**Attendance and Welfare Officer**

**Salary: Grade 5 SCP16 £23,893 – SCP20 £25,119 FTE – Pay Award Pending**

**Actual Salary: £20,826 – £21,895**

**Working hours: 37 hours per week, Term time only plus 5 inset days (working 39 weeks)**

**Contract type: Permanent**

**Start date: September 2024**

Madeley School has an excellent reputation locally and is oversubscribed year on year. The school currently has record breaking Progress 8 and Attainment results and our OFSTED report in December 2019 praised pupils’ exceptional attitudes to learning in a school where they achieve strong outcomes.

A rare opportunity has arisen for a suitable candidate with excellent administrative and communication skills to join our friendly support staff team here at Madeley School. This role is of great importance to our work as an academy - the successful candidate will be expected to analyse and identify student absences and take appropriate action to support students back into the academy. As well as providing welfare support and maintaining accurate records of student absence and supporting initiatives designed to promote good attendance, the successful candidate will be responsible for co-ordinating support for persistently absent students, working closely with key members of the Pastoral Team, the Education Welfare Officer, subject teachers and parents/carers, as well as the students themselves. Experience of IT packages such as A Star Attendance and Arbor would be favourable but not essential as training will be given.

As the role involves working with some of the school’s most vulnerable students and their parents/carers, the post holder must have a calm manner, which can be authoritative and/or supportive and empathetic, as required. Discretion and maintaining strict confidentiality are essential attributes, as are following strict safeguarding procedures and possessing excellent written and verbal communication skills.

**All candidates are required to provide a supporting statement on the formal application forms which states clearly your reasons for applying, skills and experience for this position.**

**Shaw Education Trust** are a thriving mix of diverse and growing schools including Primary, Secondary and Special Schools all working together to improve the lives of young people in our communities. We are sponsored by Shaw Trust a charity organisation that focuses on transforming lives. Our schools span from Birmingham to Bury, meaning that we can support students from all walks of life, no matter their background or socioeconomic status. In doing this, we can help ensure all children are able to access a high standard of education, with all being treated equally.

In our secondary schools, we pride ourselves on our innovative approach to curriculum design, to ensure all our schools have breadth and ambition for all pupils, regardless of their starting points and barriers. Standard curriculum models don’t always engage all pupils, so we constantly seek to innovate and provide better opportunities to develop both knowledge and skills for life. We want our pupils to believe their curriculum is bold, exciting, purposeful, and ultimately leads to something meaningful for them. Some examples of our innovation include moving towards an extended school day, to provide a world class enrichment programme and more opportunities for essential skills like reading and cultural capital. We are also introducing a vocational and technical pathways, which run through the normal school curriculum but attract support from leading employers and universities to develops work-readiness in our pupils, so that they can progress onto T Levels and apprenticeships.

We are currently at an exciting point in their evolution, with collaboration at the heart of our collective endeavour. We don’t operate in silos: we value the power of the pack and strive to collaborate as a collective, ensuring no school or colleague is left behind. We are currently co-constructing an aligned curriculum across all EBacc curriculum subjects, to create a world class curriculum, rich in powerful knowledge and skills. This is driving up standards through the sharing of the very best practice, whilst allowing each school sufficient flexibility for autonomy to do what is right for their local context. A by-product of this approach has been the reduction in planning workload for colleagues, meaning they can spend more time on the things that matter and fostering strong relationships with pupils and delivery of the curriculum.

Please visit our Careers site for more information on Madeley School on [Madeley School Career Site (schoolrecruiter.com)](https://madeleyschool.schoolrecruiter.com/)

 Or click the QR Code to see all vacancies with Madley School

**Shaw Education Trust offer the following benefits with your Teaching or Support Staff employment:**

* An excellent Local Government Pension Scheme (Support Staff) / Teachers Pension (Teaching Staff)
* **Support Staff only** based on working **full time, all year** - Generous holiday entitlement from your first day of employment (**37 days holiday** **rising to 39 days** after 5 years’ service including Bank Holidays)
* Access to health and wellbeing support via Occupational Health
* Cycle to work scheme
* Access to our Institute of Education and fantastic opportunities to help you **grow, contribute** and **flourish** in your role and in the Trust.

Madeley School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment, click here to review Safeguarding and Pupil Protection Policy <https://www.shaw-education.org.uk/our-trust/key-information>

This position is subject to appropriate vetting procedures including an online checks and criminal record check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions.

All shortlisted candidates will undergo an online search as part of Trust safer recruitment checks.

We are an Equal Opportunities employer and will ensure that all our recruitment and selection practices reflect this commitment.

**In accordance with our safer recruitment policy CV’s alone will not be accepted.**

**Application deadline:     9.00am Thursday 4th July 2024**

**Interview date: Week commencing 8th July 2024**

**We reserve the right to appoint before the closing date as we review applications on an on-going basis and interviews may be arranged as suitable candidates are identified, therefore, we encourage early applications.**

Successful candidates will be subject to a fully Enhanced DBS check along with other relevant employment checks.