



The Rudheath
Senior Academy



Job Application Pack



Attendance & Welfare Officer



Headteacher's Welcome

Thank you for your interest in this position of Attendance & Welfare Officer at Rudheath Senior Academy. I am delighted to welcome you to our school, where you will be sure of a warm and welcoming community, at the centre of which are the values of Excellence and Kindness.

With the highest calibre of teaching and support staff, our culture and team ethos is very much set around high ambitions for children and a relentless passion to open their eyes to the wonderful world of possibilities.

It's not just our people who make Rudheath a special place to work, but our physical spaces are also world class. Over £10m has been invested to renovate facilities for both children and staff. This investment has produced facilities that are second-to-none and enabled specialist teaching across the curriculum.

The Attendance & Welfare Officer role will be crucial to the success of Rudheath and the postholder will offer invaluable support to our students right the way through from Year 6 and their transition to secondary school to the moment they leave us in Year 11. They will work

with our families to maximise attendance to school, ensuring children have the best possible success in their school years.

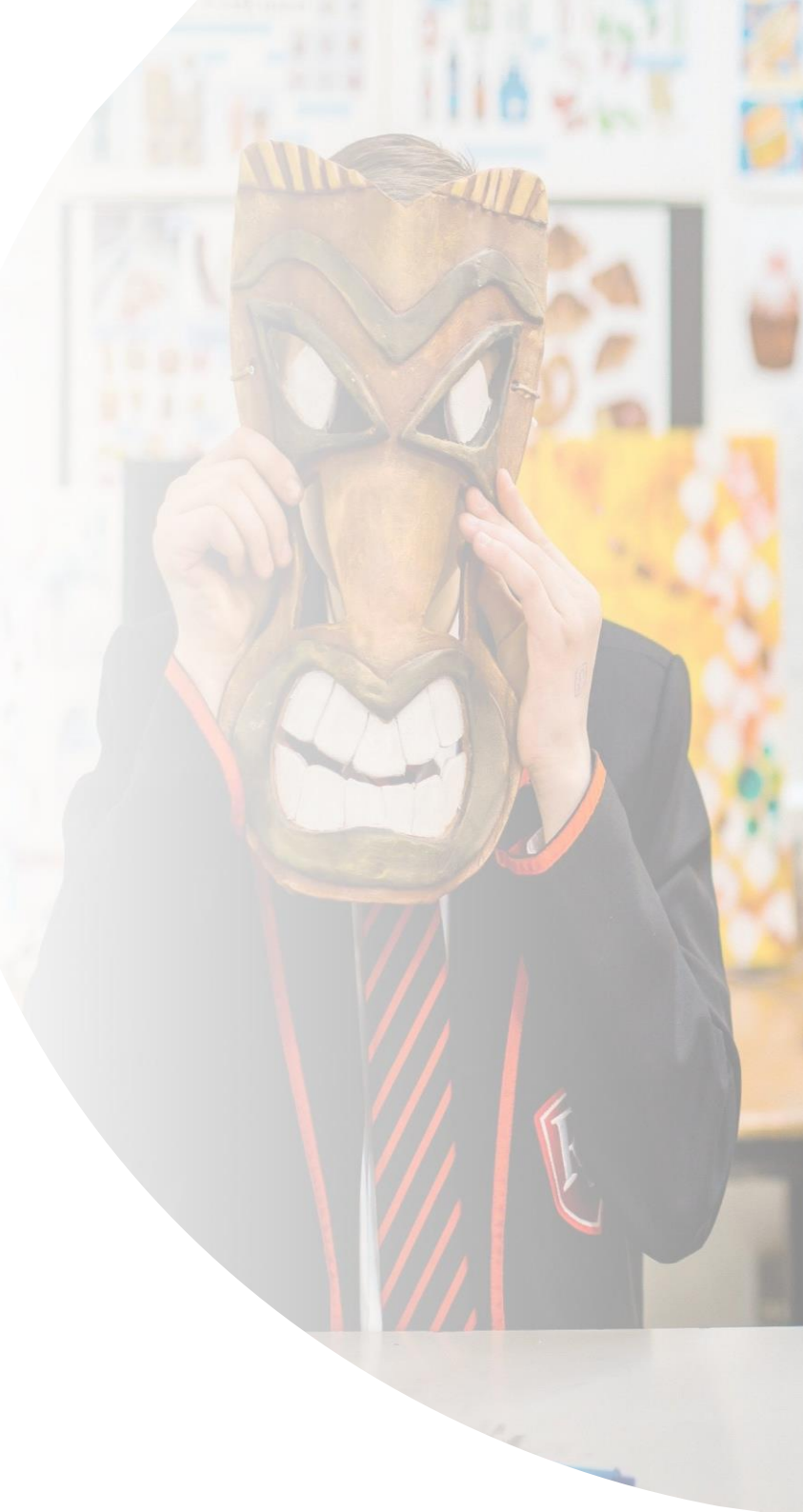
As a small secondary school our heart extends beyond the gates of Middlewich Road and out to our local partners, charitable organisations, and feeder primary schools. As a result, it is our vision for Rudheath Senior Academy to be an oversubscribed school where all students, staff and parents are proud to belong to.

We make a promise that every pupil will leave here as a resilient, independent, and happy individual, and to make that happen we will be unapologetically ambitious about creating remarkable experiences and making memories that last a lifetime.

If you feel you can contribute to our school, I look forward to receiving your application soon.



James Kerfoot, Headteacher



The Rudheath Senior Academy

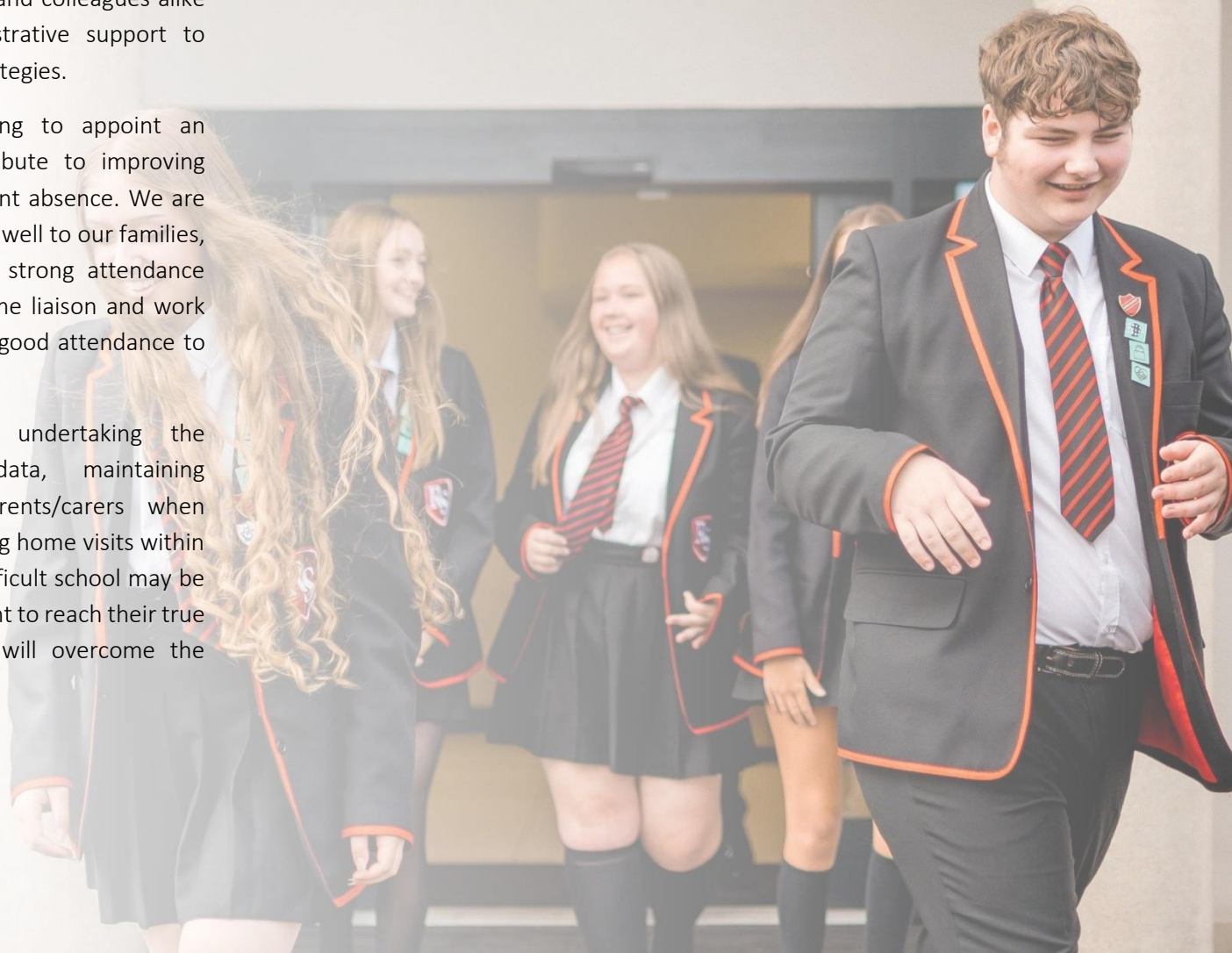
About the Role

School is not easy for every child, and missing school can put children off learning, cause anxiety, and make school feel more challenging than it needs to be.

As the school's Attendance & Welfare Officer, you will be responsible for working with families and colleagues alike to provide operational and administrative support to promote whole school attendance strategies.

Rudheath Senior Academy is looking to appoint an experienced person who can contribute to improving attendance levels and reduce persistent absence. We are looking for a candidate who can relate well to our families, children and staff, to help create a strong attendance culture. This person will be a key home liaison and work with families and children to support 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.





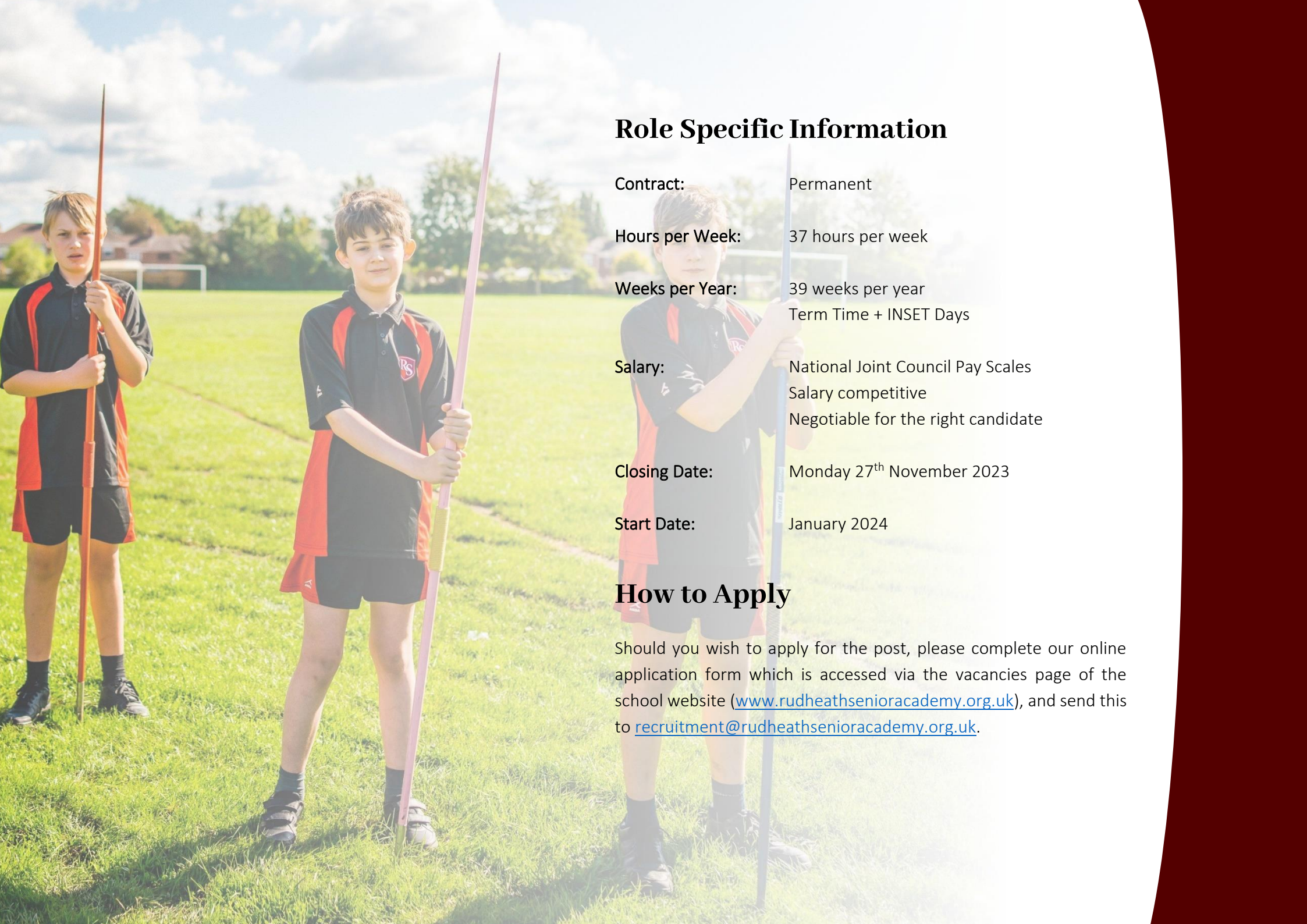
About the Role

The 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.

You will work in collaboration with the school's pastoral teams, senior leaders, and other attendance colleagues to remove barriers and improve attendance to school.

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.

The post will involve a combination of monitoring student absence and punctuality, supporting parents and students in improving their attendance and the related administration and data.



Role Specific Information

Contract:	Permanent
Hours per Week:	37 hours per week
Weeks per Year:	39 weeks per year Term Time + INSET Days
Salary:	National Joint Council Pay Scales Salary competitive Negotiable for the right candidate
Closing Date:	Monday 27 th November 2023
Start Date:	January 2024

How to Apply

Should you wish to apply for the post, please complete our online application form which is accessed via the vacancies page of the school website (www.rudheathsenioracademy.org.uk), and send this to recruitment@rudheathsenioracademy.org.uk.

Job Description

Job title: Attendance & Welfare Officer
Reporting to: Attendance Manager

- To relentlessly seek to improve the attendance of pupils, overseeing and monitoring attendance and punctuality of all year groups.
- To undertake home visits to support parents and encourage students to come in to school and discuss the link between absence and attainment.
- To work alongside key staff to plan and implement strategies that will improve the behaviour, attendance, and attainment of students whose attendance falls below national benchmarks.
- To work closely with the Senior staff, Local Authority Family Early Help and Education Welfare Officers to address the needs of students with poor attendance, to ensure they attend school on a regular basis.
- To undertake focussed monitoring and support for students in the persistent absence targeted cohort.
- To maintain electronic records and databases of student attendance and produce regular reports with data to show improvements made by targeted groups.
- To produce and send letters regarding lateness, attendance, and truancy.
- To carry out meetings with students and their parents to identify issues and concerns and put in place an appropriate plan to support improvements in attendance.
- To be responsible for the monitoring of all attendance registers within the school and the production of related information for the Local Authority, Senior Leadership Team and other key staff.
- To assist in improving attendance by contacting families on the first day of absence by either telephone or the school's text messaging service. To deal with messages accordingly and check voicemails.
- To organise school attendance panels, set targets and if necessary, organise home-school agreements.
- To facilitate effective communication between all staff regarding identified pupils and between school and home.
- To work closely with the school team delivering the multi-agency intervention for targeted pupils, so that the needs of pupils are met in a focused and integrated way.
- To co-ordinate TAC (Team around the Child) and TAF (Team around the Family) meetings on behalf of the school in conjunction with the Early Help Service and/or other agencies, with particular focus on children who are persistently absent from school.
- To effectively use Arbor to monitor and report on student attendance.
- To participate in the development of and promote the school reward system for attendance.
- To keep up to date with current technology and oversee the training of staff in attendance and registration issues.





Person Specification

Education and Qualifications	Essential/Desirable
<ul style="list-style-type: none"> 5 GCSEs including English and Maths at grade C or higher. Full UK Driving Licence. Evidence of further relevant study. Child protection training. 	Essential Essential Desirable Desirable
Experience	Essential/Desirable
<ul style="list-style-type: none"> Successful experience of working with young people. Experience of multi-agency working. Successful experience of communicating with parents and other stakeholders in a formal settings. Experience of work with SEMH, SEND and emotionally vulnerable students and families. Experience of working in a school environment. 	Essential Essential Desirable Desirable Desirable
Skills, Ability, Knowledge	Essential/Desirable
<ul style="list-style-type: none"> An understanding of and commitment to safeguarding and promoting the welfare of children and young people. Ability to work with a number of stakeholders, including staff, students and parents/carers. Excellent written and oral communications skills, ability to information from data to identify key issues that require addressing. Ability to 'read a room', adapt approach and demonstrate empathy when working with disengaged children and families. Ability to analyse situations and possible outcomes to establish the most effective course of action. 	Essential Essential Essential Essential Desirable
Personal Qualities	Essential/Desirable
<ul style="list-style-type: none"> Enjoy working with young people and families. High levels of resilience, integrity, honesty, and credibility. Motivated and confident in own abilities, self-starter with a can-do attitude. Flexible approach to work. Friendly disposition and ability to apply empathy and sensitivity. Demonstrate strong organisational skills. 	Essential Desirable Essential Essential Essential Essential



Recruitment Information

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Safeguarding commitment

North West Academies Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.

School queries and visits

Prospective candidates are welcome to discuss any questions that you may have prior to submitting your application; please book a school visit with James Kerfoot, Headteacher, by using the following link- <https://calendly.com/jkerfoottrsa>.

Supporting statement

You will be directed to complete a supporting statement within the electronic application form. We have provided the following questions to help form your statement. Please refer to the job description and person specification when responding to the questions. **We do not accept CVs.**

1. How have your experiences to date prepared you for this post?
2. How are you uniquely qualified for this role?
3. How have you enhanced the wider life of your current/previous school/s?
4. How will you ensure excellent academic progress and outcomes for students of all abilities?

Shortlisting

Due to the number of applications received we are unable to provide feedback to candidates who are not invited for an interview. The school reserves the right to commence the interview process at any time prior to the closing date so early application is recommended.



Why North West Academies Trust?

NWAT believes that an aspirational and inspirational education is the right of every child. Our success is driven by a commitment to relentlessly work to improve standards and outcomes for our students.

As specialists in providing high-quality education, we are passionate about supporting schools within their communities and helping to ensure outstanding learning opportunities for every child.

As part of NWAT 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. Residentials, swimming, inter-school sports and special days out take pride of place on all of the Trust school calendars.

For our staff at Rudheath Senior Academy, 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, seasonal staff events and weekly wellbeing breakfasts.
- Free meals for staff who take part in the Rudheath family dining initiative.
- Bespoke professional development opportunities.
- Open door policy for communication across the school and Trust.
- Opportunity to contribute to the growth and development of NWAT.

*“Opening Children’s Eyes to the
Wonderful World of Possibility”*