



The Rudheath  
Senior Academy

Apply Now

Attendance &  
Welfare Officer





## Join the Family

If you are bursting with fresh ideas and eager to make your mark, this is the opportunity you've been waiting for. Working as our Attendance and Welfare Officer can be incredibly rewarding as you support our families and children in achieving good attendance to school.

You must be competent with undertaking the administration of attendance data, maintaining constructive relationships with parents/carers when exchanging information and conducting home visits within the community.

Regardless of how difficult school may be for some children, every child has a right to reach their true potential. With your support, they will overcome the challenges they face.

## Our Ideal Candidate

Our ideal candidate will understand the impact poor attendance has on a child's life chances and be determined to make a difference. You could be a current attendance officer, a teacher or someone from a different professional background. You must demonstrate the ability to learn rapidly, adapt your approach to the different needs and, above all else, never give up on any child.

As a key member of the pastoral team at Rudheath, you will be someone who remains calm under pressure, is able to assess situations and make well-judged decisions in a timely fashion.

***“This school is a friendly and welcoming community. Staff know the pupils well and ensure that they are well cared for.”***

**- Ofsted, 2023**

## Further Information

**Job:** Attendance and Welfare Officer

**Contract:** Full Time, Permanent  
32.5 hours, 08:00am – 15:00pm (Term Time Only)

**Salary:** National Joint Council Pay Scales  
Salary competitive  
Negotiable for the right candidate

**Start Date:** January 2025

**Closing Date:** Friday 1<sup>st</sup> November 2024 at 10.00am

## How to Apply

If you wish to gain further information or have an informal conversation, please contact Christine Williams, Headteacher, at [cwilliams@rudheathsenioracademy.org.uk](mailto:cwilliams@rudheathsenioracademy.org.uk) or telephone 01606 42515.

If you would like to receive a full vacancy information pack, including a substantive job description and person specification, please email [recruitment@rudheathsenioracademy.org.uk](mailto:recruitment@rudheathsenioracademy.org.uk).

***We welcome anyone who is at the start of their pastoral career or an experienced practitioner looking for a new challenge.***





## Why North West Academies Trust?

NWAT believes that an aspirational and inspirational education is the right of every child. We believe that the best possible education can only be provided if children are happy, well-fed and well-cared for. We understand that children learn best through experiences and that skills should be learned through fun, excitement and challenges. Residential, swimming, inter-school sports and special days out take pride of place on all of the Trust school calendars.

For our staff, we offer:

- Flexible working arrangements.
- Enrolment to the Medicash Proactive Health Plan to help with costs of everyday healthcare.
- Access to 24/7 Employee Assistance Programme.
- Accredited counsellor to offer wellbeing support for all staff.
- Positive recognition culture.
- Bespoke professional development opportunities.
- Open door policy for communication across the Trust.
- Opportunity to contribute to the growth and development of NWAT.

### Safeguarding Commitment

The North West Academies trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced Disclosure and Barring Service (DBS).

### Diversity in the Workplace

The North West Academies trust values diversity in the workforce and is committed to ensuring that throughout the recruitment and selection processes no applicant is disadvantaged or discriminated against because of the protected characteristics of age, disability, gender re-assignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief and sexual orientation.

***Opening Children's  
Eyes to the Wonderful  
World of Possibility***