



TO CARE  
TO LEARN  
TO ACHIEVE

**BEDFORD HIGH SCHOOL**  
A Specialist Business and Enterprise College  
with Applied Learning  
Headteacher: Mrs H J Phillips

July 2021

Dear Colleague

**Re: Early Help Coordinator required 1<sup>st</sup> September 2021 temporary for 12 months**

Thank you for your interest in the post of Early Help Coordinator at Bedford High School.

Bedford High School seeks to appoint a dedicated and enthusiastic Early Help Coordinator who will work to support students and families with emerging needs and contribute to more complex cases using an asset-based approach, enabling and empowering the families to make sustained robust changes, thus improve outcomes for children. You will develop action plans for students and families in need of early help or with complex needs.

At Bedford High School we are dedicated to offering our students a high quality education in a well ordered and purposeful school environment. Our values are: To Care, To Learn, To Achieve. We seek to develop happy and successful citizens who will make a valuable contribution to their community. We were judged to be a 'Good' school in May 2018. We are proud of what we have achieved but we are far from complacent and we are acutely aware that there is more to do to achieve our ambition to become an 'outstanding school'. To support our aim we have extremely challenging data targets, underpinned by strong development planning and rigorous accountability.

In return we offer you a committed staff and student body enjoying excellent relationships as well as dedicated, professional, hard-working Governors; you will be well supported.

If you feel you have the necessary skills and qualities to undertake this role, we will be delighted to receive your application. Please complete the application form (we do not accept CV's) and return it to [recruitment@bedford.wigan.sch.uk](mailto:recruitment@bedford.wigan.sch.uk) or post to Mrs Claire Taylor, HR Facilities & Communications Manager at the school's address.

**Closing date: Wednesday 21<sup>st</sup> July 2021 at 12 noon**

**Interviews: to be confirmed**

I very much look forward to receiving your application.

Yours faithfully

Mrs H.J. Phillips  
Headteacher

Bedford High School, Manchester Road, Leigh, WN7 2LU. Tel: 01942 909 009

[enquiries@bedford.wigan.sch.uk](mailto:enquiries@bedford.wigan.sch.uk)

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