



TOWNSEND
CHURCH OF ENGLAND SCHOOL

Student Engagement and Attendance Co-ordinator

Full-time – Term Time Only

Salary: H5 to H6 negotiable depending on experience and qualifications

(H5 – H6 £ £25,119 - £29,777 FTE) plus £689 Fringe

Actual Salary – £22,077 - £26,062 inclusive of Fringe

37 hours per week, term time only plus 5 inset days

Responsible to: Assistant Headteacher – Behaviour

Closing date – 26th February 2024 5.00pm (We will interview suitable applicants as they are received and may appoint before this deadline.)

About the Role

We are aware of the ever increasing challenges and changes in students' educational and social lives and that the coronavirus pandemic has exacerbated. There is an increased impact on their social, emotional, behavioural and mental health needs. We want to respond to these increasing and changing demands. This new post requires that students are supported with their personal development, behaviour and welfare to achieve their potential. The role of the Student Engagement Officer is to work with, and under the guidance of pastoral colleagues to ensure that every child achieves their learning potential by breaking down barriers to learning including behaviour. Supporting colleagues in helping ensure the above is an element of the role.

Overall Purpose of Role

You will work within a team to undertake the responsibilities of managing behaviour for students effective learning. This will require significant intervention for those at risk of exclusion, alongside managing attendance at whole school level. These aspects will work in conjunction with pastoral responsibilities of support, care and guidance. Part of the role would also involve working within our pastoral colleagues to develop whole school initiatives that maintain and boost student behaviour and attendance.

Job Specification

Behaviour & Welfare

Main roles will include:

- Dealing with behaviour issues as they arise, re-engaging students with their learning as quickly as possible.
- Raising aspirations and standards including behaviour and attendance for students who are disengaged, isolated, presenting challenging behaviour or who are at risk of suspension



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- Providing support for students and parents/carers at times of change and helping students to develop strategies to deal with the stress and impact these issues may have on their education.
- Taking part in any relevant meetings to assist with pupil welfare e.g. review meetings, parental meetings, reintegration meetings and attendance.
- Maintaining relevant student records and case files
- Produce half-termly reports on isolation / suspension and interventions and analysis of data within
- Being very flexible in approach and adapting to suit the needs of the students

About the School

Townsend is a relatively small and very friendly school with a great atmosphere, circa 800 on roll, including a Sixth Form. Townsend is rated good by Ofsted in all areas and outstanding in our SIAMS inspection report.

Townsend Church of England School is situated on a large, green site between St Albans and Harpenden, and welcomes applicants from families of all faiths and of no faith. Children who attend Townsend live in St Albans and Harpenden, as well as other towns in Hertfordshire and Bedfordshire, including Welwyn Garden City, Hemel Hempstead and Luton.

Townsend believes that educating the whole child is key to a successful education. The Bible-based vision of Love Your Neighbour underpins all we do. Students are taught to respect and care for themselves and each other, and Townsend's supportive environment encourages them to make the most out of their journey through secondary school.

Although this is a Church School you do not have to adhere to the Christian faith to work here, but you must be in sympathy with our work and be able to support the aspects that give us our distinctive character as a Church of England School.

Newly appointed Headteacher, Mr Anthony Flack is excited by the opportunity to make Townsend, 'The first choice secondary school for all'.

Friendly and welcoming, Townsend impresses with its calm learning environment and caring staff. Our new School Prospectus is linked here: <https://townsendschoolprospectus.co.uk/>

We reserve the right to move to shortlisting and interviews when we have viable applications.

If you would like additional information or to discuss this vacancy - please email the school (recruitment@townsend.herts.sch.uk) for the attention of Mr Flack (Headteacher), or Mrs Llewellyn (Senior Deputy Headteacher), and we can either email a reply or telephone you if you leave a contact number.



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To apply for this vacancy, please send a cover letter and an application form to Mr Flack, Headteacher, Townsend CofE School, High Oaks, St Albans, Hertfordshire, AL3 6DR or email to recruitment@townsend.herts.sch.uk

Townsend CofE School is committed to the safeguarding of all students and all staff appointed are subject to the usual teaching vetting and compliance checks that include DBS checks, two satisfactory references, confirmation of identity, qualifications, and barred list checks.

Following the shortlisting stage, and before making a final decision, the School will collect and process information publicly available about you by conducting a brief online search using an internet search engine. We do this to ensure that the school acts in accordance with its obligations set out in Keeping Children Safe in Education.