



Ravenstone PRIMARY SCHOOL

Candidate Information Pack

Family Liaison Lead
September 2024



WANDLE
LEARNING
TRUST



Welcome and thank you for taking the time to explore and consider Ravenstone for your future. I hope that this application pack gives you everything you need to consider working with us.

Ravenstone is a fantastic school. Every child that steps through the gates is welcomed into an aspirational, creative community that focuses on allowing children to flourish as individuals and reach their potential academically.

We are delighted that you have taken the time to request a candidate pack and show an interest in the role advertised at our school. This is truly a special school and we are looking for someone special with great qualities and enthusiasm to work closely with our team on our journey ahead.

Please do get in touch if you require any more information. We warmly welcome you to come and visit Ravenstone, meet our children and staff and have a chat to see if this is the place for you! We look forward to you applying for the post.

Francis O'Kane

A handwritten signature in blue ink that reads 'F O'Kane' in a cursive style.

Headteacher



About Ravenstone

Ravenstone is a primary school in Balham, that forms part of the Wandle Learning Trust. The school has served the local community for the last 100 years. We are conveniently placed for public transport links - Balham main line train and tube station is 3 minutes away with easy access to all of London, Kent, Surrey and Sussex. We also have parking available onsite. The open space of Tooting Bec Common and the vibrant Balham centre are a few minutes from the school.

School organisation

There are approximately 400 children on roll including full-time and part-time nursery children. These are arranged in 14 classes and the nursery. We are a two form entry school. We are also very proud to have an autism resource base as part of our school where we nurture and cater for 18 children with autism. This is called our HIVE.

Autistic hub (The Hive)

The Hive is a unit for children on the autism spectrum at Ravenstone Primary School. We opened in November 2017. We educate and nurture 18 children from reception to Year 6. Children in The Hive have opportunities throughout the day to access mainstream education, with support from the specialised ASD trained staff.

School focus

We are committed to the continuous improvement of every aspect of school life for children at Ravenstone. We seek to deliver an outstanding educational experience of the highest quality for children of diverse backgrounds and abilities. Enthusiasm, enjoyment, creativity, imagination and high expectations of both pupils and staff are at the centre of a wide variety of learning activities.

Our school vision is 'Children reaching their potential in the heart of the community' and our core values are Happy, Kind, Creative, Honest, Determined and Respect. You will see the school values characters around the school and in all classes and they are spoken about each day, in class, in the playground and in assemblies. We promote our values in everything we do and we strive to allow our children to be confident individuals who understand themselves and will grow into well rounded adults who add to the world we live in.

As a school we focus on developing the adult as much as the child. We believe if every member of staff is the best they can possibly be while constantly looking at ways to improve then this will provide our children with an outstanding environment to learn within. We are extremely fortunate to be a part of the Wandle Learning Trust and all that it has to offer including the Teaching school and English and Maths Hubs and lots of professional development opportunities working alongside our colleagues in Chestnut Grove, Chesterton Primary and Paxton Academy.

Our ultimate aim is to become outstanding and continue to become a centre of excellence within the local community and beyond.



Community

We are proud to serve and be supported by our community. We offer a vibrant and rewarding environment with a committed team of hardworking staff, supportive governors and enthusiastic parents. The children are happy and keen to learn. We pride ourselves on the friendliness, confidence and character of our children.

The partnership between school and home is very important to us. We value parental involvement and have a thriving parents' and carers' association, Friends of Ravenstone, which organises social events and raises funds for the school which are used to enhance the children's educational experience. Recently funds have been used to develop our music provision, a state of the art sensory room for Early Years, the redevelopment of parts of the playground, the purchase of IT equipment and contributions to school trips and school journey.

We welcome volunteers from both the parent body and the local community to help in the school with reading, gardening, chess and newspaper clubs.



Curriculum enrichment/Ravenstone Entitlement

The Ravenstone entitlement is an offer to every child in the school. This offer includes at least one external trip, one inspirational internal visit and a curriculum themed day every term. We believe that every child deserved to learn in an engaging and purposeful learning environment that inspires them to become curious and ambitious.

Ravenstone celebrates each child's participation and achievement in a wide range of activities including languages, food, art, sport, music and dance. We want all pupils to experience London's rich diversity and we organise school trips as well as visits to the school by outside speakers.

Sport is one of the cornerstones of the school's identity. We are fortunate to have a full time dedicated sports teacher and part time dance teacher and Ravenstone regularly excels in inter-school competitions. We have represented Wandsworth in athletics and swimming at the London Youth Games. Though competition is encouraged, children understand that sport is primarily undertaken for enjoyment and can be accessed by all, regardless of ability or experience.



Dorothy Determined

About the Trust



As part of Wandle Learning Trust Ravenstone Primary School enjoys the support of our teacher and curriculum development arm, the Wandle Learning Partnership. Our Partnership consists of Department for Education designated Teaching School, English and Maths Hubs.

The Partnership is also home to Little Wandle Letters and Sounds Revised a DfE-validated SSP developed by our Trust schools in partnership with Little Sutton Primary School. As well as supporting schools both regionally and nationally our Partnership offers unique opportunities to all Trust staff to develop their subject and leadership skills. Each of the Heads within our schools has the opportunity to shape and deliver high profile school improvement work that benefits their own school as well as hundreds of others.



London South West Maths Hub is also part of Wandle Learning Trust, working in partnership with Wandsworth Local Authority. The Hub - run out of Chesterton Primary School - is one of 34 Maths Hubs awarded across the country by the Department for Education. This means that Ravenstone Primary School staff and pupils benefit from the support of consistently outstanding maths provision.



The London South West Maths Hub aims to support schools in five boroughs (Wandsworth, Merton, Sutton, Kingston, Richmond) through a range of national and local projects each year. The core purpose of the Hub is to engineer a school-based support network to develop Mastery style teaching at all levels of education.

EnglishHubs

Wandle at Chesterton Primary

Ravenstone Primary School staff and pupils also have the support of Wandle English Hub - a status awarded to Chesterton Primary School on account of outstanding English teaching and learning. The Hub works with 16 boroughs across London supporting schools to achieve excellence in early literacy teaching.



Partnering with UCL, our Teaching School Hub delivers the Early Career Framework and new NPQs, as well as a suite of targeted CPD.



Our DfE-validated SSP Little Wandle Letters and Sounds Revised has been developed by Wandle Learning Trust schools in partnership with Little Sutton Primary School and is currently used by more than 4,500 schools across the country to teach early reading.

RAVENSTONE PRIMARY SCHOOL

Family Liaison Lead

September 2024

Contact us:

Telephone:
0208 673 0594

Email:
ppatel@ravenstoneprimary.org.uk

JOB DESCRIPTION

Grade:	Scale 5, Point 12, £31,716.00 FTE (£18,068.51 Pro Rata)
Contract:	Permanent 39 weeks per year (term time only) 22.5 hours 08:00 - 12:30
Reports To:	The post is professionally responsible to the Headteacher but will report to and be directed by the Assistant Head and on a day to day basis.
Location:	In the school but may occasionally be required to work off site e.g. home visits etc.

Context

Ravenstone is a fantastic school. Every child that steps through the gates is welcomed into an aspirational, creative community that focuses on allowing children to flourish as individuals and reach their potential academically.

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Purpose of job:

To provide, under the instruction or guidance of senior staff, administrative support in all issues related to raising standards of children's welfare, attendance and punctuality.

1.0 Administrative & Operational Responsibilities

- 1.1 Receiving telephone calls from parents/carers, and external bodies (e.g. Social Services) related to absences/lateness;
- 1.2 Organising all administrative tasks pertaining to lateness, overseeing the 'late-gate' to register children and liaising with parents in person as well as follow-up telephone calls to parents on a daily basis;

- 1.3 “First day absence” contact for children not in and for all persistent absentees (< 90% attendance). Sharing of information with relevant staff using school’s ICT communication systems;
- 1.4 Setting up, preparing all documentation and supporting within attendance panels with parents and relevant staff, regarding children absence and punctuality as set out in the school’s attendance policy. This to include the administration of letters and the logging of this follow up on CPOMS.
- 1.5 Initiating court fining proceedings for persistent absentees (< 90% attendance) to the LA and those who undertake holidays in term times
- 1.6 Supporting the DSL in home-visits and links with outside agencies etc including supporting in writing referrals if needed.
- 1.7 Communicating effectively, including attending meetings to support children and families regarding attendance and punctuality.
- 1.8 Ensuring all relevant information regarding absence/lateness, school trips, exclusions and suspensions etc. is entered on Arbor and all registers are kept up to date and disseminated to all relevant stakeholders;
- 1.9 Maintain and manage all information systems that relate to attendance.
- 1.10 Preparing attendance reports for SLT and phase leads as requested;
- 1.11 Inform relevant staff in a timely manner when correct register procedures are not followed in line with the Attendance Policy;
- 1.12 Provide general clerical and administrative support related to attendance and punctuality, e.g. photocopying, filing, completing routine forms, responding to routine correspondence etc.
- 1.13.1 Provide general advice and guidance to staff, children and others about attendance, punctuality and welfare issues;

2.0 BUSINESS RESPONSIBILITIES

- 2.1 Maintain accurate children attendance data on Arbor (MIS)
- 2.2. To raise purchase orders on the school’s finance system for the purchase of goods and services linked to attendance, ensuring that such orders are authorised and are compliant with the school’s finance regulations
- 2.3. To ensure that the school’s administrative, financial and business procedures are followed when dealing with attendance issues.

3.0 Other key responsibilities

- 3.3. To play a full part in the life of the school community, to support its ethos and to encourage children, staff and colleagues to do the same.
- 3.4. To undertake any other administrative duties to support in the front office and to comply with any reasonable request from a Senior leader or the office manager to undertake work of a similar level.

- 3.5. To engage actively with the performance review process and take responsibility for own professional development.
- 3.6. To be fully aware of and understand the duties and responsibilities from the *Keeping Children Safe in Education guidance* in relation to child protection and safeguarding children, young people and vulnerable adults.
- 3.7. To ensure that the line manager is made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection.
- 3.8 Complete in-house Level Three Safeguarding Training,

4.0 Person Specification

4.1 *Qualifications, experience and knowledge.*

- Minimum GCSE Level C/5 or above in English & Maths.
- Previous experience of working with children attendance and in pastoral care for children (desirable)
- Experience of working in a busy office or administrative environment (desirable)
- Demonstrable experience in delivering effective administrative and organisational skills.

4.2 *Competencies and Skills*

- Excellent administration and ICT skills, with experience of using Arbor, CPOMS (desirable), Microsoft Office 365 and Microsoft TEAMS or equivalent.
- Ability to work proactively and independently, and as part of a team
- Excellent inter-personal skills when dealing with children and parents, and the ability to establish good professional relationships with staff at all levels
- Able to analyse complex data and identify trends and relevant information.
- High level of accuracy and attention to detail, and meticulous in planning
- Excellent time management skills, able to work under pressure while maintaining own effectiveness, meeting and negotiating deadlines.

4.2 *Personal Qualities*

- A strong team player, able to work collaboratively and effectively with a range of styles and personalities.
- Excellent communication skills, able to use a range of methods for effective communication.
- Willing to be adaptable and flexible when working within a busy and fast changing environment.
- Some flexibility with working hours, especially if required for home visits
- An excellent record of attendance and punctuality.
- Able to display tact, resilience and confidentiality within a busy environment.

4.3 *Desirable Skills and Experience:*

- Familiarity with Arbor or a similar MIS.
- Experience of working with children or young people.

- Experience of working within an educational environment.
- Knowledge and understanding of school attendance systems and how to effectively support children and families when issues arise.

Although some specific responsibilities may be fixed as part of an individual's job description, there will be a regular audit of tasks and responsibilities within this job description to ensure they meet the needs of the business in the future. Some tasks or aspects of responsibility may change over time in response to internal and external changes or to maximise opportunity for professional development and the need to ensure a collaborative approach to all aspects of work. Any significant changes to this job description will be discussed with the individual.

This post allows substantial access to children, therefore you are required to undergo an enhanced DBS (Disclosure and Barring Service) check.

Equal Opportunities and Safeguarding

You will be expected to carry out all duties in the context of and in compliance with the Trust's Equal Opportunities Policies.

To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to your role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to your role.

To ensure that your line manager is made aware and kept fully informed of any concerns, which you may have in relation to safeguarding and/or child protection.

Please complete the Wandle Learning Trust application form attached. Please note that we cannot accept CVs.

School visits are warmly welcomed and actively encouraged. Please call the school office on 0208 6730594 to arrange a time to come visit us and meet the children, staff and talk to the headteacher.

To apply please complete the application and email it to our HR manager:
Piyush Patel - ppatel@ravenstoneprimary.org.uk

Closing date: Wednesday 3rd July 2024 9.00am

Shortlisting: Friday 5th July 2024

Interviews: Week commencing Monday 8th July 2024

Start Date: September 2024

Suitable candidates may be interviewed before the closing date and the school reserves the right to withdraw the position if an early appointment is made. Applicants are therefore encouraged to apply early

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check. CVs are not accepted.

