

HALO

Home Academy Liaison Officer and Safeguarding Administrator

Harris Academy Beulah Hill

Grade 6

+ Performance and Loyalty Bonus + Pension scheme (LGPS) + Harris Wellbeing Cash Plan
+ Additional Harris Benefits

For a confidential discussion about this post with the Principal, more information or to arrange a visit, please contact the school on 020 8653 1661 or info@harrisbeulahhill.org.uk

About the Harris Federation

The founder and sponsor of the Harris Federation, Lord Harris of Peckham, opened our first school in 1990. We have, over the past thirty years, implemented ideas and initiatives that have transformed the opportunities of pupils from working class and disadvantaged backgrounds. Harris academies are widely recognised as a force for social mobility. We are immensely proud of the role that our alumni are now beginning to play in the world and of what we believe our current generation of pupils will go on to achieve.

The Harris Federation has a track record of accomplishment in achieving success through rapid school improvement and has built an unrivalled reputation for running outstanding academies. We now have over 50 schools educating more than 40,000 young people across London and Essex, and employ over 5,000 staff across our academies and head office. With the majority of our academies located in areas of high socioeconomic disadvantage, a high-quality education is key to the futures of the pupils we serve.

Our Vision

We are a pioneering education charity, and one of the leading multi-academy trusts in the country. We have built a reputation for transformative change, taking on some of the most challenging schools in London and turning them into places where every young person can access a high-quality education and have opportunities to succeed.

Our vision, from the start, has been to provide the structure and services needed for our schools to amount to more than the sum of their parts, and to free-up our teachers and leaders to focus on one thing and one thing only: the outstanding education of all their pupils. Our young people and communities are at the heart of everything we do. Our core mission has always been to close the educational gap between young people from disadvantaged backgrounds and their peers. Our ambition is one where every child in London, no matter their background, has equal access to high quality education, giving them the same opportunities and potential to succeed.

Our Values

We have exceptional teachers, support staff, and leaders that come from a wide range of backgrounds. They bring many different skills, but they all share a strong commitment to delivering an outstanding education and creating an inspiring and happy school environment. We know there are many challenges facing our young people and the communities we serve, and that's why we need determined people like you to help us tackle those inequalities.

Whilst each of our academies has their own unique cultures and values; as a whole Federation, we have four core values which are central to successfully achieving our vision: **Excellence, Collaboration, Support, and Innovation**. We are proud of our values because they guide us in how we work allowing us to achieve the best possible outcomes for our young people, communities, and colleagues. No matter what your role is, where you're

based, or what your career goals are, our values act as a guide to empower you to do your best work.

What Sets Harris Apart

We are a Federation rather than a chain, and the autonomy of our Principals, and their individual academies is a key element of our success. In addition, the support structure from our central team provides a range of efficient and time-saving services to our academies, but Principals have ownership of running their schools to determine the best curriculum and other local policies to suit the context of their school, staff, and students.

Our head office based in East Croydon, provides expertise and guidance across Commercial, Governance, IT and Data, Finance, Estates, Procurement, HR and Recruitment, Sixth Form and Marketing. Harris academies are funded on the same basis as other state schools in England, but by negotiating shared contracts and services, and delivering other economies of scale, our academies save over £5m per year, all of which goes back into the education of our students.

As part of the central team we have more than 70 consultants, each a subject specialist and highly-skilled teachers who are available to our academies as a resource to use as they need. Their job is to create curriculum excellence in every subject. Our schools are able to access their full support to ensure the most effective curriculum intent, implementation, and impact.

From Our CEO

We see Harris as a system disrupter – whose purpose is to make life fairer for children in and around London. Our focus is to take on the most challenging schools and turn them into exceptional places of learning where everyone – staff and students – thrives.

We strive to deliver an excellent education to our young people so they can progress into top careers and the very best universities and apprenticeships, giving them the chance to fulfil their potential, no matter their background.

The secret of our success is that every Harris academy is different; every school has its own culture and ethos nurtured by its leadership team to suit the local community and context. However, all Harris academies are united by a determination to constantly improve and to quickly identify and share what works to ensure that every pupil is successful regardless of background.

As we grow, we are delighted to welcome new and experienced teachers, leaders, and support staff into the Federation, all of whom are crucial to our ongoing success. We encourage staff in their learning and development, our CPD is regularly described as 'outstanding', and all of us are committed to growing our expertise and sharing it with each other.

Sir Dan Moynihan
Chief Executive

Our Benefits

We know our success is a direct result of the hard work and dedication of our teams. No matter what your role, by joining the Harris Federation, you will be making a difference to young people across London and in recognition of this, you will be able to enjoy the tangible and intangible benefits of working at Harris.

Harris has a strong culture of collaboration and best practice, with professional development and career planning at its centre. We invest in our staff with support, coaching, mentoring, and a wide range of top-quality training programmes delivered at every level.

You will also have access to a variety of benefits, support programmes and initiatives including:

- Excellent opportunities for continuous professional development and support to progress your career
- A Harris Allowance for teaching staff in addition to your salary

- Annual performance and loyalty bonus
- Pension scheme (Teachers Pension Scheme or Local Government Pension Scheme) with generous employer contribution
- 25 days annual leave plus bank holidays (for non-term time only staff), rising to 26 days after 2 years' service, as well as Christmas Eve off for staff who work across the full year
- Affordable electric car salary sacrifice scheme (up to 40% discount on car lease costs)
- Lifestyle friendly working arrangements and policies
- Harris Wellbeing Cash Plan including cover for routine and specialist healthcare, and access to a virtual GP service
- Employee Assistance Programme for free and confidential advice
- Cycle to work salary sacrifice scheme
- Wide-range of shopping, leisure, and travel discounts, and exclusive to Harris employees, a generous 20% off at Tapi Carpets
- Interest-free ICT and season ticket loans

Diversity and Inclusion

We are committed to encouraging and sustaining a positive and supportive working environment for our staff, and an excellent teaching and learning experience for our young people. As a provider of employment and education, we value the diversity of our staff and students, and all our staff are equally valued and respected. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our students and staff.

Our work will impact many generations to come, and our staff come from all backgrounds and walks of life, coming together to inspire young minds. We promote an inclusive culture that embraces the valuable and enriching contribution that all of our community make. We continue to be proactive in uplifting and supporting all voices at Harris.

Main Areas of Responsibility

- Overseeing Educational Welfare across the academy.
- Managing a caseload of 'at risk' students, where attendance falls below 85% and implement strategies to improve attendance. HALO to ensure that prompt, consistent and rigorous intervention with poor attendance is robust.
- Monitoring and improving the attendance of most vulnerable students at the academy, including Looked after students, those on the child protection register, children identified as being in need either by Academy staff or external agencies.
- Managing the process of addressing poor attendance across the academy. Organising meetings as appropriate for vulnerable students ensuring all external agencies and relevant staff are invited.
- Ensuring compliance with statutory duties, including reporting persistent and severe absenteeism.
- Conducting home visits to engage families and address barriers to school attendance.
- Maintaining accurate attendance records and preparing reports for the SAC (School Attendance Champion) and external agencies.
- Representing the academy at external meetings e.g. Social Services Case Conferences, Child in Need Meetings, LAC Reviews.
- Liaising with Senior Leadership Team to address any attendance or welfare concerns.
- Communicating effectively with all external agencies including possible alternative providers e.g. Special schools, LEA and other external agencies including CAMHs, Social Services, Police etc.
- Ensuring effective communication/consultation as appropriate with the parents of students through phone, letter and home visits as relevant, ensuring student contracts are agreed and monitored.
- Leading on legal interventions for non-attendance where necessary (e.g., parenting contracts, court actions). Liaising with the local authority when cases of poor attendance reach the level of legal intervention. Managing the process of evidence sharing and represent the relevant academy at court were necessary.

Safeguarding Administrator and CLA duties

- Be a part of the safeguarding team as DDSL
- Providing overall administration support to the Safeguarding Team.
- Monitor and interrogate CPOMS, categorize and report findings to DSL or the principal.
- Attend safeguarding meeting under the direction of the DSL.
- To coordinate CLA students and ensure they are effectively supported
- Work with the DSL on actively keeping the safeguarding register up to date.

General Admin

- General administrative duties such as typing, photocopying, filing, collation and distribution of post.
- In liaison with appropriate academy staff, to contribute to the maintenance of academy information databases and filing systems relating to pupils, ensuring confidentiality is observed at all times and records are accurate and up to date.
- To assist academy staff in all aspects of academy life, including contacting parents and pupils where necessary.
- To provide general administrative support to the academy as required, including preparation of documentation, and administrative duties relating to specific areas such as academy calendar maintenance, extra-curricular activities, school trips, school meal arrangements.

Other Duties

- Maintaining the confidential records of support for all students referred.
- Preparing of reports and maintaining records relating to student referrals and subsequent counselling or support from academy staff or other agencies.
- Providing support to the attendance team when required and supporting with cover in the event of absence of the Attendance Officer
- Providing administrative support to coordinate internal seclusion and communicate with families

Reporting to: DSL

Liaising with: Executive Principal, Principal, Senior Leadership Team, CALs, Safeguarding, Local Authority, external agencies (e.g. Social Care) attendance officer and relevant staff with cross-Academy responsibilities, relevant non-teaching support staff, parents and Governors and other stakeholders

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job-holder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to:

- 1) Equal Opportunities
- 2) Health and Safety
- 3) General Data Protection Regulations (2018)
- 4) Safeguarding children

Academy Ethos

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term
- To participate in training and other professional development learning activities as required.
- To promote equal opportunities and celebrate diversity in all aspects of the academy.
- To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To support and attend academy events such as Open Evening.
- To promote actively the academy's corporate policies.
- To adhere to the academy's Dress Code.
- To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate.
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the academy's Safeguarding/Child Protection policies.
- To be aware of and comply with all academy and Federation policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Person Specification

Attributes	Description	Desirable
Qualifications, Knowledge & Training	<ul style="list-style-type: none"> Degree, or equivalent Knowledge of the Academy behaviour for learning policy Knowledge of the range of barriers to learning that students face Training in child protection and safeguarding procedures Basic knowledge of first aid; e.g. emergency first aid course and a willingness to engage in further appropriate training 	Degree directly linked to education welfare/ pastoral development
Experience	<ul style="list-style-type: none"> 3 years' experience of working in an inner city school or educational establishment in a pastoral capacity Experience of dealing successfully with a range of issues influencing poor attendance Experience of working with staff to ensure excellent standards of attendance and punctuality are maintained Experience of working with families Experience of working with challenging students and parents, and finding ways in which we can meet their needs more successfully 	Experience of working with students from a range of ethnic backgrounds
Personal Skills & Qualities	<ul style="list-style-type: none"> Access to a vehicle with a full, clean licence to conduct home visits. Full working knowledge of relevant policies/codes of practice Understanding of principles of student development and learning processes Ability to plan effective actions for pupils at risk of underachieving Effective use of ICT Understanding of a range of welfare issues that may be affecting students and their families. Well-developed interpersonal skills to be able to relate well to a wide range of people Work constructively as part of a team whilst being able to demonstrate initiative. Effective communication skills Have commitment to own personal and professional development 	
Academy Ethos	<ul style="list-style-type: none"> Enthusiasm for and commitment to the achievement of the Academy's overall vision for success at all levels. Motivation to work with children and young people. Ability to build & sustain professional standards, relationships & personal boundaries with children and young people. Emotional maturity & resilience in dealing with challenging behaviours. Ability to contribute towards creating a safe & protective environment. Empathy with the aims and objectives of Harris Federation Willingness to continue professional development. Commitment to maintaining high standards and expectations. Commitment to contributing to academy life as a whole. 	

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Thank you for your interest in our school. We look forward to receiving your application.

*If you think a career with us is right for you, discover more at:
www.harriscareers.org.uk*