



### **Candidate Information**

Attendance & Welfare Officer

Scale F Points 7-10 (Term time + 5 training days)

9am to 1pm - Monday to Friday (20 hours)

Initially to 31.08.2024

St Oswald's C of E Academy

# About the Multi Academy Trust



## The Trust

The Diocese of Coventry Multi Academy Trust Academies are:

- Transformational
- Aspirational
- Sustainable
- Motivational
- Purposeful

They are recognised for their distinctive and inclusive Christian ethos and for the impact this has on raising educational standards. An effective Church Academy will demonstrate its Christian distinctiveness by providing an aspirational and holistic education which enables all children and staff to develop and achieve to their full potential.

## Our Vision

Our vision, based on John 10:10, is for every adult, every child and every academy in our trust to come together in order that we may pursue life in all its fullness. We have a vision of building a better future for all within our academies, who in turn will positively impact their communities.

## Our Strategic Goals

To achieve our object, mission and vision, we will focus on the following five high-level goals:

- Deliver excellent education;
- Ensure strong and effective governance at all levels;
- Build a strong and sustainable infrastructure;
- Become an employer of choice;
- Drive sustainable growth

## About the Role

The Trust is looking to appoint an inspirational and highly effective Attendance & Welfare Officer, who is committed to supporting the Multi Academy Trust to educational excellence and further developing the distinctive Christian character of educational provision and the school community.

In return we can offer:

- A support network of professional colleagues
- A strong culture of professional development
- The opportunity to be part of an aspirational organisation and contribute to its development and growth plans
- We are offering payment in line with Scale F Points 7-10 (starting at point 7 - £22,369 fte). Actual salary starting at £10,492. Hours are 9am to 1pm Monday to Friday (term time only + 5 training days)
- Eligibility to join the Pension Scheme

## Applications

Thank you for your interest in this post. Interested candidates are welcome to speak to us for more information about this fantastic opportunity. Please contact Clare Baxter at [clare.baxter@stoswalds.covmat.org](mailto:clare.baxter@stoswalds.covmat.org) to make arrangements.

Please note the closing date for applications is **Sunday 4<sup>th</sup> June 2023**. Completed applications and supporting documents should be sent via email to [clare.baxter@stoswalds.covmat.org](mailto:clare.baxter@stoswalds.covmat.org)

We welcome all applications regardless of age, disability, gender, marriage and civil partnership, pregnancy and maternity, race religion and belief, sex and sexual orientation.

Interviews will take place on **week commencing Monday 5<sup>th</sup> June 2023**.

# Our Trust

Thank you for your interest in joining The Diocese of Coventry Multi Academy Trust, we are delighted to provide you with an application pack. It is hoped that the information provided will be of interest and will help you to begin your journey with us.

The Diocese of Coventry Multi Academy Trust was incorporated in 2013 and is one of over 2,700 Multi Academy Trusts in England. Highlighted as a leading diocesan Trust and a model of good practice by the Department for Education in 2016, the trust is now home to nineteen academies spread across the Diocese of Coventry. This scale makes us one of the top 150 largest Multi Academy Trusts in the country.

Our vision, “together, pursuing life in all its fullness”, is based on John 10:10 and reflects the Church of England’s vision for education. You will see this come to life in all of our academies every day. We offer a vision of human flourishing for all, one that embraces excellence and academic rigour, but sets them in a wider framework. We offer opportunities for children to realise their God given potential and flourish.



Our strategy focuses on five core aims. Among these are the desire to offer an **excellent education** and to be an **employer of choice**. To work with us, you must aspire to be an outstanding colleague, be prepared to go the extra mile and be comfortable with high levels of accountability for the progress of over 4,000 children. You must be willing to share and learn. Above all else, you must like young people and aspire to make them outstanding citizens.

In return, we offer excellent working conditions, first class professional development for ambitious people, genuine career development and opportunities for growth. All of our teachers are offered membership of the Teachers Pensions Scheme and all support staff are offered membership of the Local Government Pension Scheme. In addition, there is a superb package of employment benefits, including access to the Cycle to Work Scheme, membership offers and retail discounts.

We are proud to tell people that an academy has never dropped an Ofsted grade under our management and our most recent SIAMS inspection resulted in an “excellent” judgement. But we are not standing still and you would be joining the trust at an important stage in our development. We are on the verge of another period of growth, we are reviewing our school improvement offer and our central support structure, and our pupil numbers continue to rise.

In short, we believe our Trust has a bright future and are looking for bright people to help us get there.

Thank you once more for your interest in The Diocese of Coventry Multi Academy Trust and in the position available. I hope that this introductory letter has given you a clear sense of our vision and I hope that this pack gives you a feel for what we need. We look forward to hearing from you and exploring your future with us through our selection process.

**Michael Cowland, CEO**

## Coventry Diocese

The Diocesan Board of Education seeks to serve and equip the church school family in a variety of ways. The Diocesan Director of Education, Mrs April Gold, is supported by a team of highly qualified, experienced and well-regarded professionals who aim to:



- 'be there' for our church school family and act as a central reference point supporting pastorally and professionally;
- facilitate creative and flexible networking between schools;
- promote excellence and distinctiveness within the family of church schools/academies and beyond;
- share best practice collectively;
- provide professional development: for staff at all stages of their careers and for governors;
- facilitate collaborative school improvement partnerships through the growth of our six CofE majority MATs;
- support the process of academy conversion;
- promote the establishment of new church schools;
- represent church schools to the wider church, to diocesan groups, in the press, and in public and community debate;
- champion inclusion and equality including advising on admissions policies and managing appeals;
- protect the status of church schools
- and promote the importance and the continuance of the voluntary sector.



*'I believe that schools are at the heart of the church's mission to the nation and play a very important role in the life of their own parishes and communities.'*

*The Diocese is proud of its Church of England Schools which educate about 18,300 children and young people. The headteachers, staff and governors strive to promote the highest quality in everything they do, living and working with the values of Jesus Christ every day.*

*Our schools are a significant part of the Church family of the Diocese. Seeking to build communities of care and understanding, they witness God's love for each person and reflect God's desire for the world to be a better place for us all to live in.'*

Bishop Christopher



# Our Academies



**St Laurence's CofE Primary School**  
Old Church Road  
Coventry  
CV6 7ED



**St Oswald's CofE Academy**  
Addison Road  
Rugby  
CV22 7DJ



**St Bartholomew's CofE Academy**  
Bredon Avenue, Coventry  
CV3 2LP



**St Michael's CofE Academy**  
Hazel Grove  
Bedworth  
CV12 9DA



**Queens CofE Academy**  
Bentley Road  
Nuneaton  
CV11 5LR



**Leamington Hastings CofE Academy**, Birdingbury Road Hill,  
Leamington Hastings, Rugby  
CV23 8EA



**Stretton CofE Academy**  
Stretton Avenue  
Coventry  
CV3 3AE



**Leigh CofE Academy**  
Plants Hill Crescent  
Tile Hill, Coventry  
CV4 9RQ



**St James CofE Academy**  
Barbridge Road  
Bulkington, Bedworth  
CV12 9PF



**Salford Priors CofE Academy**  
School Road  
Salford Priors, Evesham  
WR11 8XD



**Harris CofE Academy**  
Harris Drive  
Overslade Lane, Rugby  
CV22 6EA



**All Saints CofE Academy LW**  
Warwick Road  
Leek Wootton, Warwick  
CV35 7QR



**St Nicolas CofE Academy**  
Windemere Avenue  
Nuneaton  
CV11 6HJ



**Burton Green CofE Academy**  
Hob Lane  
Burton Green, Coventry  
CV8 1QB



**Studley St Mary's CofE Academy**  
New Road, Studley  
B80 7ND



**Long Itchington CofE Academy**  
Stockton Road  
Long Itchington, Southam  
CV47 9QP



**St John's CofE Academy**  
Winsford Avenue  
Coventry  
CV5 9HZ



**Southam St James CofE Academy**  
Tollgate Road  
Southam  
CV47 1EE



**Central MAT Office**  
The Diocese of Coventry Multi  
Academy Trust  
The Benn Education Centre  
Craven Road  
CV21 3JZ



**All Saints Bedworth CofE Academy & Nursery**  
Off the Priors, Mitchell Road  
Bedworth  
CV12 9HP



# Attendance and Welfare Officer

## Job Description

### KEY PURPOSE

To provide a complementary service to teachers and staff in the academy, addressing the needs of children and families who need help to overcome barriers to learning both inside and outside school in order to achieve their full potential and enable school to raise standards of achievement, improve attendance, raise standards of behaviour and work alongside multi-agencies to support with safeguarding.

### ACCOUNTABILITIES

The appointee will be line managed by the Head of School or a senior leader where necessary.

### PRINCIPLE RESPONSIBILITIES

#### Attendance

- To maintain and develop school systems to promote the regular and punctual attendance of all pupils in line with statutory guidance.
- Monitor and track pupil attendance on a weekly basis and follow up on pupils whose attendance identifies as declining or persistent.
- Ensure any correspondence linked to attendance e.g. target letters, holiday request letters, etc. are dealt with in a timely manner.
- Meet with school staff (including teachers), parents/carers and external agencies to identify individual barriers and possible solutions.
- To make unsupervised contact with families in response to unexplained non-attendance or allocated referrals i.e. home visits and/or meetings in school.
- To establish the reason for non-attendance, make assessments and agree a plan for facilitating a return to school using appropriate strategies within specified timescales.
- To initiate appropriate legal action with Warwickshire Attendance Service (WAS) to ensure the school is carrying out its statutory responsibility in respect of pupils. This will include preparing statements, attending and presenting evidence or request the issuing of penalty notice fines or other legal sanctions and completion of Early Help referrals.
- To liaise and work with the LA on attendance as well as other professionals in police, Social Services, Housing, Health and any other statutory and voluntary organisations.
- To support staff and senior leaders in advising the school on all matters relating to attendance and where necessary take the lead role in developing work processes to improve school attendance.
- To work on initiatives/reward systems which raise the awareness of school staff, parents and the community on the importance of school attendance and punctuality.

## **Welfare**

- Support the Designated Safeguarding Lead (DSL) as one of a team of Deputy Designated Safeguarding Leads (DDSL's) to ensure effective safeguarding in school
- Liaise with the safeguarding team to identify pupils at risk of disaffection or lack of parental support
- Support Senior Leaders to develop strategies within the school intended to improve the learning behaviours of particular pupils
- If required, work with identified children during the school day on a 1:1 or small group basis providing interventions i.e. nurture support, mental health support
- Have knowledge and appreciation of the range of activities, courses, organisations and individuals that could be accessed and drawn upon to provide further support for pupils
- Keep up to date records about particular incidents in compliance with the Data protection act whilst maintaining confidentiality at all times
- Develop positive home-school relationships, acting as a link between home and school
- Lead and manage referrals for Early Help, ensuring that relevant paperwork is completed and shared in a timely manner
- Assist the DSLs with managing referrals to external agencies e.g. children's social care services
- Represent the organisation at external meetings related to safeguarding if required
- Ensure during pupil transition that safeguarding and welfare information is transferred and as appropriate, the relevant information is shared with staff within the guidelines of data protection

## **SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST**

As part of the Diocese of Coventry Multi Academy Trust, the Attendance and Welfare Officer will be expected to develop and maintain strong, positive relationships with colleagues in the Multi Academy Trust, within the family of Multi Academy Trust academies and the Diocesan family of schools.

## **STRENGTHENING THE COMMUNITY**

Academies exist in a distinctive social context, which has a direct impact on what happens inside the school. Academy leadership should commit to engaging with the internal and external school community to secure equity and entitlement. All staff should collaborate with other schools in order to share expertise and bring positive benefits to their own and other academies. They should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

### **This will include:**

- Building a school culture and curriculum which takes account of the Church Foundation and the richness and diversity of the school's communities.
- Creating and promoting positive strategies for challenging harassment of any kind.
- Ensuring learning experiences for pupils are linked into and integrated with the wider community, the local church and diocesan communities.



- Ensuring a range of community-based learning experiences, including building links with local churches and Coventry Diocese.
- Collaborating with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
- Creating and maintaining an effective partnership with parents and carers, (including those who may be described as 'hard to reach', those with learning disabilities and those for whom English is an additional language), to support and improve pupils' achievement and personal development.
- Building bridges with the school's diverse communities, seeking opportunities to invite the whole range of parents and carers, community figures (including clergy and church representatives), businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operating and working with relevant agencies to protect children.

## **SAFEGUARDING CHILDREN AND SAFER RECRUITMENT**

Our Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced criminal record check via the DBS. Further information about the Disclosure and Barring Service is available from the DBS website at: [Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

**The Trust will ensure that:**

- The policies and procedures relating to safeguarding and safer recruitment are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

## **DATA PROTECTION**

The post holder must meet the requirements of the General Data Protection Regulation Act 2018 at all times, especially concerning confidentiality, treatment of personal information and records management.

## **ADDITIONAL DETAILS**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with all Trust policies and procedures and any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the Head of School reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

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# Person Specification

Personal Qualities, Qualifications and Experience		Measured By				
		Essential	Desirable	Application	Interview Process	References
1	NVQ Level 2/3 (or equivalent) in relevant field	✓		✓		
2	Minimum GCSE English and Maths at Grade A-C	✓		✓		
3	Designated Safeguarding Lead training/qualification		✓	✓		
4	Teaching, Counselling or equivalent qualification		✓	✓		
<b>Professional Experience and Knowledge</b>						
1	Experience of engaging and working with young people and families	✓		✓	✓	
2	Experience of working with external agencies	✓		✓	✓	
3	Knowledge and understanding of safeguarding requirements and good practice	✓		✓	✓	
4	Experience of supporting children with a range of educational and emotional needs in an inclusive environment	✓		✓	✓	
5	An understanding of Data Protection	✓		✓	✓	
<b>Skills and abilities</b>						
1	Able to be a supportive member of a team	✓		✓		
2	Excellent communication skills and enjoys working with children in a caring and sensitive manner	✓		✓	✓	
3	Able to remain calm under pressure, prioritise and organise workload to meet deadlines and seek appropriate solutions	✓		✓	✓	
4	Able to respond quickly and effectively to emergencies or disruptions	✓		✓		
5	Able to use IT effectively (Microsoft Office, Email, Internet, CPoms, SIMS, etc)	✓		✓		
6	Able to draft letters and compose replies and produce statistics and reports as required	✓		✓		
7	Able to recognise the importance of, and maintain security and confidentiality within current policies, procedures and guidelines	✓		✓	✓	
8	Able and willing to undertake staff training and development courses	✓		✓		
9	Able to use own initiative and be a positive role model to others	✓		✓		
<b>Personal Qualities</b>						
1	Has high expectations and personal integrity with the ability to promote and sustain the values, culture and Christian ethos of the school	✓		✓	✓	
2	Is articulate and approachable with excellent interpersonal communication skills both verbally and in writing	✓		✓	✓	