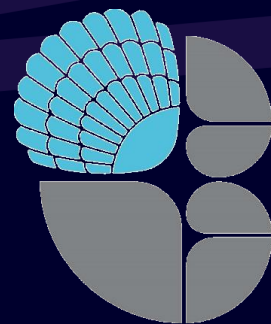


# Attendance and Welfare Officer

Wroughton Academies  
November 2019



**WROUGHTON  
ACADEMIES**  
*Creative  
Education  
Trust*

You can find out more at:  
[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)



**Thank you for your interest in the role of Attendance and Welfare Officer at Wroughton Academies.**

In December 2016, Wroughton Academies (Wroughton Infant and Wroughton Junior Academies) proudly became a member of the Creative Education Trust, which consists of eleven secondary and six primary academies in the Midlands and Norfolk plus a central team.

As a CET school, we have access to outstanding support from the very best experts in school improvement and professional development. Our children also benefit from cross trust enrichment activities and an innovative approach to cross-curricular development through the 'Knowledge Connected' programme.

Our mission at Wroughton Academies is clear – to ensure all children achieve excellence, through hard work, courage and academic performance. We achieve our mission through the excellent staffing team, alongside an outstanding programme of professional training and development and supported by a purpose-built staff training room.

We are a large and friendly staff team who understand the importance of a high-quality education to support all pupils to achieve their full potential. Our curriculum is therefore integral to everything we do. Using a systematic approach to teaching phonics, reading for pleasure and a fully immersed Talk4writing curriculum, we place a high priority on ensuring all children leave us with the necessary skills and passion for reading.

We have a strong maths curriculum, also integrated with a very clear maths calculations policy. For other subjects, we proudly adopt the International Primary Curriculum, which not only provides coverage of Science and all foundation subjects, but also has a specific focus on diversity, global and cultural awareness. We equally focus on music, Spanish, RE, PSHE and PE.

We are currently looking for a dedicated, forward-thinking, caring and driven attendance and welfare officer, who is professional, and has the commitment to promote excellent attendance and reduce levels of absence and lateness.

I look forward to receiving your application.

Yours sincerely,

*C. Avieson*

Dr Craig Avieson  
Executive Headteacher

**“We are looking for  
a dedicated,  
forward-thinking,  
caring and driven  
Attendance and  
Welfare Officer”**

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# ABOUT CREATIVE EDUCATION TRUST



**Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.**

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.



## Our aims for our students are to:

- ★ Raise their attainment in exams and tests through outstanding teaching
- ★ Make them intellectually curious with a sense of confidence
- ★ Increase their participation in HE, FE and apprenticeships
- ★ Ensure they have employable skills and attitudes
- ★ Create rounded individuals through a wide choice of co-curricular activities



## We are achieving our aims through:

- ★ Educational rigour
- ★ Organisational effectiveness
- ★ Financial efficiency
- ★ Partnership & recognition of local identity
- ★ Respect for autonomous leadership
- ★ Quality not quantity
- ★ Promoting practical creativity



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# WROUGHTON ACADEMIES

## *Creative Education Trust*

### ABOUT WROUGHTON ACADEMIES



**Our closely-connected schools opened in the early 1950s and we have subsequently served our local community for many years. In December 2016, we became Wroughton Infant Academy and Wroughton Junior Academy –part of Creative Education Trust.**

Our dedicated staff team educate children between the ages of 4 and 11 years, although we also have our own on-site nursery provision for two and three year-olds. We have a beautiful large site, with plenty of space for children to explore, learn and develop.

The school is well resourced and we strive to provide an inclusive and expansive education for all of the children in our care. We ensure all children 'achieve excellence' through developing their knowledge, skills and confidence.

#### Wroughton Academies offer

- A seamless transition into our reception classes from nursery or other providers.
- Before and after-school club provision (7.30am to 5.15pm) – for all children and free for new Reception children.
- Highly qualified and dedicated teaching and support staff to meet every child's needs.
- A strong focus on making sure children have the skills and passion for reading.
- A broad and balanced curriculum, which focuses on all subjects including: science, art, computing, music, design technology and physical education.
- New digital screens in every classroom to support interactive teaching.
- A purpose built central library with thousands of books for children of all ages.
- A large outdoor and rural area on the school site with a range of playground equipment.
- Dedicated staff to support children's welfare.
- A strong Parents and Friends Association (PFA) who support the school with a range of successful events throughout the year.



You can find out more at:

[www.wroughtonacademies.org.uk](http://www.wroughtonacademies.org.uk)

# SUPPORT FOR OUR STAFF

**We are committed to providing our academy leaders with the highest quality support and challenge to ensure that their schools excel and give our students the education they deserve.**

Our Principals and Headteachers have a good deal of autonomy as school leaders within a framework developed collaboratively with our Director of Education and our Director of Standards and Primary Education.

Each of the Creative Education Trust's schools benefits from a comprehensive programme of support and challenge, including working with former HMIs.

Creative Education Trust places a strong emphasis on CPD for teachers and for senior and middle leaders. We run a regular programme of training events to improve teaching performance and also provide focused management development and one-to-one coaching opportunities. We have an active cross-trust group on the Teaching Leaders programme and use Future Leaders and Teach First extensively.

We believe it is very important that each of our academies plans in such a way that financial and human resources are deployed to support their educational strategies fully. This is supported by our experienced Head Office team, who are available to advise on financial planning, audit, HR, legal and property matters either directly or by referral to our professional advisors.

Each of our Headteacher is a member of the Headteachers' Forum that meets regularly to help Creative Education Trust develop its ethos and strategy, and to share their professional expertise. As the network of Creative Education Trust schools grows, this forum has increasing value as a means of professional development and problem solving.

There are also a number of cross-group, phase leader and year-specific forums.



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# ATTENDANCE AND WELFARE OFFICER

## JOB DESCRIPTION AND PERSON SPECIFICATION

### LOCATION

- Wroughton Academies, Gorleston, Norfolk

### SALARY

- Scale G. £24,313 - 26,317 FTE  
Pro-rated to £22,423 - £24,271

### WORKING HOURS

- 37 hours per week, Term time plus 4 weeks.

### THE ROLE

- The Attendance and welfare Officer will work alongside key school staff to promote excellent attendance and punctuality and reduce levels of absence and lateness.
- The post includes working directly with children, families and professional agencies to support with welfare and safeguarding.
- Working directly for the Designated Safeguarding Lead.

### PRINCIPAL DUTIES AND RESPONSIBILITIES

- To act as the Deputy Designated Safeguarding Lead, fulfilling all functions following keeping children safe in education (2019 and beyond), the CET Safeguarding policy and all necessary safeguarding procedures at Wroughton Academies.
- To work with a range of families on Family Support and other processes.
- To work closely with children, staff and parents on a range of safeguarding and child protection matters.
- To carry out 'first day' calling to establish the reasons for pupils' non-attendance at school and to facilitate a speedy return to school – particularly for vulnerable groups.
- To hold attendance and punctuality support meetings with pupils and parents to establish an individualised attendance support plan to improve the attendance of each pupil.

- To carry out home visits to establish the reasons for pupils' non-attendance at school and to check children are being safeguarded.
- To monitor the implementation of the attendance and punctuality support plans and stay in regular contact with parents to monitor and review.
- To send out attendance/punctuality letters as directed and to update the academy's records accordingly.
- To update attendance displays, classroom data and SLT records on a weekly basis.
- To support at a range of parental events, increasing parental participation and engagement.

This job description is not necessarily a comprehensive definition of the post, and the post holder will be required to undertake other duties appropriate to the grade and character of the work as directed.

You can find out more at:

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	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>GCSE Maths &amp; English at grade C and above or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>A Levels or higher</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Experience in working with children and young people.</li> <li>Experience of working as part of a team.</li> <li>Experience in a school setting.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working on attendance</li> <li>Experience of using SIMS</li> <li>Experience of working in partnership with parents</li> <li>Experience as DSL</li> </ul>
<b>KNOWLEDGE AND UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>Awareness of safeguarding and child protection in schools.</li> <li>Understanding of the significance of attendance.</li> <li>Understanding of how to work with different families.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of strategies to improve school attendance.</li> <li>Sound understanding of the legislation related to school attendance.</li> </ul>
<b>SKILLS AND PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>Communicate effectively with both pupils and parents using a variety of communication approaches (e.g. face-to-face, phone, written).</li> <li>The ability to relate to pupils and parents in an empathic manner.</li> <li>Develop positive relationships with both pupils and parents.</li> <li>Deal with difficult and stressful situations in a calm yet effective manner.</li> <li>Ability to apply the academy's procedures consistently.</li> <li>Effective use of IT.</li> <li>Effective organisational skills.</li> <li>Maintain an effective record keeping system.</li> </ul>	
<b>EQUAL OPPORTUNITIES</b>	<ul style="list-style-type: none"> <li>A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity</li> </ul>	
<b>SAFEGUARDING</b>	<ul style="list-style-type: none"> <li>A thorough understanding of up-to-date safeguarding requirements and best practice</li> </ul>	Recent Safeguarding training.
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>High expectations for professionalism, conduct and confidentiality in dealing with a range of sensitive matters.</li> </ul>	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.