pupil outcomes
- Leading interventions and ability to lead on high quality pupil tracking and feedback practices, and designing meaningful intervention programmes
- of working closely with parents in successful home-school partnerships that support pupils' needs
- Using databases, Office 360, ability to extract information and present reports.

Knowledge and Skills

- Knowledge and understanding of how children learn
- Knowledge of child protection and health and safety procedures.
- Knowledge of the SEND Code of practice and the graduated approach
- A good understanding of the concept of inclusive practice
- Skilled at making and sustaining positive relationships with children
- Able to stimulate children's interest in Learning
- Able to work closely with pupils who are finding learning difficult, or those who have experienced a feeling of failure
- Able to work closely with other adults, offering them practical advice and strategies that assist them to overcome problems relating to the teaching of pupils with SEND
- Skilled at developing children's self-esteem and motivation so that they become resilient, independent learners
- Capable of planning intervention work, assessing the needs and achievements of children and maintaining appropriate records
- Able to work closely with the wider school community in the development of provision for pupils with SEND
- Able to foster effective relationships with parents, communicate with them and encourage their active participation in their child's education
- Excellent written and oral communication skills.

Knowledge Skills and Experience

- **Personal qualities**

- Commitment to ensuring the safety and welfare of children
- Proactive in upholding and promoting the ethos and values of the school and our Trust
- Ability to act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school and our Trust
- Ability to work under pressure and prioritise effectively and maintain confidentiality at all times
- Commitment to equality, diversity and inclusion

Why Haberdashers?

Joining Haberdashers' Academies Trust South at any point in your career will be a rewarding and fulfilling experience. You will be part of a driven team that spans nine schools and a central services team in South East London and Kent, who are all resolute in their aim to make our schools excellent places to learn and work. We offer an attractive benefits package, plenty of professional development opportunities and a focus on career growth. You will also experience a flexible and supportive work environment with a focus on health and wellbeing, and a culture of openness and respect.

- **Providing talent development opportunities:** Habs Institute, the professional learning arm of the Trust, is committed to the development of all our staff and departments.
- **Haberdashers' Advantage:** our relationship with the Haberdashers Company ensures that working for the Trust is a truly exceptional and unique experience
- **Offering flexible working:** We are able to consider flexible and family- friendly working opportunities.
- **Pensions:** when you join the Trust you will be enrolled onto a Teaching or Local Government pension scheme
- **Supporting your health and wellbeing:** All our employees have free access to a 24-hour confidential counselling service.
- **Perks and discounts through Perkbox:** All our staff have access employee benefits, recognition and wellbeing via the Perkbox platform.
- **Season ticket travel loans & Ride2Work scheme:** Get help with travel through a travel ticket loan or help with buying a bike
- **Computer Loan Scheme & Microsoft Office:** Purchase hardware or software at a discounted rate
- **Discounts:** Enjoy money off with a range of suppliers including Apple and O2
- **Actively promoting equality and diversity:** We are committed to promoting an equal and inclusive community and attracting a diverse range of candidates.
- **Join us on our journey:** over the next five years we will bring our mission to life with our strategic vision of 'every school an excellent school'

To find out more about the benefits of a career at our Trust, please visit: www.habsfed.org.uk/Benefits

“I came to interview and the questions were more about the holistic experiences of children and that perspective of education just really interested me.

It’s great being part of the Haberdashers’ community because you have all these partner schools and colleagues that you may not necessarily know on a first name basis but its really interesting to learn from each other and share best practice on Federation Days. It’s nice to be a part of a wider community”

Amy Spicer, Year 5 Teacher
Haberdashers' Slade Green Temple Grove



Recruitment process and additional recruitment information

Closing date: Friday 1st July 2022, 12pm

Interview date: Interviews Wednesday 6th July 2022

Start date: ASAP

Recruitment Process:

Once you have submitted your application, it will be assessed against the criteria in the person specification. If you score well against this criteria, you will then be invited to attend an interview. Details will be made available when selected, but the interview is likely to include:

- Written tasks
- Classroom visits
- Classroom observation
- Panel Interviews on a variety of topics

Special Requirements:

If you require reasonable adjustments prior to your interview, these can be arranged by emailing sgtgadmin@haaf.org.uk

Equality and Diversity:

We recognise the benefits of a diverse workforce. We are committed to eradicating discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference

References: Before you are invited to interview, we will obtain references from your referees. In order to prevent any delays, please ensure that the reference section of the application form is accurate and completed in full.

Right to work in the UK: Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him/her from taking up employment. If you are invited to attend an interview, you will be asked to produce original and up to date documentary evidence of your right to work in the UK.

Data Protection: Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

Criminal Convictions: All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform on all spent and unspent convictions on their application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. List 99 is also obtained on anyone who will be working or coming into contact with children; and must be received by the School before employment can commence.



Haberdashers'
Slade Green
Temple Grove

For an informal discussion about this post,
more information or to arrange a visit,
please contact: SGTGadmin@haaf.org.uk

Thank you for your interest in the
Haberdashers' Slade Green Temple Grove.
We look forward to receiving your
application.