



Have you ever thought of working with pupils with individual challenges in a specialist environment?

Attendance Manager & DDSL

Permanent Contract, 37 hours per week, Term Time +Inset Days (39 weeks per year)
SET Grade 8 Spinal Range 28-33
Actual Salary £22837 - £26473 (pay award pending)

Pine Green Academy is a special day school for 126 children aged 7-16 with Social, Emotional and Mental Health difficulties (SEMH), and shares a site with Evergreen Academy, a special short-term Pupil Referral Unit provision for 32 children aged 4 – 11 with SEMH.

Both schools are at an exciting phase in their development. We are in the fourth year, following academy conversion, now being sponsored by The Shaw Education Trust. We are a small school and PRU where all pupils are well known and understood by our experienced staff and we are proud of our pastoral care which ensures our pupils are well supported.

We are currently seeking an Attendance Officer & Deputy Designated Safeguarding Lead for our schools. Applicants will have 1-3 years working within an education setting with young people or similar environment and 1-3 years' experience of working within safeguarding procedures and processes and dealing with sensitive and confidential casework.

Applicants must

- have a Level 4 qualification in Health & Social Care or have equivalent experience
- must be trained/willing to be trained to Level 3 Safeguarding.
- Have 1-3 years working within an education setting with young people or similar environment.
- 1-3 years working within safeguarding procedures and processes.

You will contribute to raising achievement and attainment by improving and maintaining school attendance and provide a specialist service in assisting the school meet their obligations and targets in relation to school attendance, especially persistent absence.

Kirsty Jones **Executive Principal**

Valley Park Campus, Cromer Gardens, Wolverhampton, WV6 0UB **Tel:**
01902 551564 **Email:** enquiry@valleyparksch.shaw-education.org.uk

As Deputy Designated Safeguarding Lead, you will ensure that pupils are safe through the implementation of robust safeguarding procedures. You will:

- Advise the school on strategies to promote the regular and punctual attendance of all students and assist with the implementation of the strategies.
- Meet with school staff, students and parents to identify individual problems and possible solutions.
- You will also need to make unsupervised contact with families in response to allocated referrals i.e. home visits and /or meetings in school.

This particularly rewarding role will contribute enormously to the children in our school offering them the life chances that they deserve. The Shaw Education Trust are a growing multi academy trust, which places high achievement at the heart of all we do. We are determined that no child attending a Shaw Education Trust Academy should have their opportunities limited by their background or by their ability.

The successful candidate will work across Pine Green and Evergreen Academy establishing the reason for non-attendance, completing assessments and agreeing a plan for facilitating a return to school using appropriate strategies.

If you would like to discuss this role and joining our Academies, then please make contact through the School Business Manager on 01902 551564.

The closing date for applications is 27th November 2020 at 12pm
Candidate Selection/Interviews week commencing week commencing TBC
Applications to be sent to recruitment@shaw-education.org.uk

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check and all references, qualifications obtained will be checked upon for authenticity and accuracy.

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Staffordshire, ST5 9JU. The details of our academies registered as business names can be found at www.shaw-education.org.uk.