THE CROSSLEY HEATH SCHOOL









Post 16 Attendance and Safeguarding Officer

KINDNESS ✣ COURAGE ✣ EXCELLENCE

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WELCOME FROM THE HEAD TEACHER

Welcome! My name is Dean Jones and I am the Headteacher here at The Crossley Heath School. It's a privilege to lead this remarkable school. Crossley Heath is steeped in rich history that dates back to 1585 with education taking place on this site since 1864 when the building was founded as an orphanage and school. This heritage provides the basis of inclusivity and social mobility that we still have at the heart of our ethos. We are an inclusive school family, building on our proud heritage to achieve our vision to be **"The leading school for educational excellence, where we nurture happy students with strong values so they all contribute positively to society".** We believe in realising every student's potential to change the world for the better. Promoting values of kindness, courage and excellence from our students.

One of the most wonderful features of Crossley Heath is our warm, vibrant school culture, with a rich diversity of students from all backgrounds. We have aspirational classroom environments, a house system allowing all students of all ages to collaborate and compete, as well as commitment to a vast range of extra-curricular opportunities through clubs, sports and trips across the country and the world. This sense of care and community extends to our dedicated staff, who are passionate educators working alongside experienced non-teaching staff who are committed to the students and school we serve. If you are a hard-working individual who thrives in a collaborative and supportive environment, I encourage you to come and join Crossley Heath. We are always seeking talented individuals to join our team and contribute to the ongoing success of our students.

We are delighted that you are interested in applying for our Post 16 Attendance and Safeguarding Officer. This is a key position in our 6th form team. Details of the application process can be found on page 12 of these documents. Please visit our website (www.crossleyheath.org.uk) to explore the school further. Please do not hesitate to get in touch with the Chief Operating Officer, Mrs Debbie Gallimore, (d.gallimore@crossleyheath.org.uk) if you require any further information in the first instance. I hope you will take the opportunity to explore further and decide that this role is the right one for you and we look forward to receiving your application.

Dean Jones M.A.
Head Teacher, The Crossley Heath School



INFORMATION ABOUT THE SCHOOL

WHO WE ARE AND WHAT WE STAND FOR

At Crossley Heath we see ourselves as a school family. Our school building was founded as an orphanage and school 160 years ago and the spirit of inclusivity and social mobility on which we were founded lives strong today. The school evolved into an amalgamation of Crossley and Porter and Heath Grammar Schools allowing us to trace our heritage back to 1585 and the origin of the school motto 'Omne bonum ab Alto' meaning "all good things come from above" which can both have a spiritual dimension and remind us to be thankful to the generations before.

We are a grammar school for entry into Year 7 which means students of all backgrounds are welcome at our school, they just have to show the aptitude to excel on the entrance examinations. We are proud of our diverse student body and much higher proportion of students accessing Free School Meals than other grammar schools as inclusion is at the heart of our ethos. We have a thriving sixth form which is integral to the life of the school. We embrace and celebrate our wide ethnic and geographic diversity and endeavour to be a genuinely warm, inclusive and vibrant school community.

OUR VISION: We truly look forward to welcoming students to The Crossley Heath School and championing their success throughout every moment of their time with us. We are **a school with a heart** and consider our staff, students and their families to be a school family. Our vision is to be **the leading school for educational excellence, where we nurture happy students with strong values, so they all contribute positively to society.** The happiness of our students really matters to us. We know that academic achievement will give them the brightest choice of future careers which will allow them to be happiest. Our aspiration is for our students to spread happiness too as positive role models for our values of kindness, courage and excellence. Our students will influence society for the better, leaving our school committed to making the world a better place.

OUR VALUES: Our values are kindness, courage and excellence. Crossley Heath students have the kindest manners, support others in a spirit of philanthropy and are inclusive in welcoming all people into our school family. We stand up courageously for what is right, celebrate the diversity of people from all backgrounds, recognise that the resilience to bounce back from failure is central to success if life and we develop the confidence to help influence the world to become a better place. Excellence is our goal, excelling academically through hard work, giving our all to sports and the arts, seizing every opportunity to shine.

OUR PURPOSE: Unlocking potential; building leaders of the future. We are a grammar school with the purpose of promoting the highest achievement and most aspirational future destinations for our students. In this way we are an engine for social mobility as we unlock the potential of the most academically able students, regardless of their background, to achieve the highest of goals. Our heritage has blessed us with a truly unique building and a spirit of philanthropy, such that we have a desire to promote the welfare of others through giving our time to support and fundraise for charities helping the most vulnerable in our local community. We are here to develop students with the strength of character, aptitude and positive commitment to sharing happiness as leaders of the future.

We have a vibrant House system which adds a strong sense of positive competition and affords students an opportunity to express themselves, demonstrate their talents, make lifelong friends and have fun. Indeed, many former students comment that some of their fondest memories are of taking part in activities for their House. Student leadership is a strength at Crossley Heath with all students, led by 6th form leaders, taking part in fundraising, Eco Schools, health and well-being initiatives. Extra- curricular activities, especially a wide variety of sports, are also a strength of the school as we have teams competing in rugby, football, netball, cricket and athletics throughout the year. Our school trips are many and varied across all subjects and with overseas trips ranging from Belgium to Berlin and Canada to China.

Partnership building is a Crossley Heath characteristic as we are a school family with highly supportive parents, carers and families, a vibrant local community and alumni who stay connected to our school for life. We care deeply about wellbeing and believe in being the friendliest and happiest school possible. Our staff are supported with a culture of listening, collaboration, commitment to professional development and an additional weekly free period on top of that typical in schools by way of a thank you for all that teachers do to support our wonderful students. Our students are the warmest and most welcoming people, they make being part of the Crossley Heath school family an absolute pleasure. Come along and see for yourself!







ADVERTISEMENT

Savile Park, Halifax, HX3 0HG (01422) 360272 admin@crossleyheath.org.uk www.crossleyheath.org.uk
Head Teacher: Mr. Dean Jones M.A

Job Title: Post 16 Attendance and Safeguarding Officer
Salary: SO1, fte - £35,570 (£31,876) actual salary
Hours: 37 hours per week, term time only + 10 days
Start date: As soon as possible

The Crossley Heath School is seeking to appoint a dedicated, resilient and highly motivated individual to join our 6th form team. This is a key role within school focusing on promoting excellent attendance and punctuality, ensuring that all our sixth form students have the opportunity to achieve their full potential while providing support for the welfare and safeguarding of all of our students. The post holder will be a Deputy Designated Safeguarding Lead for our school.

Successful applicants should have experience of working with young people, ideally in a school, pastoral, or administrative environment, be an effective administrator and an excellent communicator. We are looking for that special person who is a strong positive role model, but who has empathy, resilience, the ability to handle sensitive situations professionally and build positive relationships with students, staff and parents.
Accurate administrative and data inputting skills are essential in order to monitor daily attendance and track patterns of absence.

At The Crossley Heath School, our vision is *"To be the leading school for educational excellence, where we nurture happy students with strong values, so they all contribute positively to society."* Our values are kindness, courage and excellence. We are a school with a heart. We care deeply about our students and recognise that they are among the most rewarding young people to work with — curious, motivated and engaged.
If you are passionate about making a lasting difference to our students and want to be part of this vibrant, successful school, we would love to hear from you. We are a very friendly, down-to-earth school with a diverse student population. We welcome applications from all backgrounds.

Information about the school is available on our website together with further details about the post and an application pack. All completed applications should be returned to Mrs Gaynor Fisher, Office Manager, *recruitment@crossleyheath.org.uk* by 8.00am on Friday 13 November 2026. Interviews will be held on Friday 20 November 2026.

We are committed to safeguarding children in all aspects of recruitment and selection. The appointment will be subject to pre-employment checks, including an enhanced DBS check.

We believe our staff are the school's greatest asset. We have signed up to the Education Staff Wellbeing Charter with the aim of supporting the wellbeing and mental health of all staff.

JOB DESCRIPTION

Job Title: **Post 16 Attendance and Safeguarding Officer**
Grade: **SO1**
Status/Hours: **Full-time, 37 hours per week, term-time only plus 10 days**
Line Manager: **Director of Sixth Form**

Strategic Purpose:

- To implement attendance and punctuality policy and procedures for the Sixth Form
- To ensure the safety and wellbeing of students in the Crossley Heath Sixth Form.
- To ensure that mandatory safeguarding procedures are implemented.
- To help maintain a vibrant and viable Sixth Form at Crossley Heath

Leadership Role:

- To act as safeguarding lead for post-16 students and as a Deputy Designated Safeguarding Lead for our school.
- To ensure essential pastoral and wellbeing support for students, working alongside your line manager (Director of Sixth Form) and Year 12 and 13 Heads of Year.
- To work alongside the Attendance Officer to monitor and support excellent attendance.
- To offer advice and expertise on pastoral, well-being and safeguarding issues.

Operational Responsibilities:

<u>Safeguarding Lead for sixth form</u>

- To act as safeguarding lead for post-16 students working closely with our Designated Safeguarding Lead as required.
- To undertake relevant training in order to ensure that current safeguarding protocols are fully understood and fully implemented.
- To interview and gather statements from student(s) when a safeguarding concern has been raised.
- To be responsible for all communication with parents regarding safeguarding concerns.
- To liaise with and coordinate information for outside agencies (MAST, early intervention panels, the police, support groups) as required
- To ensure that accurate records of potential safeguarding incidents or disclosures are maintained on CPOMS.
- To make decisions about informing others on a 'need to know' basis and ensuring that the information is shared with sensitivity and due regard for privacy.

<u>Attendance Lead for Sixth Form</u>

- To carry out the day-to-day duties of an attendance officer to ensure attendance stays within the guidance for Post 16 students
- To update the registers daily with information provided from the absence lines.
- To respond daily to missed lessons reporting to Director of 6th form and following up non-attendance.
- To follow up from the absence report provided daily by the Attendance Officer.
- To make calls, email parents where necessary for confirmation of absence.
- To monitor and record on the SOL tracking system, showing escalations and to respond according to identified actions.
- To implement the absence protocol of missing days email, call, speak to student, home visit where appropriate.
- To talk to students about patterns and changes in attendance
- To create a Pastoral case load and lead supportive intervention where student's wellbeing, health and personal circumstances have led to a decline in attendance
- To attend meetings with parents/carers and Sixth Form Leadership as and when required.

JOB DESCRIPTION

Responsibility for Pastoral Support

- To provide pastoral support and guidance to students in Y12 and Y13 via one-to-one discussions.
- To seek and co-ordinate information regarding the wellbeing of post-16 students
- To respond to wellbeing concerns raised by students, teachers or parents.
- To inform and advise the Director of Sixth form and the wider Sixth Form team on matters pertaining to the pastoral, health and wellbeing needs of students.
- To arrange specialist support (e.g. counselling, bereavement support, addiction support, contacts for young carer support) where required/requested.
- To liaise with staff in school in order to help inform responses and support students, acting a mediator as required.
- To liaise with parents on non-academic matters (health concerns, poor attendance, safety, wellbeing, mental health concerns, practical matters)
- To ensure appropriate record keeping regarding pastoral/wellbeing communications/actions.
- To ensure that eligible students have information enabling to the Student Bursary for financial support.
- To work closely with the SEN team to ensure strong support and appropriate provision for students in Y12/13 who have special educational needs or disabilities.

Behaviour Support

- To work with all members of the Sixth Form team in promoting reasonable behaviour, personal responsibility and positive relationships across the Sixth Form.
- To respond to 'minor' incidents and encourage students to take restorative actions.
- To keep the Director of Sixth Form and Heads of Year informed about behaviour concerns and to ensure that serious incidents are reported promptly.
- To use personal knowledge and experience to help formulate policy as it relates to the development of student personal responsibility, integrity and behaviour.
- To work with the Director of Sixth Form to investigate more serious behaviour incidents e.g. by interviewing students and taking statements.
- To support the Director of Sixth Form in making decisions about the best course of action following serious incidents, bringing strong knowledge of the students to bear.

Recruitment

- To lead, and participate in, visits to other schools or careers events in order to promote the Crossley Heath Sixth Form.
- To contribute to the recruitment processes by interviewing students and by providing administrative and student support on results/enrolment days.

Transition

- To play an active role in taster days, providing information and advice to help students understand how our Sixth form works and enabling informed decisions.
- To ensure support for students with SEN, health or wellbeing needs during transition.
- To provide individualised support for students with 'unique circumstances' to help ensure successful transition.

Events and Enrichment Opportunities

- To respond to offers/opportunities that will extend the knowledge and skills of sixth form students.
- To perform 'front of house' duties, providing a warm welcome and relevant information at Y12/13 events such as Parents Evenings.
- To contribute, as part of the team, to Sixth Form Information Evenings.

JOB DESCRIPTION

Other Sixth Form Responsibilities

Meetings:

- To attend and contribute to all meetings of the Post-16 team and Post-16 Tutor team
- To meet daily with the Director of Sixth Form to discuss matters relating to attendance.
- To meet weekly with the Director of Sixth Form in order to share information and plan future work.
- To attend all meetings relating to student progress (with the Director of Sixth Form and Y12/13 progress Leaders).
- To work as part of a team to support the administration behind the Y12 work experience programme.

NOTES

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually and it may be subject to modification at any time after consultation with the holder of the post.
4. All staff participate in the school's performance management scheme.
5. S/he shall undertake any other duties as reasonably requested by the Head Teacher and consistent with the overall level, nature and grading of the post

We are committed to safeguarding children in all aspects of recruitment and selection. The appointment will be subject to pre-employment checks, including an enhanced DBS check.

PERSON SPECIFICATION

Qualities	Essential	Desirable	How Identified
QUALIFICATIONS	GCSE Maths and English Grade C/Grade 5 or above	A relevant degree level qualification or equivalent Pastoral/wellbeing/ counselling training or qualifications	Application form
BACKGROUND AND EXPERIENCE	Experience of working in an educational setting	Safeguarding role in another school	Application/Interview
	Appropriate knowledge including statutory requirements and training in safeguarding	DSL trained	Application/Interview
	Ability to maintain accurate, detailed and confidential record keeping	Experience of using school management information systems such as Arbor, SIMS, Bromcom or CPOMS	Application/Interview
	An understanding of the importance of providing support for vulnerable students	Knowledge of local support agencies Experience of multi-agency working.	Application/Interview
	Experience of implementing successful intervention programmes including restorative practice		Application/Interview
	Knowledge of attendance monitoring	Experience of attendance intervention involving outside agencies	Application/Interview
	Ability to identify risks associated with online safety and support students to stay safe online.		

PERSON SPECIFICATION

TRAINING & DEVELOPMENT	Ability to effectively monitor, analyse and evaluate strategies		Application/Interview
	Effective use of data to support pastoral care, target appropriate intervention and raise achievement		Application/Interview
PERSONAL QUALITIES & SKILLS **OTHER**	Commitment to safeguarding and promoting the wellbeing of all children		Application/Interview
	Empathy for young people and genuine commitment to all students		Application/Interview
	Strong interpersonal skills with the ability to communicate effectively to a range of different audiences	Experience of leading parental workshops	Application/Interview
	Knowledge and understanding of current best practice in pastoral care, attendance and behaviour for learning		Application/Interview
	A positive role model with high expectations of students, staff and self		Application/Interview
	Integrity and discretion with sensitive information		Application/Interview
	Resilient with a positive and flexible can-do approach to education		Application/Interview

PERSON SPECIFICATION

	Critical thinker with strong problems solving skills.		
	Strong verbal and written communication and organisational skills.		
	Up to date understanding of broader educational developments		Application/Interview
	Committed to developing own professional skills and practice		Application/Interview
	Commitment to upholding the ethos and values of Crossley Heath		Application/Interview

WHY APPLY TO CROSSLEY HEATH?

You will be joining a school which is all about putting staff and students first. There are numerous wellbeing initiatives and social events to enjoy each term.

We believe our staff are the school's greatest asset. We have signed up to the Education Staff Wellbeing Charter with the aim of supporting the wellbeing and mental health of all staff

Other benefits include:

- Free parking
- Free access to onsite Fitness Suite
- Automatic enrolment to the Local Government Pension Fund
- Excellent CPD programme

HOW TO APPLY

Applications must be made using the school's application form. The application form requires the names of two referees, one of which must be your current or most recent employer. If you currently work in a school, this should be from the Head teacher.

Closing date: 8.00 am on **Friday 13 November 2026.** Interviews will be held on **Friday 20 November 2026**. Applications should be submitted by the deadline via email to Gaynor Fisher, Office Manager, recruitment@crossleyheath.org.uk

The School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. All staff are in a position of trust and therefore have a responsibility to promote and safeguard the welfare of children, young people and vulnerable adults in accordance with the nature of this post. The appointment will be subject to pre-employment checks, including an enhanced DBS check.



The leading school for educational **excellence**, where we nurture **happy** students with strong values so they all contribute **positively** to society.