



Quality with Equality

Creativity with Rigour

Entitlement with Diversity

Candidate Information Pack



Hotspur Primary School

Mowbray Street, Heaton, Newcastle upon Tyne, NE6 5PA
admin@hotspur.newcastle.sch.uk – 0191 276 2762

Family Support & Attendance Advisor

June 2022

Message from the Headteacher



Dear Applicant,

Thank you for your interest in finding out more about the role of Family Support and Attendance Officer at Hotspur Primary School.

This is an exciting opportunity to work alongside a fantastic staff team in an incredibly special and unique school. The school has a very strong identity, built upon clear values and beliefs such as inclusivity, equality of opportunity and celebration of diversity.

The greatest advocates of this are the wonderful children themselves, showing their individualism through different talents, skills, interests and ideas about the world. Hotspur is child-centred and nurturing in its approach and children get the chance to find out what they're good at and what they enjoy doing. The curriculum emphasises the importance of learning through the arts to achieve this.

Hotspur is a vibrant school which is nourished and enriched by the diversity of the community it serves and where difference is celebrated in a positive way. We teach and care for the whole child ensuring equality of opportunity, particularly for those children from the most disadvantaged backgrounds. We believe all children can achieve and flourish with the right experiences, expectations and support.

At the core of our work, we have a mission to provide equality of opportunity, which drives the work of all staff in the school. We pride ourselves on the positive relationships we build within the school community and the role of Family Support & Attendance Advisor is pivotal in achieving this.

We have a holistic approach to education and are acutely aware that if children are to succeed in school, we need to meet their social and emotional needs. Our most recent Ofsted inspection highlighted the school's *"exemplary approach to safeguarding and pupils' well-being"* and commended the work that our pastoral team does to *"ensure that all pupils are safe and have opportunities to thrive."*

We are looking for a Family Support & Attendance Advisor who shares our passion for making a transformational difference to the children and families we work with. The role is year-round, as we offer opportunities and support to our families throughout school holiday periods, often the time when they need it the most. During the summer holidays we run a programme of activities for our families, including family fun days and family coach trips to destinations and attractions across the region. It is often during these times that the most meaningful relationships are formed between school staff and families.

Potential applicants are invited to visit Hotspur at 4pm on Friday 27th May to meet our Learning and Equalities Champion and Leader of Extended Services, Steve Crosthwaite. This will be an opportunity to find out more about our school and the role before making an application. If you are unable to make this date and would like any further information, please contact Steve directly at steve.crosthwaite@hotspur.newcastle.sch.uk

Kevin McVittie

Advert

Family Support & Attendance Advisor

Permanent Contract – 30 hours per week

All Year Round

N5 £23,023-£24,920 per annum (Actual £18,667-£20,205)

Hotspur is two-form entry primary school in Heaton that serves a richly diverse community. We are looking to appoint a hardworking and committed individual to join our highly motivated team as a Family Support & Attendance Advisor.

The main requirements of the post are:

- working with parent/carers to support their engagement in their child's learning and development;
- regularly monitor school attendance and implement the school's attendance policy as required;
- to analyse attendance data, identify persistent absentees and work with families to overcome any barriers they have to accessing education;
- facilitating access to a programme of activities to engage families;
- working in partnership with the Community Family Hub East Team to provide integrated support; and
- supporting the Early Help agenda.

The successful candidate should be:

- passionate about making a transformation difference to the lives of children;
- highly organised, able to manage their own time and possess excellent time keeping skills;
- knowledgeable about the services available to families in Newcastle; and
- experienced at working in a collaborative, multi-agency way.

Prospective candidates are encouraged to visit school at 4pm on Friday 27th May. Please contact admin@hotspur.newcastle.sch.uk to confirm your attendance. If you are unable to make this date and would like any further information, please contact Steve Crosthwaite directly at steve.crosthwaite@hotspur.newcastle.sch.uk

Closing date: 3pm Tuesday 5th July 2022

Tour of the school: 4.30pm Tuesday 28th June 2022 and 4.30pm Thursday 30th June 2022

Interview day: Tuesday 12th July 2022

We are committed to safeguarding and promoting the welfare of children and young people. It is essential that all our staff and volunteers share this commitment. The appointment of the successful candidate will depend upon a satisfactory enhanced criminal records check from the Disclosure and Barring Service and other recruitment and vetting checks.



Job Description

POST TITLE: Family Support & Attendance Advisor

GRADE: N5 (SCP 13-17)

RESPONSIBLE TO: Headteacher and Governing Body through Learning & Equalities Champion & Leader of Extended Services

JOB PURPOSE: To focus work on preventative and early intervention activities for families and children aged 0-11. To facilitate understanding between parents/carers and staff about the needs of children and young people. To implement the school's attendance policy & procedure.

MAIN DUTIES: The following list is typical of the level of duties which the post holder is expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

- To work with parent/carers to support their engagement in their child's learning and development where presenting needs are below the thresholds that trigger the involvement of specialist services and other agencies.
- To facilitate access to a programme of activities to engage families to offer support for times known to put additional strain on parenting in order to meet these needs both at home and at school.
- To work alongside the school's leadership team to regularly monitor school attendance and implement the school's attendance policy. Analysing attendance data to identify persistent absentees and working with families to overcome any barriers they have to accessing education.
- To work in partnership with Children & Families Newcastle to provide integrated support for families and children from birth in order to improve outcomes for young children.
- To support the Early Help agenda within school and, where appropriate, act as Lead Professional in Early Help plans for identified individuals.
- To be knowledgeable about and work closely with the existing support available to parent/carers and school staff within a locality area in order to signpost any of these individuals to relevant agencies for advice and guidance as soon as possible.
- To identify targeted support needed for parents identified as belonging to groups likely to have particular needs such as BME, asylum seekers etc.
- To deliver and further develop our school holiday provision; providing our children and their families with positive experiences and support during these times.
- To contribute to the gathering of feedback, evaluations, data collection that shows the impact of parenting support work on all parents and, in particular, those who are traditionally less visible in parenting support services.
- To promote and implement the schools Equality Policy in all aspects of employment and service delivery.
- The postholder will have responsibility for promoting and safeguarding the welfare of children and young person's s/he is responsible for, or comes into contact with.

Person Specification

FACTOR	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
1. Skills, Knowledge and Aptitudes	<ul style="list-style-type: none"> • Able to produce accurate and up to date record and reports • Able to build meaningful relationships with families • Able to work within and apply all relevant school policies • Able to work in partnership with other agencies • Able to prioritise workload and manage own time effectively • Solution focused, team player 	<ul style="list-style-type: none"> • Knowledge of services available to families in Newcastle • Understanding of systems used to record school attendance • Training in Early Help • Previous school based experience, or experience of working within schools 	<ul style="list-style-type: none"> • Application form • References • Interview
2. Qualifications	<ul style="list-style-type: none"> • Level 2 Basic Skills (Literacy and Numeracy) or equivalent competency 	<ul style="list-style-type: none"> • Qualification relevant to family support • Current First Aid Certificate 	<ul style="list-style-type: none"> • Application form • References • Interview
3. Experience	<ul style="list-style-type: none"> • Experience of working in a multi-agency way • Experience of record keeping in relation to safeguarding • Experience of using ICT 	<ul style="list-style-type: none"> • Previous experience in a family support role 	<ul style="list-style-type: none"> • Application form • References • Interview

Person Specification

FACTOR	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
4. Disposition	<ul style="list-style-type: none">• Enthusiastic, positive, confident• Welcoming of change and ability to respond to it with a flexible approach• Caring, supportive, nurturing• Reflective on own performance• Reliable, punctual, organised, visionary• Sense of humour• Liking of children and families• Commitment to equal opportunities and anti-discriminatory practices		<ul style="list-style-type: none">• Application form• References• Interview
5. Special Requirements	<ul style="list-style-type: none">• Very good health and attendance record• DBS enhanced disclosure		<ul style="list-style-type: none">• Application form• References

About Hotspur

Hotspur is a primary school for children aged 3 - 11 years old. We offer a curriculum that is broad and balanced, ensuring that children do their very best in core subjects through quality first teaching informed by the latest educational research. Children are also given memorable opportunities to discover their 'spark' as they learn through the arts. This includes working with a national opera company, being taught by professional musicians and dance teachers, performing at The Sage Gateshead and taking part in the annual Shakespeare Schools' Festival.



Hotspur is part of the Ouseburn Learning Trust and enjoys a fantastic location in the Ouseburn Valley on the edge of Newcastle city centre. We utilise links within the local community to enrich the curriculum and carry out many whole-school projects in collaboration with local cultural partners and venues such as the Laing Art Gallery and the Great North Museum.



Hotspur is an ambassador school for the Thrive Approach to social and emotional wellbeing. Thrive is embedded across the curriculum and recognises that children's mental health and wellbeing are essential pre-requisites to accessing the curriculum and developing emotional resilience. Our behavioural approach is rooted in consistency and kindness. We respond to poor behaviour by providing the support

children need: consistency, positive reinforcement and restorative practice. One of the things that makes Hotspur unique is the exceptional pastoral care and support we offer to all of our children and families.

The school has fabulous grounds with huge outdoor spaces. We have a wildlife garden with a pond, a sensory garden, outdoor classroom, allotment and brand new play structure, all of which lend themselves to exciting outdoor learning opportunities.

