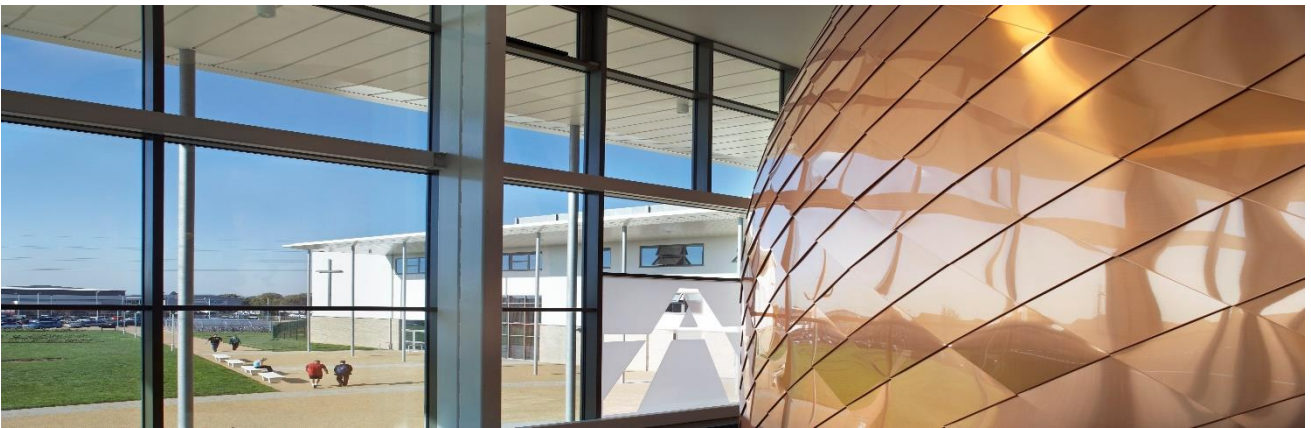




All Saints'  
Academy  
Cheltenham

Application Pack

Education Welfare Officer –  
Attendance and Inclusion



Where every member of our extended family realises their God-given potential, inspired by **John 10:10**. Jesus said 'I have come so you may have life in all its **fullness**'.





All Saints'  
Academy  
Cheltenham



[www.asachelt.org](http://www.asachelt.org)

**All Saints' Academy**, Cheltenham, Gloucestershire.

Principal: Mr Benjamin Williams

### **Education Welfare Officer – Attendance and Inclusion**

**Start date:** 2<sup>nd</sup> September 2024

**Salary:** Grade 6 Points 15-20 (£27,803 - £30,296 pro-rata) Salary range for 37 hours per week £24,466 - £26,660 per annum.

**Hours of work:** 20-37 hours per week/ Term time plus inset days and one additional working week (Full or Part-Time working hours considered)

**Contract:** Permanent

**Closing date:** 9 am Monday 29<sup>th</sup> July 2024

**Provisional Interview date:** Tuesday 20<sup>th</sup> August 2024

The Education Welfare Officer – Attendance and Inclusion will work closely with the Leader of Pastoral Support and the Vice Principal to implement the Academy's Attendance Policy and to improve the attendance of students across the Academy. This is a new position to join an existing friendly team of two Education Welfare Officers and the Leader of Pastoral Support.

This role involves identifying students whose poor attendance is negatively impacting on their progress and wellbeing, and working with the student and other stakeholders to remove the barriers to education.

We welcome applicants from full or part-time candidates. The ideal full-time working hours (37 per week) would be 8 am to 4 pm Monday to Thursday and 8 am to 3.30 pm on a Friday, during term time.

Following another Good judgement, Ofsted reported:

- All Saints' Academy is an inclusive school.
- Leaders and directors have been successful in improving pupils' life chances by ensuring that they have achieved well in recent years.
- Staff hold fast to the school's values and ethos, which unite them in their drive to improve standards.
- There is a clear determination to support pupils and their families to overcome barriers.

*Ofsted 2018*

Sponsored by the Anglican Diocese of Gloucester, we are an Academy serving at the heart of our local community. All Saints' Academy has a Life Vision, 'Where every member of our extended family realises their God-given potential, inspired by John 10:10. Jesus said 'I have come so you may have life in all its fullness'.

We are an inclusive Church Academy who welcomes applications from all denominations and those of none.

What we offer:

- The Academy is in an attractive new building, within easy access to Cheltenham, Tewkesbury and the M5 with onsite parking (including electric car charge points) and catering facilities
- Entry into the Teachers' Pension scheme
- Free access to the onsite gym facility
- Access to our Employee Assistance Scheme
- Excellent CPD opportunities for career progression

The Academy is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Shortlisted candidates will be subject to an online search in line with Keeping Children Safe in Education 2022 recommendations. Successful applicants will be subject to enhanced DBS clearance.

To apply for this role please complete an online application form that can be found on the Academy website [www.asachelt.org](http://www.asachelt.org). If you have any questions regarding this role or wish to visit the Academy please contact Katie Jordan, HR Manager at [hr@asachelt.org](mailto:hr@asachelt.org)

*All Saints' Academy is committed to ensuring that all applicants and employees are given equal opportunities and that no applicants or employees are discriminated against on the basis of gender, gender reassignment, race, disability, pregnancy or maternity, sexual orientation, marital or civil partnership status, age or religion and belief.*

## **Job Description**



Job Title: Education Welfare Officer - Attendance and Inclusion

Hours of work: 20-37 hours/ TTO/ one week for inset days/ one additional working week

Reporting to: Leader of Pastoral Support, Vice Principal

### **Key Activities**

Work as part of the Academy's Attendance Team on daily routines related to attendance; communication with students, families and other stakeholders, internal and external meetings, home visits etc.

Link with Academy SLT, Pastoral Leaders, students and their families and other stakeholders to improve attendance and punctuality and to reduce persistent absence.

Monitor attendance across student groups and implement appropriate intervention measures as and when necessary.

Manage and organise attendance data for review.

Support Academy SLT in organising formal intervention measures and fixed penalty notices for families that require further action.

Participate in the guidance and transition of students through the phases, particularly students joining the Academy in Year 7.

Arrange and lead Attendance Improvement Meetings for families giving cause for concern.

Arrange and attend relevant outside agency and welfare meetings when the need arises.

Complete referrals for support from outside agencies as required in line with student welfare and safeguarding.

### **Pastoral Activity**

Support students in accordance with Academy expectations and policies for attendance and engagement with the Academy.

Promote the academy rewards system and identify attendance and achievement so it can be recognised across the Academy community.

Work with external support agencies to provide support to meet student needs.

Support an active student voice that leads to improvement of the Academy.

**Accountability**

Positive professional communication and liaison with families, agencies and Academy staff.

With Inclusion and pastoral staff, monitor and evaluate the standards of all students in the Academy and implement appropriate intervention measures that improve engagement and attendance.

Support outstanding standards of attendance, behaviour and uniform.

Provide Academy SLT, Inclusion Staff and the Pastoral Team with the necessary student information relating to attendance needs, agency support, wellbeing and achievements.

**Other Specific Duties**

All support staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties, in pursuance of raising student achievement and effective team working.

Support Staff will also:

Model the ethos and vision for the Academy  
continue personal professional development as required  
actively engage in the performance review process  
support whole Academy acts of worship and prayer for the day.

It is important that all staff recognise that they are an integral part of the Academy and have a duty to contribute to its overall effectiveness: both within their specific areas and beyond.

It is the vision of the Academy to involve all support staff in the life of the Academy and in particular in supporting students as Tutors, Mentors and other appropriate ways.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job description and to undertake all duties reasonably requested by their line manager in a manner consistent with the vision of All Saints' Academy.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

## PERSON SPECIFICATION



### Education Welfare Officer

	<b>Essential</b>	<b>Desirable</b>
Qualifications	<ul style="list-style-type: none"><li>• GCSE grades A-C or 4-9 in English and Mathematics or equivalent qualification</li><li>• Experience of working with young people between the ages of 11-18 years</li></ul>	<ul style="list-style-type: none"><li>• Safeguarding Training</li><li>• Further relevant qualifications</li></ul>
Skills	<ul style="list-style-type: none"><li>• Ability to prioritise own workload</li><li>• Desire to inspire and support young people</li><li>• Initiative and the ability to approach challenges with a positive attitude</li><li>• Ability to use data effectively to assess prior attainment, track progress and set student targets</li><li>• Time management skills</li></ul>	<ul style="list-style-type: none"><li>• Use of education MIS system (SIMS)</li><li>• Experience of working in an Education setting</li></ul>
General	<ul style="list-style-type: none"><li>• Ability to work as part of a team</li><li>• Flexible and enthusiastic attitude</li><li>• Clear ability to relate to young people</li><li>• A commitment to a positive culture of learning</li><li>• Resilience to support and find ways to develop young people</li><li>• Excellent communication skills</li></ul>	<ul style="list-style-type: none"><li>• Willingness to work flexibly in response to changing organisation requirements</li><li>• Have ideas that you can turn into practice</li><li>• Ability to self-review effectively and set appropriate targets</li></ul>