



WE ARE ASTREA

ASSISTANT EDUCATIONAL WELFARE OFFICER

ASTREA ACADEMY WOODFIELDS
PART OF ASTREA ACADEMY TRUST

APPLICANT BRIEF





OPEN LETTER FROM OUR PRINCIPAL

Dear Candidate,

I am delighted you are interested in the post of Assistant Educational Welfare Officer at Astrea Academy Woodfields.

It is with great pride that I am able to introduce myself as Principal of the Academy and it is a privilege to share with you our vision for the future. Astrea Academy Woodfields is on a journey to excellence and every decision is centered on students, enabling them to achieve their full potential so that they go on to a successful and rewarding future. It is our vision that students will become lifelong learners where we create outstanding young adults who are proud of their community and cultures.

As a successful candidate you will become part of the Astrea family that offers you unrivalled professional development where there is massive opportunity for career development, collaborative working and constructive feedback and solutions. We offer you the opportunity as we develop to teach at all key stages with our evolving Sixth Form provision alongside the potential to build upon the success at KS3 and 4. If you share our values and want to make the kind of difference to young people's lives that allow them to challenge social boundaries then we would love to meet you!

Please take this letter as an open invitation to visit our Academy and meet the children and staff that make Woodfields so much more than a building. If you let us know when you would like to visit, we will arrange for you to come and see this very special learning environment. I very much hope that you choose to apply for this post and I look forward to meeting you.

Adam Atkinson
Principal at Astrea Academy Woodfields



JOB DESCRIPTION

JOB TITLE	Assistant Educational Welfare Officer
SALARY	£22,183 - £25,991 (Full Time Equivalent), Grade 7, scale point 12 to 20
CONTRACT TYPE	12 months fixed term
WORKING PATTERN	Term-time only
HOURS PER WEEK	Mon – Thurs 8.00am to 4.00pm, Fri 8.00am to 3.30pm, 37 hrs

Purpose

This role is responsible for promoting positive attitudes towards regular school attendance to maximum benefit and opportunity for our Students education, helping families improve access to learning and ensuring the Academy fulfil its obligations under all relevant attendance legislation.

Key Accountabilities

- To promote positive attitudes towards regular school attendance, on the part of all students and their parents/carers in order to ensure maximum benefit and opportunity from their education.
- To ensure the Academy fulfils its obligations under all relevant Attendance Legislation.
- To support children and young people whose education is at risk.
- To help families to improve their children's access to learning and enable all children and young people to maximise their educational opportunities, especially those vulnerable groups that may need additional support.

Key Responsibilities

- To consult with, advise and support pastoral leaders and other school staff on issues of attendance and absences.
- To consider a range of actions and innovative alternatives in addressing poor attendance, in accordance with relevant legislation and DFE guidelines.
- To lead collaborative initiatives across the school.
- To model the ethos and Values of Astrea Academy Trust at all times.
- To devise in-school programmes to promote the attendance of individual pupils. These may in-school meetings with SLT or pastoral staff and facilitating support groups of problematic attendees, and other appropriate activities suitable to individual circumstances.
- To investigate the underlying causes of poor attendance in individual cases and target resources by effective intervention to maximise attendance. Effective intervention will involve liaison with parents/carers and may involve social services (or other agencies) to address the specific needs of children.
- To devise and develop a range of alternative actions to promote attendance.
- To be up to date with Ofsted criteria and judgements associated with school attendance.
- To provide pupils and parents with an effective advice and support service. Liaise between a pupil's home and school involving other support agencies as appropriate, including social services, education psychologists, medical and counselling services.
- To be familiar with the relevant school policies and procedures and provide relevant advice to parent/carers when required.



- On a day to day basis to be knowledgeable on up to date safeguarding guidelines on child protection issues.
- Attend Core Group and Strategy Meetings for young people in need or young people in need of protection if required.
- To prepare witness statements under s 444 of the Education Act (1996) cases of non-school attendance for Magistrates Court. Attend and give evidence in court if necessary.
- To have a working knowledge about special educational needs provision.
- To maintain high standards in record keeping, letter and report writing.
- To mediate between the school, parents and pupils. This would include initiating and participating in meetings to discuss ways of resolving problems.
- To have an understanding of and ability to work with children from different backgrounds and identify individual barriers to accessing education.
- To endorse, uphold and promote the Academy's equal opportunities policy.
- To work with staff to identify students that require intensive work and referrals for the administration of legal penalties.
- To work with Looked After Children and their carers to improve access to the Academy
- To assess need, plan interventions, implement effective action and evaluate outcomes against agreed objectives, whilst involving children and young people in decisions whenever possible.
- To support children, young people and their families through Early Help Assessments and into the Team Around the Child process, where early signs of needs have been identified.
- To support the management of Education Supervision and Parenting Orders
- To Support parents and students when the exclusion process is implemented
- Assist parents/carers to ensure that all students who are not in mainstream school are receiving an appropriate programme of full time-education
- To comply with the School's Child Safeguarding Procedures, including regular liaison with the Designated Child Safeguarding Lead over any safeguarding issues and to assist the School to safeguard students through joint work with partner agencies.
- To comply with the School policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as required, in accordance with the changing needs of the organisation.



PERSON SPECIFICATION

EXPERIENCE

- Experience of using a social work or counselling approach to working with parents and children
- Record keeping
- Previous experience as an Education Welfare Officer, Parent Liaison, Family Support worker or related profession
- Experience of working in the education system and in multi-agency settings

QUALIFICATIONS

- Degree or NVQ level 4 in social work, education, counselling, psychology or youth and community work or other area related to work with children or equivalent experience.
- Post qualifying training in social work, counselling or other professional development areas relevant to working with families/parents/children and young people.
- Training in Safeguarding and Child Protection

SKILLS & KNOWLEDGE

- Knowledge of school systems including pastoral systems
- Knowledge of social work or counselling approaches to young people and families
- Highly developed verbal and written communication skills
- Knowledge of the legislative framework that underpins the work of supporting families and schools, including attendance and behavior
- Knowledge of safeguarding principles and legislation

OTHER

- Articulate and confident
- Good organisational skills and ability to prioritise own workload

This is not exhaustive.

Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to each vacancy or requested by emailing recruitment@astreaacademytrust.org