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| **Attendance and Parent Support Officer, 37 hours per week, term time only** | **L:\Admin\Logo\TVCT Logo\Tees Valley Collaborative Trust logo.png** |

Tees Valley Collaborative Trust, based in the North East of England, is a well-established organisation with social inclusion, educational excellence and widening participation at the heart of its values. [www.tvc.ac.uk](http://www.tvc.ac.uk)

Bishopton Pupil Referral Unit is a good school which educates and supports children in KS3 and KS4 with complex learning needs and challenging behaviour within the Stockton-on-Tees Local Authority.

We have high academic aspirations for every student and focus on addressing their social, emotional and mental health needs. At the heart of all we do, is a belief that relationships with students, staff, parents/carers and other agencies matter.

We are seeking to appoint an experienced Attendance and Parent Support Officer to join our team.

You will have specific experience of positively engaging with young people from challenging backgrounds and with families who may be affected by issues that pose a barrier to their child’s education. You will need to be a highly self-motivated individual with excellent communication, interpersonal and IT skills

Normal working hours are Monday – Thursday 8.30 am to 4.30 pm and Friday 8.30 am to 4.00 pm, but a flexible approach to scheduling work time may be necessary to accommodate out of hours meetings.

Start Date: Immediate start available.

**Salary and Benefits Information**

Salary: Local Authority Support Staff Pay Spine, Points 14 - 17 (£25,409 - £26,845 per annum FTE)

Actual pro rata term time only salary based on spine point 14 is £21,855.22 per annum

Employee Benefits include:

* Membership of the Local Government Pension Scheme for all our support staff
* Opportunities for training and professional development
* Childcare Vouchers
* Cycle Scheme
* Free on-site parking
* Discounted nursery provision on the Prior Pursglove College site (available to all Trust employees)

**Application Details**

Closing Date: noon on Monday 27th February

Interview Date: w/c 6th March

An application pack can be downloaded from [www.tvc.ac.uk](http://www.tvc.ac.uk). Please contact the HR Department at HR@tvc.ac.uk for any further information.

All applications must be submitted on a Trust application form and CVs will not be accepted.

We are an inclusive employer and we actively encourage applications from people from diverse and underrepresented backgrounds and if you need any assistance with your application in terms of reasonable adjustments, please let us know.

**Safeguarding Information**

Tees Valley Collaborative Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

As this post involves direct contact with, or unsupervised responsibility for, children or vulnerable adults the successful candidate will be required to undertake a Disclosure and Barring Service check before taking up the position. Additional checks will include; identity checks, qualification checks and employment checks, including the investigation of any gaps between jobs and two satisfactory references.

**TEES VALLEY COLLABORATIVE TRUST**

**PRIOR PURSGLOVE AND STOCKTON SIXTH FORM COLLEGE**

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Guisborough

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