BLACKDOWN EDUCATION PARTNERSHIP



BELIEF IN EVERY CHILD



WELCOME TO BLACKDOWN EDUCATION PARTNERSHIP

Thank you for your interest in this post. Please take some time to have a look at this pack and gain a sense of who we are and what we stand for. All Multi-Academy Trusts are different and we are keen to explain why we believe that our values and ethos make us a great employer.

The Blackdown Education Partnership was created by the merger of two founding trusts which shared some important similar values. Put simply, we believe that collaboration, partnership working and sharing our best ideas will enable us to deliver on our mission.

- To nurture and develop the ambition, talents and interests of every child
- To break down the barriers that inhibit the opportunities and achievements of disadvantaged pupils so that they can go on to lead lives of choice and opportunity
- To create a family of schools that are deeply and purposefully connected to their communities.

All our schools share this purpose and we work closely together to understand and deliver it.

We do not believe in creating schools which are replicas of each other. Our philosophy of aligned autonomy enables Headteachers to make effective decisions within the context of each individual school. We do not have a common curriculum but we do have a view on excellence and seek to harness the expertise of our subject leads to ensure that each school delivers schemes of learning that are rigorous, inspiring and rich in knowledge. Curriculum and other leaders across our schools meet regularly to network, share and moderate and the Trust operates a well-developed programme of peer-review to ensure that leaders are challenged, supported and have access to excellent professional development.

Our schools are all characterised by a strong ethos, ambitious culture and compassionate environment which together drive success. We are lucky enough to employ brilliant people who share our vision, many of whom have started careers with us and stayed to progress these careers. We want people to join us who believe that, whatever their role, they can make a difference to the life chances of students. We are totally committed therefore to helping all our staff thrive and fulfil their professional ambitions. A large number of colleagues are currently undertaking leadership development and we run regular networks and collaborative groups to allow colleagues to share best practice across the Trust.. We also offer some more bespoke leadership programmes run through our outstanding network of partners.

We take staff wellbeing seriously and take active steps to reduce workload. We have a wellbeing offer which ranges from gym membership and support with personal fitness to talking therapies and subscribe to Carefirst. We also allow employees personal days to enable everyone to enjoy some flexibility over attendance and participation in events that they might not otherwise be able to.

We are always willing to consider flexible working requests and job-shares and pride ourselves on a family friendly approach across our schools. The best resource we can provide for pupils is highly skilled, happy and fulfilled staff.

We are looking for an individual who shares the same vision and values – if you believe that you have the skills, drive and vision to help us achieve our aims we would be delighted to receive your application.



LORRAINE HEATH, OBE
CHIEF EXECUTIVE OFFICER



WELCOME TO UFFCULME SCHOOL

Dear Applicant

Thank you for your interest in this post. This is an exciting opportunity for us to recruit a motivated and enthusiastic Attendance & Welfare Officer to join our existing highly successful team at Uffculme School.

Uffculme is a happy and friendly school with high ambitions for every student. We are fully inclusive but are relentless in our determination that every child will fulfil their potential. Our reputation and outcomes speak for themselves and although we are regularly the top performing comprehensive school in the region, we refuse to be complacent. We want to be the best school we possibly can be and are always looking for ways in which we can develop and improve.

If you share these aspirations and believe you can contribute to our continued success, I would be delighted to receive your application.

We are committed to safeguarding and promoting the welfare of children and all candidates are expected to share this commitment. This post is subject to a satisfactory enhanced DBS check.

Ljenkins

Laura Jenkins, Headteacher

The Opportunity



Attendance & Welfare Officer – required from January 2027
37 hours per week
Permanent, Term Time plus 3 INSET days (38 weeks and 3 days per year)
£25,719 - £29,504 actual salary (Grade E, NJC points 16-22) FTE £31,525-£34,811

Job Purpose

- To contribute to raising achievement by improving school attendance
- To provide a specialist service to assist the school in meeting their obligations and targets in relation to school attendance, especially persistent absence
- To work closely with parents/carers and students to improve levels of attendance
- To act as the school's main First Aider during the school day

See the Job Description for a full breakdown of the role and responsibilities.

Closing Date: 9.30am Monday 16th November. Interviews to be held in the following week.

Job Description



Post	**Attendance & Welfare Officer**
Grade	**Grade E (NJC points 16-22)**
Hours	**37 hours per week, 38 weeks and 3 days per year**
Responsible to	**Deputy Headteacher**

Purpose of the role

- To contribute to raising achievement by improving school attendance
- To provide a specialist service to assist the school in meeting their obligations and targets in relation to school attendance, especially persistent absence
- To work closely with parents/carers and students to improve levels of attendance
- To act as the school's main First Aider during the school day

Main duties - Attendance

- Daily attendance administration including checking registers, coding attendance, sending watch list, making truancy calls and communicating with staff, parents and carers
- To use the school's MIS to record all attendance administration
- To work with groups of students, primarily disadvantaged, to improve levels of attendance.
- To work and form strong relationships with parents/carers and other agencies in improving their child's attendance record and coordinating parental support and training where appropriate.
- To undertake home and school visits as designated by the school/Educational Welfare Officer
- To interpret information relating to attendance patterns and identify key areas of concern for Pastoral Leaders
- To assist with the identification of students who will receive support in improving their attendance record.
- To assist the Data Manager and check records prior to the Census to ensure school attendance is accurate and up to date.
- To monitor the attendance of vulnerable groups of students and liaise with staff/SEND department.
- To collate accurate information to assist with legal actions with regards to attendance cases
- To produce termly reports for pastoral leads and other agencies as required.
- To liaise with the safeguarding team regarding child protection concerns
- To ensure that any information known i.e. exams, music trips, sporting events, work based learning appointments, absence reports etc to be input into the register in a timely manner and to keep Year Leaders and staff updated
- To follow the Trust's Attendance policy and send out correspondence as required.
- To provide updates for staff on student attendance

- To review attendance data held on student management information system ensuring attendance details are accurate and up-to-date.
- To acquire and maintain a working knowledge of the statutory framework relating to school attendance, child employment, child protection and special needs
- To undertake any other duties requested by the Deputy Headteacher

Main Duties – First Aid

- To work with students and parents/carers to ensure that Individual Healthcare Plans (IHPs) are kept up to date and detail the care needed in school
- To administer medication to students as needed and detailed on their IHP
- To maintain and administer the school's supply of epi-pens and inhalers
- To administer first aid throughout the school day

Safeguarding

Attend all safeguarding training as directed.

Follow Trust procedures and report any concerns to the relevant Designated Safeguarding Lead

Data Protection

Ensure that legislation and Trust policies and procedures relating to confidentiality and data protection are adhered to.

Special Factors

This role may involve some traveling between schools within the Trust (and new ones that may join in the future). The reimbursement of travel costs to schools, other than the location of the central Trust office, will be as per the Trust's travel policy.

The post-holder will support the achievement of the Trust's objectives by working proactively with colleagues on projects or activities outside their direct area of responsibility, as required.

The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and Policies and Procedures including Health and Safety and Data Protection requirements and to be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Trust's safeguarding policies.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

The Trust seeks to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Person Specification – Attendance & Welfare Officer

Attendance & Welfare Officer **Grade E, points 13-22**		
Criteria		Essential/ Desirable
Qualifications and Experience	Grade C or equivalent in English and Maths GCSE	E
	Successful experience of administrative work in a busy school environment or equivalent	E
	Experience of working in a school	E
Skills & Knowledge	Good knowledge of Microsoft Office packages	E
	Ability to communicate confidently with a wide range of people at all levels, including students, parents, staff and outside agencies	E
	Excellent organisational skills	E
	Attention to detail and accuracy	E
	Ability to work effectively as part of a team and to use own initiative	E
	Ability to manage own workload and meet competing deadlines	E
	Knowledge of school MIS systems such as SIMS or Bromcom	E
	Knowledge of the statutory framework relating to school attendance	E
	First Aid qualification	D
Personal Qualities	Resilient, able to work under pressure	E
	Ability to adapt to change	E
	Flexibility and a positive attitude	E
	Commitment to maintaining confidentiality at all times	E
	Willingness to commit to additional training and development	E
	Commitment to safeguarding and equality	E



We believe in the potential of every child

OUR MISSION

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- To create a family of schools that are deeply and purposefully connected to their communities.



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