



**Reach
Schools**

Attendance and Welfare Officer



Reach Schools

Welcome,

Everyone at **Reach Schools** believes—passionately and immovably—that *every* child can and should go on to enjoy lives of choice and opportunity.

This core belief drives everything we do. We draw purpose from it, it provides us with a shared vision for every child we work with, and it fuels our tenacity to work together to make it so.

We have the most brilliant, kind and passionate team you could ever wish to work with or have your child grow into adulthood under the guidance of. We are up for doing exciting things, taking calculated risks, and championing the children who need it the most.



**Rebecca
Cramer**
CEO, Reach
Schools

Every **Reach School** exists to serve this shared purpose. Every **Reach School** strives to ensure that *every single pupil will leave us with the skills, attributes and academic qualifications to go on to enjoy lives of choice and opportunity.*

To do this, **Reach Schools** bring their respective communities together to affirm a shared dedication and commitment to do whatever it takes to secure successful outcomes for the children we love and care for.

All **Reach Schools** hold the highest academic expectations while maintaining a loving, family-focused culture.

All **Reach Schools** aim to know *every* pupil as an individual; harnessing the power of family relationships and all-through knowledge to ensure that we can tailor our curriculum, support and resources to meet each child's needs and desires.

In the following pack, we hope to do the following:

- Share some background information about the evolution and direction of **Reach Schools**;
- Provide a description of the **Attendance and Welfare Officer** role and an indication of the types of skills and attributes we're looking for; and,
- Provide information about **how to apply** for the role, if interested.

If you have any questions at all, please don't hesitate to contact us at recruitment@reachacademy.org.uk.

Best wishes,

Rebecca

About us

Reach Schools



Reach Schools

Reach Schools

Reach Schools is the (new) name of our multi-academy trust. It belongs to a wider ecosystem of organisations based in Feltham that works to incubate ideas and improve outcomes for our community in Feltham and beyond.

Reach Schools works in partnership with the **Reach Foundation** to *deepen* our impact in Feltham and to *expand* the impact of our pioneering work nationally.

The following pages provide a quick overview of our schools and some related activities.

Further information about Reach Schools' evolution can be [found here](#).



Reach Academy
Feltham

est. 2012

Our first all-through school.

We've created a community of pupils, parents and teachers united by the highest expectations of what every young person can achieve *and* the commitment to do whatever it takes to help them get there.

 **Feltham
College**

est. 2022

Our pioneering sixth-form college.

Reach College is the the first sixth-form college in the country to be founded by a partnership of education, business, and health service providers whose sole focus is broadening choices and opportunities for young people in Feltham.



Reach Academy
Hanworth Park

est. 2024

Our new all-through school.

Opening in September 2024, Reach Academy Hanworth Park will serve 1,080 pupils in Feltham; located on a site adjacent to Reach Academy Feltham.

**REACH
TEACHER
TRAINING**

In addition to running our three schools in Feltham, Reach Schools provides **Initial Teacher Training** (in partnership with SWTT), **Teaching Internships** and an expanding suite of **Foundation Degrees**.



The Reach Foundation

Over the last fifteen years, we have shown that schools can foster seamless pipelines of 'cradle to career' support.

Today, The Reach Foundation is working locally and nationally to build the individual, organisational and systemic capacity required to deliver innovative, place-based models of 'cradle to career' support—grounded in great schools.

In Feltham, working in partnership with the community, existing institutions and local professionals, the Foundation has shown that it is possible to improve children's outcomes across a range of domains while enhancing the capacity of children's families and their communities to sustain better outcomes in the long-run.

Building on the work in Feltham, the Foundation is currently working with around 40 school trusts around the country—from Teeside in the North East to Newquay in the South West—to establish the commitment, knowledge and conditions required for Cradle-to-Career models to thrive elsewhere.

About the role

Attendance and Welfare Officer, Reach Schools

Role details

Reports to: Reach Schools Designated Safeguarding Lead

Start date: September 2024

Salary: SA1 - SA10 (salary will be pro-rated to reflect term time only)

Contract term: Permanent, term time only but full-time option is available too

Location: Reach Academy Feltham & Reach Academy Hanworth Park

We embrace flexible working and welcome applications from those wishing to work flexibly.

Role overview

We are seeking an Attendance and Welfare Officer to work with our pupils across Reach Schools.

The successful candidate will have a relentless drive to support the attendance across Reach Schools. They will understand the importance of excellent attendance and the statutory role they have to play to ensure that all pupils are attending school regularly and have access to their learning.

The candidate will assist with implementing and developing the Academies' attendance policy and monitor attendance levels. They will investigate and follow-up students' absence from school. They will support young people and their families to not only identify poor attendance but to work with them to support improved attendance overtime. They will understand the close connection between pupil welfare and strong attendance.

The candidate will work closely with the rest of the team, particularly SLT and pastoral middle leaders, to ensure that there is a shared understanding of, and accountability for, attendance.

They will share the school's vision and the belief that all young people can achieve academically and this is not dependant on their background.

Role responsibilities

- Oversee attendance records, ensuring that they are accurate and up to date.
- Lead on weekly attendance and AIO meetings.
- Follow up referrals relating to school attendance in accordance with the Academy attendance policy.
- Communicate with parents/carers or local authority as required.
- Liaise with student, parent, carers, schools and other agencies, and devise appropriate strategies to promote and improve school attendance.
- Organise and participate in welfare/home visits.
- Refer non-school attendance cases to the Attendance Improvement Service (AIS) in accordance with the Academy attendance policy.
- Liaise with the appropriate member of the AIS, organising panel meetings, reviews and working in partnership on the day to day issues around Academy attendance.
- Assist Heads of Years, Phase Leaders and SLT in addressing the attendance of targeted families, maintaining regular contact with parents/carers whose children's attendance is of concern.

- Contact parents to discuss concerns and coordinate appointments for attendance meetings.
- Check dual registration students.
- Apply fines for non-attendance.
- Demonstrate a flexible approach to workload and prioritise tasks efficiently.
- Ensure that work is produced in a timely and efficient manner.
- Produce statistical reports.
- Maintain written records of all actions taken in attendance-related meetings with all third parties and stakeholders.
- Reporting around attendance and welfare to stakeholders as required

Other

- Build up a network for attendance leads outside of the school
- Support the Inclusion team with specific group work and workshops for both students and parents.

Personal specification

- Qualified to Degree level (Desirable)
- Qualified to GCSE Level at Maths and English (Essential)
- Experience of working with young people and of continually improving the outcomes of pupils.
- Have a desire to work in a pioneering environment;
- Be able to represent the school externally with parents and other stakeholders;
- Be able to be adaptable in an entrepreneurial, fast-paced environment;
- Possess qualities necessary to create strong relationships with colleagues, pupils and parents.

We will invest in any necessary training for you.

About the process

How to apply

How to apply

1. Please **read our ['Safer recruitment' statement](#)** on the following pages below.
2. [Follow this link](#) to **complete an online application form**.
 - The deadline for application is Wednesday 11th September 2024, at 5pm. We actively encourage early applications. Applications will be reviewed as and when they are received.
3. **In-person interviews** will be held during the weeks immediately following and preceding the application deadline detailed above.

If you would like to have an informal conversation to discuss the role, please contact our Reach Schools Designated Safeguarding Lead, Georgia Strong at georgia.strong@reachacademy.org.uk

Safer recruitment

Reach Schools is committed to safeguarding and promoting the welfare of children and young people. In order to meet this responsibility all candidates will be subjected to a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below. Please do not hesitate to contact the school if further detail is required.

Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Interview

Candidates will be subject to an in-depth, in-person interview and assessment, along with a telephone interview in some circumstances. At each stage of the process candidates will be asked to address any discrepancies, anomalies or gaps in their application form or arising from information gained at the previous stage of the recruitment process.

Reference checking

References from the previous and current employers will be taken up for shortlisted candidates, before interview, and where necessary employers may be contacted to gather further information or address any discrepancies, anomalies or gaps in the reference provided.

Online searches

Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability.

Probation

All new staff will be subject to a probation period (which may, in certain circumstances, be extended). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides Reach Academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

Equal opportunities

Reach Schools is dedicated to providing equal opportunities and will monitor the recruitment process rigorously to ensure fair access and opportunity for all.

Reach Schools is committed to ensuring our workforce is reflective of our diverse student population and is therefore committed to increasing representation of staff of Black, Asian and Minority Ethnic backgrounds across all roles and at all levels.

If you require assistance in reading this information or in completing the application form, please contact recruitment@reachacademy.org.uk.