



**THE REACH FREE  
SCHOOL**

**Attendance  
and  
Welfare Officer**

**Candidate Pack**

**The Reach Free School  
Long Lane  
Rickmansworth  
Hertfordshire  
WD3 8AB**

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Dear candidate,

Thank you for expressing an interest in this position. The Reach Free School is at an exciting time in its development as we celebrated our tenth anniversary in 2023. Academic achievement, our school community, and a love of learning are key to this school's ethos, and we take great pride in knowing all of our pupils and their strengths, goals, and passions. Everywhere you turn in this school, pupils and staff work together to achieve the very best. We have used the last twelve months to reflect on everything achieved in the previous ten years and look forward to what the future holds for the school.



We continue building on the strengths identified in our February 2019 Ofsted report. Attracting the very best staff is the most effective way to develop, which is important for us as we enter the next chapter in the school's history.

Our GCSE and A Level results are strong, and we are firmly established in our purpose-built school, ensuring that future generations of young people have access to modern educational facilities right in the heart of their community.

If you are passionate about contributing to our unique school, then we look forward to receiving your application.

Richard Booth  
Headteacher

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## The School

The Reach Free School is an 11 to 18-year-old school in Rickmansworth that serves pupils of all backgrounds and abilities. Opened in September 2013, it was founded by a group of teachers and local parents in response to a significant demand for more secondary school places in the area.



All involved with the school have high aspirations for our pupils and high expectations of them. As such we expect all pupils to:

- Commit their best efforts to all that they do
- Support each other to achieve their potential
- Work with their teachers to exceed their goals
- Demonstrate exemplary behaviour in all that they do
- Take pride in their school and its community within its walls and beyond
- Enjoy learning

The Reach Free School plays an active role in the community, working with local businesses, supporting local events and providing a hub for local services. Pupils are involved in the school's wider responsibilities, developing leadership and decision-making skills, communication and collaboration and independent, self-led learning.

A sense of purpose and responsibility pervades lessons and activities at The Reach Free School, and our pupils recognise their responsibilities as members of the community. This underpins The Reach Free School's ethos; Achievement, Community, Enjoyment – ACE.

## **The Ethos of the School**

The Reach Free School's ethos and curriculum are designed, first and foremost, to meet the needs of the young people in the local area. The core of our ethos is to personalise the education of every pupil so that they can maximise their potential and realise their dreams and aspirations.

We believe in the following principles:

**Achievement** – Realised through recognising the individual needs of every learner

**Community** – Embracing, utilising and supporting the local community for the benefit of all learners and building partnerships to support teaching and learning

**Enjoyment** – A commitment to innovative practice and the application of technology to develop enthusiasm for learning

## **Features of The Reach Free School**

**A Smaller School** – With 750 pupils, The Reach Free School is a close-knit environment, ensuring a strong sense of community.

**Modern facilities** - In September 2018 the school moved to its £19 million new home with first-class facilities throughout.

**'Outstanding' Judgements** - In February 2019 the school was inspected by Ofsted and received outstanding judgements for the 'Effectiveness of leadership and management' and 'Personal development, behaviour and welfare'. There were many strengths of the school identified in the inspection, not least the "excellent relationships between staff and pupils..." and "behaviour around the school is exemplary".

**Transition** – From September 2023 we have reverted to four classes in year 7, having taken an additional form of entry in 2022. Each year 7 class benefits from their own Home Room and a dedicated Assistant Teacher for the first year. This Assistant Teacher is the form tutor for this class, and supports learning in a range of subjects for their pupils. Together these ease the transition from primary to secondary school for the children and help us to understand each child as an individual.

**Focus on English and Mathematics** – The school focuses on English and Mathematics, the building blocks for success in other subjects. Literacy and mathematics pervade teaching and learning at the school and all teachers play a role in developing pupils' skills in these areas.

**Reach Beyond** – This is the school's all-encompassing wider curriculum, which includes a reading programme for key stage 3, a targeted academic support programme from year 10, our REACH Time PSHE programme and community projects, where pupils work together on local projects. Reach Beyond helps to develop our pupils as creative, confident and proactive individuals. At Sixth Form, we have a Reach Out programme for students as they prepare for life beyond school.

**Technology Rich** – All pupils are provided with a school device, and teachers are encouraged to use the latest technology to teach creatively.

## Expectations

At The Reach Free School, we expect all staff to:

- Be passionate about education, and learning as a lifelong skill
- Be committed to securing the best outcomes for all pupils at the school
- Be open to innovative approaches in everyday aspects of school life
- Offer enrichment and extra-curricular experiences
- Contribute to the overall development of the school
- Be flexible in their approach to work, adapting to new challenges

In return, we will offer you:

- A happy and supportive working environment with high expectations and standards
- Access to the latest technology to assist in developing your teaching and learning
- Competitive salaries based on skills and experience
- Access to the Teachers' Pension Scheme
- A staff committee that organises various social events
- A comprehensive employee assistance programme
- A £500 new employee referral scheme
- Free Parking
- A BUPA cash plan to contribute to medical care
- A Cycle to Work Salary Sacrifice Scheme
- An Electric Car Salary Sacrifice Scheme for eligible employees
- Up to five days paid leave in compassionate, emergency or exceptional circumstances. For example, our staff can see their children perform in assemblies or shows.
- A network of outstanding practitioners to collaborate with and learn from, both in school and across the Watford Partnership for Teacher Training
- A comprehensive professional development programme together with opportunities to further develop your career







## Job description

Job Title:	Attendance and Welfare Officer
Reports to:	Head of Attendance and Safeguarding/ Admin and Finance Manager
Hours:	Full-Time 8.00am to 4.15pm, Term time only
Salary:	Academy Trust Payscale based on skills and experience between £23,148 and £28,515

## Purpose of this position

The Attendance and Welfare Officer has an integral role in the school and has two key areas of responsibility. The first is related to attendance, where you will support pupils in ensuring their attendance meets the school's expectations. You will build relationships with pupils and their families and communicate with them in all matters relating to attendance. The second part of this role relates to the welfare of pupils when they are in school and dealing with any medical matters that arise. This requires candidates to have experience in dealing with first aid in a busy environment.

## Main duties

### Attendance:

- To contribute to raising achievement by improving school attendance
- To monitor daily attendance within the school
- To provide a specialist service to assist the school in meeting their obligations and targets in relation to school attendance, especially through reducing persistent absence
- To work closely with the Pupil Support Coordinator and review attendance for pupils
- To develop and maintain a tracking sheet, recording strategies used to improve attendance
- To promote positive attitudes by pupils and families towards education and to ensure that parents, guardians and carers are made fully aware of their statutory responsibilities
- To support the celebration and reward of good attendance within the school
- To make unsupervised contact with families in their own homes and elsewhere to assess the reasons impacting the attendance of individual pupils, facilitating their return or access to regular full-time education provision
- To establish and develop a professional service to support the school in raising attendance, investigating persistent absences and improving punctuality
- To work on initiatives which raise the awareness of school staff, parents, guardians and carers and the community on the importance of school attendance
- To establish the reason for non-attendance, make assessments and agree on a plan for facilitating a return to school, using appropriate strategies within specified timescales

- To support Heads of Houses and other members of the Senior Leadership Team (SLT) in advising the school on all matters relating to attendance and, where necessary, take the lead role in developing work processes to improve school attendance
- To be fully aware of and carry out all work in line with child protection and safeguarding procedures
- To acquire and maintain a working knowledge of the statutory framework relating to school attendance, child employment, child protection and special needs in order to be able to offer informed advice to parents, guardians and carers, school staff, governors and others

#### First Aid:

- To be the first point of contact to assist with pupils' first aid, looking after sick pupils, liaising with parents, guardians and carers, staff and reporting to SLT
- To accompany an injured pupil to hospital, if required
- To be responsible for the administration of pupil medications and first aid boxes as required, ensuring the safekeeping of medications and returning expired/out-of-date medications to parents, guardians and carers
- To ensure appropriate documentation and risk assessments are completed and monitored for pupils with specific health needs
- To manage and maintain the school's accident records, ensuring that all incidents are correctly recorded, reported and referred out in accordance with the guidelines
- Maintain manual and computerised medical records
- To analyse the accident record on a termly basis and produce a summary report for the Headteacher
- To liaise with the SLT regarding children's absence from school due to minor / non-minor accidents
- To liaise with the Caretaker regarding accident risk assessments and pupil-related health and safety issues
- Support children's personal hygiene needs as required

#### Wider Responsibilities

- Attend occasional open evenings, award ceremonies and other school events as required
- Cover for absent administration colleagues, as necessary.
- Partake in activities aimed at promoting the school, including, but not limited to, open evenings, visits to primary schools and community events
- Take part in the school's performance management process
- As required, attend meetings with members of the Governing Body
- Agree to an Enhanced DBS check being carried out
- Carry out other tasks commensurate with their position, as directed by the Senior Leadership Team

This is a description of the main duties and responsibilities of the post at the date of production. The successful applicant may also have to carry out other duties as may be necessary from time to time.

#### Job context

The school welcomes individuals of a high professional standard and shares the responsibility with each member of staff for continual review and the development of expertise.

All members of staff make a valuable contribution to the school's development and, therefore, to the progress of all pupils.

The Academy Trust will endeavour to make any necessary, reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

### Review of Duties

The specific duties attached to any individual member of staff are subject to annual review and may, after discussion with the employee, be changed..

### Salary

The Reach Free School operates its own payscale, which currently exceeds that of those used by other schools in the fringe area. The salary range for this position is between £23,148 and £28,515 and will be awarded based on the experience, skills and suitability of the candidate. This is based on daily working hours of 8.00am until 4.15pm, during term time only.

### Person specification

	Essential	Desirable
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• First Aid Qualified</li> <li>• Willingness to undertake additional training/staff development, as appropriate</li> <li>• Good numeracy/literacy skills</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant qualifications in office administration or school attendance</li> </ul>
<b>Knowledge, Skills and Experience</b>	<ul style="list-style-type: none"> <li>• General clerical/administrative work</li> <li>• Using IT systems to compile reports, as well as analysing statistical data for monitoring purposes</li> <li>• Appropriate knowledge of first aid</li> <li>• Ability to communicate effectively, both orally and in writing, especially with pupils, parents, guardians and carers, staff, external agencies and other professionals</li> <li>• School systems and an understanding of the issues affecting truancy and non-school attendance</li> <li>• Use of relevant equipment/resources</li> <li>• Knowledge of relevant policies/codes of practice and awareness of relevant legislation</li> <li>• Ability to relate well to children and adults</li> <li>• Work constructively as part of a team, understanding school roles and responsibilities and your own position within these</li> <li>• Able to use own initiative and work alone when necessary</li> </ul>	<ul style="list-style-type: none"> <li>• At least one year's related experience of work within a school attendance-related service</li> <li>• Medical background (helpful, but not essential)</li> <li>• Ability to use IT systems effectively to produce reports, record information, and monitor outcomes for individuals and groups</li> <li>• Ability to identify own training and development needs and co-operate with the means to address these</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to overcome communication barriers with pupils</li> <li>• Ability to listen effectively</li> <li>• Demonstrate an ability to cope with stressful / conflict situations</li> </ul>	
<b>Other qualities</b>	<ul style="list-style-type: none"> <li>• A commitment to the implementation of the school's Equality Scheme</li> <li>• Ability to reflect on your own professional practice</li> <li>• Ability to persuade and negotiate as well as good interpersonal / communication skills</li> <li>• Awareness of health and safety requirements related to the role</li> <li>• A desire to succeed in all aspects of the job</li> <li>• A commitment to the promotion of health, safety and safeguarding of children</li> <li>• Flexibility with working hours</li> </ul>	<ul style="list-style-type: none"> <li>• A flexible approach to working patterns and expectations, understanding the evolving nature of the role and school and a willingness to work additional hours, if required</li> </ul>

### How to apply

Completed application forms, along with recruitment monitoring forms, should be submitted in one of the following ways:

- Electronically to: Mrs Keri McKay, Cover Manager/HR Officer, [kmckay@reachfree.co.uk](mailto:kmckay@reachfree.co.uk)
- By post to: The Reach Free School  
Long Lane  
Rickmansworth  
Hertfordshire  
WD3 8AB

Once your application has been received, it will be acknowledged by email.

If submitting your application electronically, please save your form with your name at the beginning of the file name.

In compliance with Safer Recruitment guidelines, CVs will not be accepted.

Potential candidates may contact The Reach Free School with any questions on 01923 711517 or via email at [kmckay@reachfree.co.uk](mailto:kmckay@reachfree.co.uk)

The Reach Free School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. In accordance with our Safer Recruitment Policy, we are only able to process applications with a fully completed application form. The successful applicant must obtain DBS clearance at enhanced level. The school will also carry out a prohibition from teaching check and in-depth online checks. Non-disclosure may lead to termination of your employment.



