

**FOREST HILL SCHOOL**  
**A SPECIALIST SCHOOL IN PERFORMING ARTS**  
Dacres Road Forest Hill London SE23 2XN  
Roll 1360 : Boys 11-16, Mixed 16-19  
Tel: 020 8699 9343  
[www.foresthill.lewisham.sch.uk](http://www.foresthill.lewisham.sch.uk)



## **Attendance & Welfare Officer**

Start ASAP / September 2018

Salary range: Scale 5 (points 23 – 25) Subject to Single Status Evaluation

Term Time Only (40 weeks per year) 35 hours per week

**At Forest Hill School, we challenge stereotypes about under-achieving boys. Are you up for the challenge?**

Student attendance and the welfare of students are at the heart of pastoral care at Forest Hill School and as such this role plays a key part in ensuring their well-being. The school is currently seeking a dynamic individual to provide support to the inclusion and pastoral teams in dealing with the attendance and welfare of students, to act as first point of contact for parents and to be responsible for implementing the relevant sections of the school's Attendance Policy. The post-holder will act in accordance with professional codes at all times, including maintaining strictest confidentiality when dealing with sensitive information. The post-holder will have excellent organisational and communication skills and the ability to be flexible in responding effectively to a range of diverse demands. Experience of working in a school setting and of using school systems such as SIMS is ideal.

We are an extremely inclusive and popular 11-19 boys' school, with a mixed sixth form run in partnership with Sydenham Girls' school, and believe that every student should be given the support to aspire to and achieve excellence.

### **We would like to hear from you if you:**

- Have experience of working in a school and of attendance monitoring and reporting, ideally with knowledge of SIMS and it's attendance data aspects
- Have experience of making referrals to outside agencies
- Are a natural when it comes to customer care, articulate, good with people and always happy to help
- Can work independently but contribute to a strong team ethos
- Are able to work flexibly, solve problems and be proactive
- Have excellent interpersonal and communication skills
- Are able to promote positive attitudes by pupils and families towards education

As the Attendance and Welfare Officer you will be required to contribute to raising achievement by improving student attendance, provide specialist advice and to work with partners to provide coordinated support at school level. You will be working under the direction of the Deputy Headteacher – Behaviour & Inclusion, and liaising with the Behaviour Manager, Teachers, Tutors, Mentors, SENCO, LEA representatives, external agencies and parents.

### **What we can offer you:**

- A highly supportive Headteacher and Senior Leadership Team
- Opportunities to make a significant contribution to our ongoing improvements
- Opportunities to further your professional development

Please visit our website at [www.foresthill.lewisham.sch.uk](http://www.foresthill.lewisham.sch.uk) to make direct on-line applications, which must be returned to [vacancies@foresthillschool.co.uk](mailto:vacancies@foresthillschool.co.uk) **Note - we do not accept CVs.** Informal visits are welcome and should be arranged directly with the school via [vacancies@foresthillschool.co.uk](mailto:vacancies@foresthillschool.co.uk) Closing date for applications is **12 noon Monday 21<sup>st</sup> May** with interviews scheduled for **Thursday 24<sup>th</sup> May**. Please note that only shortlisted candidates will be notified.

### **Safeguarding statement**

***Forest Hill School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture of safeguarding amongst our workforce.***