



**Home School Support Officer**

**Application Pack**

**November 2021**

Learn. Believe. Achieve.

Thank you for your interest in this role. Before applying, we encourage you to contact Mr Rob Leadbetter, Assistant Head Teacher, for an informal discussion about this role ([rleadbetter@robertnapier.org.uk](mailto:rleadbetter@robertnapier.org.uk)).

## HOW TO APPLY

To apply for this post, please complete a Support Staff Application Form, which can be found on the school website at [The Robert Napier School - Vacancies](#).

Please submit your completed application form to [vacancies@robertnapier.org.uk](mailto:vacancies@robertnapier.org.uk). We reserve the right to close the advert early if a suitable field of candidates is found.

The Beyond Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be subject to an enhanced Disclosure and Barring Service certificate and checks of the relevant barred list / prohibition lists.

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<b>Position:</b>	Home School Support Officer
<b>Location:</b>	The Robert Napier School, Third Avenue, Gillingham, ME7 2LX
<b>Reporting to:</b>	Assistant Head Teacher (Welfare, Safeguarding & Attendance)
<b>Closing Date for Applications:</b>	Thursday 25 <sup>th</sup> November 2021 (We reserve the right to close the advert early if a suitable field of candidates is found).
<b>Selection and Interview Date:</b>	to be confirmed
<b>Start Date:</b>	As soon as possible
<b>Salary Range:</b>	Trust Grade 12 - 17 £22183 - £24491 per annum, pro rata to £17867 - £19727 (Working 37 hours a week, Term time only).

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## **Welcome**

**Thank you for the interest you have shown in the role of Home School Support Officer at the Robert Napier School.**

We are seeking a well-qualified, enthusiastic Home School Support Officer, to work as part of the safeguarding team and alongside the pastoral team to aid the early identification and support of families whose children are experiencing difficulties.

This is a dynamic role, which at times will be challenging when dealing with families when they are at their most vulnerable. The successful candidate must be able to relate well to people, showing compassion when necessary, whilst also able to maintain a professional outlook and being prepared to take difficult decisions when necessary.

Based in the heart of the Medway Towns, The Robert Napier School is a non-selective, mixed secondary school of 1100 students, including 130 in the Sixth Form. The school is an eclectic mix of the old and the new, with the original buildings constructed in the 1850s when the school was the original 'Gillingham Grammar School'. Since then, the school has grown to include a range of buildings, the most recent being the 'Caxton' block, formally opened in 2011. The school has excellent facilities including state of the art ICT provision, a purpose-built lecture theatre, retractable bleacher seating in the hall to accommodate up to 380 people, a permanent stage with full lighting and sound rig, a multi-use games area, large playing fields and excellent sports facilities. The school also provides specialist Access to Mainstream Provision for vulnerable students, as well as a dedicated Visually Impaired unit.

The school is a proud member of the Beyond Schools Trust. Working in partnership with The Robert Napier School, the Trust is made up of Fort Pitt Grammar School, The Thomas Aveling School, Balfour Junior School and Phoenix Primary School. All the schools are located within a 5-mile radius and work closely to provide an outstanding education and opportunities for the children of Medway.

In January 2019, the school was delighted to be rated Good by Ofsted, having been rated requiring improvement and satisfactory in its three previous inspections. This was well deserved recognition of the hard work and dedication of the staff to drive improvements. The school continue to drive standards in all areas of the school, to ensure the students receive the best quality education and opportunities.

We value our staff, investing in their training and development at all stages of their career. Comprehensive, individualised training plans are drawn up for all staff, designed to meet their needs and enable them to take the next step in their career. New staff engage in a comprehensive induction programme and are allocated a mentor to help them settle into their new role.

I hope you find this applicant pack informative. If you have any further enquiries, please do not hesitate to contact us, using the contact details at the start of this pack. I look forward to receiving your application.

Steve Quenby  
Headteacher

## Job Description

**Purpose:** To aid in the early identification and support of families whose children are experiencing difficulties. To work alongside children, families, schools and the community to promote high quality parenting at home and achievement at school.

**Reporting to:** The Assistant Head Teacher (Welfare, Safeguarding & Attendance)

### Duties:

- To work directly with parents in a non-judgemental way, empowering them and their families to get the most out of school and home.
- To work under the direction of the Headteacher with guidance, support, and supervision via the appropriate multi-agency Integrated Area Team (IAT).
- To be prepared to provide support for individual children and in a group situation to enable them to participate fully in class and social activities as appropriate.
- Co-ordinate and organise group activities either before or after school or during school holidays.
- Assist with observation and monitoring of the progress of the children, giving close attention to early identification and prevention of difficulties, for example: absence habits and risk of exclusion.
- Working in partnership with parents and carers, to advise on practical childcare and parenting skills, according to the requirements of any agreed care plan. To promote the self-esteem of family members, helping them to develop personal and interpersonal skills, which will enable them to respond to each other's needs by communicating openly.
- To keep up to date and accurate notes of visits. To contribute to reports, case meetings and case conferences as required. To attend supervision, seminars, staff meetings.
- To undertake training and development opportunities in line with service needs and aims, including those specific to the requirements of the Early Help Assessment (EHA).
- To complete MASH reports as appropriate.

### Early Help Assessment

- To lead on Early help, attend relevant meetings and update the synergy system.
- Have regard to school and IAT aims, objectives and policies.
- Facilitate review meetings and update Synergy.
- To act in accordance with the equal opportunities policy and undertake training as required.

Any other duties as identified by the needs of the service.

**Terms of Employment:** Term-time only (37hrs)

**Hours of Work:** 08:00 – 16:00 Monday – Thursday (30min lunch break) 08:00 – 15:30 on Friday.

## Person Specification

Skills and abilities	Essential	Desirable	Assessed by
Ability to organise one's own work/work independently, to prioritise tasks and keep to deadlines	✓		Application & interview
Ability to be flexible and respond effectively to the 'unexpected'	✓		Application & interview
Ability to communicate and interact effectively with adults and children and young people	✓		Application & interview
Awareness of sensitive information and the need for confidentiality	✓		Interview
Ability to follow directions given by Head teacher and Line Manager	✓		Interview
Good Organisational skills	✓		Application & interview
<b>Knowledge</b>			
An understanding of school systems, procedures and policies		✓	Application & interview
<b>Qualifications and experience</b>			
ICT certification to support word processing skills, database and spreadsheet skills or relevant experience		✓	Application & interview
Minimum GCSE at level A – C in English and mathematics (or equivalent)	✓		Application & interview
Previous experience in a similar role such as Home School Support Worker or Family Liaison Officer		✓	Application & Interview
Knowledge of safeguarding		✓	Application & Interview
Previous experience of working with children	✓		Application & Interview
Willingness and motivation to develop own skills and proficiency	✓		Application & interview



## The Robert Napier School

### Our Mission

*'To be the outstanding community school of choice'*

### Our Vision

At The Robert Napier School our mission is to be the **community school of choice** that work together to inspire students to believe they can have a better future. We will work with **every** student to unlock their potential.

We will be successful by instilling creativity, motivation and resilience in all our students. **Every** student **learns, believes** and **achieves** more, both in our school and beyond.

### Our Values

Under the schools motto of **Learn, Believe, Achieve** sits six core values that our community value in all we do:

**Learn: Respect; Trust**

**Believe: Perseverance; Resilience**

**Achieve: Fairness; Courage**

### Our Priorities 2021/2022:

- Improve literacy so all students can access the curriculum
- Be the community school of choice by being oversubscribed in July 2022
- Y11 to achieve 50% Level 4+ in English and Maths
- Progress 8 to be at least 0
- Increase 6<sup>th</sup> form to 150+ students
- Being 'outstanding' in Leadership and Management

## The Robert Napier School Senior Leadership Team

<p>Mr Steve Quenby <b>Head Teacher</b></p>	<p>Mrs Jane Dunnett <b>Deputy Head Teacher</b></p>
<p>Mr Daniel Dunscombe <b>Assistant Head Teacher</b> <b>Quality of Education – Key Stage 3</b></p> <ul style="list-style-type: none"> <li>• KS3 Raising Standards Lead</li> <li>• KS3 Behaviour</li> <li>• KS3 Marking &amp; Assessment</li> <li>• KS3 Student Tracking &amp; Intervention</li> <li>• KS2 – 3 Transition</li> <li>• Cross-Curricular Numeracy</li> <li>• Staff Wellbeing</li> </ul>	<p>Mr Conor McVeigh <b>Assistant Head Teacher</b> <b>Quality of Education – Key Stage 4</b></p> <ul style="list-style-type: none"> <li>• KS4 Raising Standards Lead</li> <li>• KS4 Behaviour</li> <li>• KS4 Marking &amp; Assessment</li> <li>• KS4 Student Tracking &amp; Intervention</li> <li>• Careers</li> <li>• Cross-Curricular Literacy</li> <li>• School Website</li> </ul>
<p>Mr Matt Fenton <b>Assistant Head Teacher</b> <b>Quality of Education – Key Stage 5</b></p> <ul style="list-style-type: none"> <li>• KS5 Raising Standards Lead</li> <li>• KS5 Behaviour</li> <li>• KS5 Marking &amp; Assessment</li> <li>• KS5 Student Tracking &amp; Intervention</li> <li>• Junior Leadership Team</li> <li>• Oversight of UCAS</li> <li>• Sixth Form Enrichment</li> </ul>	<p>Mr Rob Leadbetter <b>Assistant Head Teacher</b> <b>Welfare, Safeguarding &amp; Attendance</b></p> <ul style="list-style-type: none"> <li>• Safeguarding (including Designated Safeguarding Lead)</li> <li>• Attendance Policies and Strategy</li> <li>• Implementation of Nurture UK Strategy</li> <li>• Student Welfare</li> <li>• Student Voice</li> <li>• Student Council</li> </ul>
<p>Ms Aliah Plaster <b>Assistant Headteacher</b> <b>Special Educational Needs</b></p> <ul style="list-style-type: none"> <li>• SENCO &amp; SEN Department</li> <li>• Visually Impaired Unit</li> <li>• Access to Mainstream</li> <li>• Alternative Curriculum - ASDAN</li> <li>• Access Arrangements</li> <li>• Quality Assurance</li> </ul>	

Note: All Assistant Head Teachers undertake line management of curriculum departments and other TLR holders.

# Beyond Schools Trust



## The Trust Vision

*'To be a high performing Trust that is well respected for providing exceptional educational experiences in our communities'*

All schools within the Trust retain their own distinctive character but have a common ethos and mission:

### Our Ethos

One Vision, One Trust, One Family of Schools Inspiring Outstanding Learning

### Our Mission

Providing opportunities for each individual to be the best they can be.

We have very high expectations of our staff and students and, in return, provide vast amounts of support to help everyone achieve their best. We want your employment choice to provide you with a fulfilling career experience that makes you a talented, resilient and high performing employee.

### Values

We expect everyone that works in the Trust to play a part in bringing the ethos and culture of our values alive. We are committed to ensuring everyone knows **why** we should value each other and **how** we should value each other so we can create a community where we all aspire to succeed. Our core values are as follow:



## Location of the Trust

The Trust is based in Medway and knowing the area well means we are aware of, and work tirelessly in a co-operative manner, to both minimise the pressures and strains that local children experience and maximise the potential they all have for great success. Each part of the Trust works collaboratively in sharing ideas and best practice and in generating new opportunities for pupils and students.



THE  
**ROBERT  
NAPIER**  
SCHOOL

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[www.robertnapier.org.uk](http://www.robertnapier.org.uk)

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Fort Pitt Grammar School  
Fort Pitt Hill  
Chatham  
Kent ME4 6TJ

**Tel: 01634 888115**

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