



Recruitment Pack Education Welfare Officer



ENJOYING TODAY, PREPARING FOR TOMORROW

 www.oiam.org/freeschool/

Vacancy Details

One In A Million Free School – Bradford
Enjoying today, preparing for tomorrow!

Education Welfare Officer

Salary: £24,715 – £26,609 (actual salary based on term time only plus 10 days)

Point 18 – 22 on the NJC pay scale

Contract: 1 year fixed term in the first instance

Start date: As soon as possible

Are you looking for your next challenge post? Do you relish the chance to raise aspirations and make a real difference to the lives of our students? If so, we have the perfect opportunity for you.

Who are we?

- OIAMFS opened in September 2013 with just 60 year 7 students, we are now full and oversubscribed every year. We are based next to the iconic home of Bradford City Football Club, Valley Parade.
- OIAMFS is part of the One In A Million family. One In A Million was established in 2006 as a charity that wanted to make a difference in the lives of young people in Bradford through sport, the arts and enterprise. Our name reflects our values: every child is valued and unique.

What we offer

- We are a small secondary, mainstream comprehensive school, with approximately 375 students across five year groups, so our class sizes are smaller. This means every teacher knows every student and we all know each other which builds a strong team and community within the school.
- A chance to change the lives of young people from deprived socio-economic backgrounds.
- We place students at the centre of everything we do as a school.
- We genuinely value our staff and fully support their development, wellbeing and career progression. We offer a wide range of CPD opportunities and really encourage staff in their professional development.
- A range of benefits, include access to West Yorkshire Pension Scheme, cycle to work and discounted IT plans and we offer wellbeing support through Health Assured and provide wellbeing sessions to staff.

What you offer:

- With a diverse student base and range of abilities we are looking for someone

Vacancy Details

who has a passion for helping students thrive and meet their full potential.

- At least 2 years of demonstrable experience of inspiring behaviour and attendance, and working within a school environment supporting students and their families.
- Excellent communication skills, resilience, empathy and being able to work effectively under pressure.
- As a small school we sometimes have to take on a variety of roles so being a team player is essential.
- Share our values of Compassion, Honesty, Integrity and Excellence.
- Full commitment to optimising the opportunities available to children and young people.
- A clean, current driving licence and access to a vehicle for home visits.

To apply and for further information about our school please visit

<https://www.tes.com/jobs/employer/one-in-a-million-free-school-1062792>

Our doors are always open, so please feel free to organise an informal meeting and tour of the school if you are interested in finding out more. I look forward to warmly welcoming you to One In A Million Free School.

We reserve the right to interview earlier than the closing date if we receive a high volume of applications, this may result in the advert closing earlier than the date specified.

Safeguarding

One in a Million Free School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We follow safer recruitment practices. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020 and appointment is therefore subject to a satisfactory enhanced disclosure from the Disclosure & Barring Service.

Hub and Spoke

The ethos and vision of the One In A Million Free School are based upon our extensive experiences of delivering successful community based programmes in sport, the arts and enterprise.

The “Hub and Spoke” Model links the One In A Million Free School (hub) with our existing range of community activities (spokes).

Our “Wheel of Hope” vision places our Free School at the heart of all that the charity does to ensure that our innovative education projects reach as many young people as possible in and out of school throughout the Bradford community.



JOB DESCRIPTION

JOB TITLE:	Education Welfare Officer
JOB LOCATION:	One In A Million Free School, Bradford
REPORTS TO:	Deputy Vice Principal
PEOPLE RESPONSIBILITY:	None
BUDGET RESPONSIBILITY:	As delegated by the Principal

ONE IN A MILLION FREE SCHOOL VISION & VALUES

Our overall aim is to make a difference to young people by engendering respect, self-regard, motivation and engagement. The ethos of our school will be rooted in the name of our charity, where every young person is recognised and valued as 'one in a million'.

Our mission is to enhance the life chances of all students at One In A Million Free School through the core curriculum and a tailored programme of connected vocational learning across sport, the arts and enterprise.

Our vision is that each student will utilise their skills, talents and educational achievements across the core and connected curriculum of sport, the arts and enterprise to better themselves and their communities.

Our values: At One In A Million we are always on the lookout for new and fresh talent to help us shape the future. Our vision and mission is exciting. We aim to positively impact the lives of our children and young people. Children are at the heart of all that we do and so are our values: compassion, honesty, integrity and excellence.

JOB DESCRIPTION

JOB PURPOSE

The post holder will be responsible for working with the Senior Leadership Team, the Behaviour and Attendance Manager, Pastoral Heads of Year and wider school support teams to improve individual and whole school behaviour and attendance.

You will be responsible for applying the School's Behaviour, Attendance and Punctuality Policy, whilst also identifying children/families in need of support. You will be expected to visit parents/carers in their homes to identify reasons for non-attendance and agree a course of action whilst offering support, care and guidance as required. You will lead behaviour programmes with individual and small groups of students to support positive behaviour for learning across the school. You will lead continuous professional development sessions where appropriate, to support school staff to act in line with the behaviour and attendance policies and procedures in relation to improving behaviour, attendance and punctuality of groups and individuals.

You will:

- Ensure that the schools policies and procedures are promoted and adhered to.
- Work closely with external agencies including those involved in the provision of support for families and also those acting in legal proceedings taken against families.
- Ensure that the School remains true to its aims, values, vision and mission; upholding the principle that we are here to put the needs of our students and young people first.

KEY RESPONSIBILITIES:

Your key responsibilities and duties are to:

- Manage the school's behaviour, attendance and punctuality policy and procedures.
- Have knowledge and understanding of the statutory requirements and expectations for attendance, safeguarding and home visits and ensure you adhere to these.
- Identify and plan appropriate interventions, implement effective actions that support students and their parents/carers to improve students attendance/behaviour.
- Support the school in safeguarding students through working in partnership with other agencies; arranging and attending meetings where required. This includes child protection conferences; review meetings; core group and multi-agency meetings.

JOB DESCRIPTION

- Conduct home visits to students and their parents/carers to determine why students are not attending school and work with them to agree actions to ensure the student attends school regularly.
- Collect specifically identified students from their home and bring them into school, where required take them home at the end of their session.
- Utilise a range of assessment and intervention strategies to support students and their families to re-engage them in their education and raise their aspirations to make a real difference in their lives.
- Also use a range of assessments and strategies to improve individual and collective student behaviour across the school. Liaise with the students parents/carers and relevant staff to identify the students who require intervention and support and implement effective actions to achieve improved behaviour that is maintained.
- Work with partners/agencies who provide support for students to identify support programmes for specific students and if appropriate, take the students to and from these placements.
- Follow the school and local authority procedures regarding children going missing from education and make reasonable enquiries to locate such children, working with and referring to the Local Authority as appropriate.
- Attend and contribute to behaviour and attendance meetings and develop plans to support students with attendance and/or behaviour related difficulties.
- Identify cases that should be referred to the Local Authority for court proceedings or penalty notices, preparing reports and evidence as required. Acting as a witness in the Magistrates Court if required.
- Have understanding and knowledge of procedures regarding child performance and child employment and follow and implement these where required.
- Prepare and maintain appropriate case notes and records to enable the production of comprehensive statistics on outcomes of interventions and legal sanctions etc.
- Prepare and analyse data reports for SLT, Governors and Ofsted.
- Develop a strategy to reduce persistently absent student numbers each term and evaluate the impact of the strategy and adapt where necessary to ensure these numbers are improved where possible.
- Meet with managers/Heads of Year weekly to review year group attendance and plan/evaluate the interventions in place.
- Maintain the schools attendance School Management Information System (SIMS), together with the daily automated systems to contact parents/carers regarding absent/late students.

JOB DESCRIPTION

- Coordinate strategies and work with targeted students to improve behaviour through a range of support measures including regular mentoring sessions and reflective reconciliation exercises as required
- To track and monitor the behaviour trends for individual students and student groups, and to support in the school's response to these trends
- Respond to parental complaints and enquiries in relation to attendance concerns and take appropriate steps to address these concerns.
- Assist parents/carers with processes regarding admissions, exclusions and elective home education.
- Hold regular assemblies for all year groups to raise the profile of attendance and encourage improved attendance.
- Prepare for and lead regular attendance panels/meetings and ensure appropriate follow up action is taken and reviewed.
- Develop, implement, maintain and evaluate systems of praise and recognition for and improved attendance and/or behaviour.
- Ensure all students have equal access to opportunities to learn and develop.
- Take responsibility for personal health and safety in the course of their duties including risk assessing home visits and other duties that take place out of school.
- Have thorough understanding of KCSIE and School Safeguarding Policies to ensure this is embedded in everyday practices both in and out of school.
- Be actively committed to their own professional development, attend and participate in performance management review.

In addition to the above you will have a role in strengthening the community by:

- Working closely with other schools, partners and agencies, locally, nationally and internationally.
- Working with all students and staff without prejudice to establish and implement effective strategies for equality.
- Respect confidential issues linked to home/students/teachers.

GENERAL RESPONSIBILITIES:

In addition to the specific responsibilities detailed above, the following general responsibilities apply:

- Comply with all OIAMFS policies and procedures ensuring commitment to the mission and values.

JOB DESCRIPTION

- Assist in the development of excellent working relationships throughout OIAMFS.
- Foster good, professional relationships with external organisations that provide goods and services.
- Take responsibility for Health and Safety of yourself and others.
- Ensure that all personal information that you have responsibility for, regardless of format, is held, maintained and used in accordance with Data Protection regulations (GDPR).
- Comply with all contractual, legal and reasonable requirements of any venue being used by OIAMFS for its activities.
- Proactively promote and uphold OIAMFS acting as an Ambassador.
- Behave in a professional manner (both in and out of school) ensuring that One In A Million is not brought into disrepute.
- Carry out any other reasonable duties associated with the post as instructed by the Principal or delegated person.

SAFEGUARDING:

- In common with all employees this role includes responsibility for promoting and ensuring the safeguarding and welfare of children and young persons with whom you come into contact with.
- Adherence to the School's Child Protection Policy Statement is required at all times.
- If you become aware of any actual or potential risks to the safety or welfare of students or other children in the school this must be reported to OIAMFS Designated Safeguarding Lead or deputy immediately.

Person Specification

PERSONAL SKILLS AND ATTITUDES

Aspect	Assessed by	Essential / Desirable
A clear understanding and demonstration of our vision and values, ensuring the Free School remains true to its aims, vision and mission	Interview & Application	E
Ability to work as part of a team both within school and alongside other agencies	Interview & Application	E
Has enthusiasm and a passion for making a difference and ensuring student life opportunities are enhanced	Interview & Application	E
Ensure all students have equal access to opportunities to learn and develop and be able to reach out and motivate students who feel disengaged, disaffected and often struggle to trust adults	Interview & Application	E
Treat everyone with respect and dignity and shows commitment to Equality and Diversity and its effective implementation	Interview & Application	E
Well developed communication skills and the capacity to be approachable and helpful alongside adhering to compliance with procedures	Application & Interview	E
Ability to establish credibility and professional relationships with schools, parents/carers and partners working within the education field	Application & Interview	E
Ability to prioritise effectively and organise workload and resources towards achieving the required objectives	Application & Interview	E
Strong written skills, with particular focus on report writing where required and for preparing cases for prosecution	Application & Interview	E
Good verbal communication skills, specifically when working with students, parents and carers	Application & Interview	E
Represent the school professionally at case conferences	Application & Interview	E
Ability to work in an efficient and productive manner, work calmly under pressure and meet fixed or conflicting deadlines	Application & Interview	E
Good ICT skills to be able to extract and analyse data and produce reports, with strong attention to detail	Application & Interview	E

Good presentation skills with the ability to present to larger groups e.g. assemblies	Application & Interview	E
High standards of integrity, punctuality and willingness to be flexible to meet the needs of the school	Application & Interview	E
Diplomatic, confidential and professional	Application & Interview	E

KNOWLEDGE & QUALIFICATIONS

Aspect	Assessed by	Essential / Desirable
A minimum of 4 GCSE (Grade A-C with English and Maths)	Application	E
Degree (or equivalent)	Application & Interview	D
Evidence of recent continuous professional development	Application	E
Trained First Aider or willingness to undertake training	Application	D
Knowledge of the education system and the role of an Education Welfare Officer (EWO)	Application & Interview	E
Knowledge of the Children's Act 2004 and Education Legislation where is directly relates to attendance and punctuality	Application	E
Awareness of the reasons for non-school attendance and behaviour concerns and current thinking on how to address these	Application & Interview	E
Knowledge and understanding of statutory legislation regarding student attendance and exclusion	Application & Interview	E

PROFESSIONAL SKILLS & EXPERIENCE

Aspect	Assessed by	Essential / Desirable
Experience of monitoring, evaluating and supporting attendance and behaviour strategies	Application & Interview	E
At least 2 years of recent experience of working in an education setting supporting young people and their parents/carers	Application & Interview	E

Experience of using an education welfare, social work or counselling approach to work with parents/carers and students	Application & Interview	E
Experience of working in the education systems and in multi agency settings	Application & Interview	D
Ability to manage change, and lead innovations, showing flexibility, adaptability and resilience to achieve success	Application & Interview	E
Provide a safe environment to ensure the physical and psychological safety of the students	Application & Interview	E
Experience of working with confidential matters	Application & Interview	D
Proven experience of improving student behaviour through the implementation of initiatives and effective evaluation of results	Application & Interview	E
Proven experience of improving student attendance through the implementation of initiatives and effective evaluation of results	Application & Interview	E

Well-developed interpersonal and communication skills (including written, oral and presentation skills)	Application & Interview	E
Positive disposition towards inclusion of all students including those with learning difficulties in mainstream learning and education	Application & Interview	E
Able to build strong relationships with key people in relevant organisations	Application & Interview	E

Note: This job description is provided for guidance only and does not form part of the contract of employment.

Please note, because of the nature of this job, if you are successful in your application you will be subject to an enhanced Disclosure and Barring Service with barred list check. This will be done by means of applying for a DBS certificate through the Disclosure and Barring Service. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent. Clearance will be obtained before employment commences.

READ ALL ABOUT IT!

There's so much **MORE** exciting news and information still to **discover about us**. To read further, simply go to the camera on your smart phone, hover over the QR code and follow the link it generates!



We look forward to receiving your application prior to the closing date.

Visit **YouTube** and search '**One In A Million Bradford**' to watch our informative videos

Student Voice

"It's a very accepting school. They accept students no matter where they have come from. The Teachers are very understanding. They treat you very nice. I enjoy being at One In A Million because they have lots of activities".

Vinny

"It's an awesome school because every Teacher take cares of you in every way and they have good people here".

Rahat

"I prefer One In A Million because there are good teachers and good people in this society. I've learnt many things from Year 7 until now in Year 9. If I didn't come to One In A Million, I don't think that I would've had a clue about what I want to do when I get older. I want to become a teacher or a football player".

Hamad

"It's a caring school with caring Teachers and they have friendly people".

Fawziah

"The lessons are fun. The school is small so you get to know everyone. The school has good equipment and staff. Even if the lessons are a bad subject, the Teachers know how to make it enjoyable".

Nathan

"It's a very good school. They look after people. They have good people in the school and school is very nice".

Amaan

Staff Pulse



I started at One In A Million Free School in September 2015 on a two-year Business Admin Apprenticeship, then became the Attendance Manager and Data & Exams Officer and now I am a Head of Year. One In A Million has given me the opportunity to develop my career into a role which I find rewarding everyday. Working in a school full of dedicated staff and students who are constantly striving for excellence is something that I am proud to be a part of!

Liam Brennan,
Head of Year

Coming to work everyday is easier when you work with the loveliest colleagues.

Sophia Kadir,
Learning Support Assistant

Being a small school, this gives it a real sense of community and you get to know both the staff and students really well. The staff are a real strength, they really believe in the well-being and development of all students. They are caring, helpful and supportive, and always go above and beyond.

Nick White, PE/Geography Teacher

I can't thank OIAM enough for their dedication and support in helping me through my career journey. From Volunteering one day a week, to becoming a Learning Support Assistant and now being a Pastoral Leader and Designated Safeguarding Lead, it's safe to say that OIAM have given me life changing opportunities and continue to believe in me and my ambitions.

Katy Woodcock,
Head of Year / Designated Safeguarding Lead

At One In A Million we are a family, we have a very supportive and understanding team.

Sharee Tingle,
Cover Supervisor/
Co-ordinator

I started at OIAM as a part time sports coach delivering PE for the school and alternative provision. I was then given the opportunity within the school PE department as a full time unqualified PE teacher. OIAM then supported me through my teacher training and within 3 years of my start at OIAM I was a fully qualified PE teacher. 8 years later I am now Head of PE and also oversee our whole school house system. Through the values and vision OIAM have supported me throughout.

Charlotte Stuart
Head of PE



CONTACT US by post, telephone or email. Our details:
 A: One In A Million Free School, Cliffe Terrace, Bradford, BD8 7DX
 T: 01274 723439 E: school@oneinamillion.org.uk

 www.oiam.org/freeschool/