



**Home School Liaison Officer**  
**11-16 mixed comprehensive - NOR 850**  
**Salary: 18.5 Hours per week 44/52 Scale 7**  
**(Actual Pro Rata'd Salary £10,801-£11,717)**

Required as soon as possible

John Spence is a popular and successful school, serving students from the North Shields area of North Tyneside.

We have an exciting opportunity for a creative, hardworking professional to join our school team. The successful candidate will support the work of the school in addressing issues of school attendance and education welfare. The school requires outstanding attendance from our students and we achieve this principally through the work of the HSLO in conjunction with the pastoral team.

The successful candidate will work alongside our current HSLO on a job share basis – initially working 2.5 days per week, with the potential for this to increase further in time.

The successful candidate will be expected to liaise effectively with all colleagues, families, representatives from the LA, and all appropriate services, as well as with equivalent colleagues in neighbouring schools. Familiarity with and use of ICT, mainly the Schools SIMS system for recording and analysing attendance patterns is desirable, although training can be provided.

Potential candidates are welcome to contact Helen Blair, Assistant Headteacher for an informal discussion.

John Spence Community High School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. As such an enhanced Disclosure and Barring Service (DBS) disclosure will be sought along with other relevant checks deemed appropriate.

An application form and accompanying letter should be completed and returned no later than **Friday 6<sup>th</sup> November @ 10am** to the Headteachers PA Emma.Rutter@ntlp.org.uk. Further details of the school and the post can be obtained from the school website, [www.johnspence.org.uk](http://www.johnspence.org.uk) as can a copy of the application form.

**Interview date TBC**

**John Spence Community High School**

**Preston Road, North Shields**  
**Tyne and Wear, NE29 9PU**  
**Telephone No. (0191) 296132**  
**Email – jschs.office@ntlp.org.uk**