A CHURCH OF ENGLAND MULTI-ACADEMY TRUST
DEDICATED TO TRANSFORMING CHILDREN'S LIVES

LAAT

St Peter's Church of England Primary Academy

Education Welfare Officer (fixed term)

Welcome from the CEO of The Trust – LAAT
Be a part of something bigger...

Dear Candidate

What if every child was unique with **intrinsic value**? What if every member of staff was unique with intrinsic value? What if every school was **unique** with intrinsic value? At LAAT we believe that they are.

We're a **Church of England** trust so we call it being made in the image of God. But you don't have to. You just need to be able to look at our children and young people – however deprived or privileged, however difficult or compliant, whatever their background, or ability, or culture, or gender – and know that what you do, how you teach them, what you give to them, how you relate to them can **transform** their lives. And then you must have the energy, and passion, and drive, to give them your best.

We don't ask you to do this alone. We'll provide you with the **support** of a MAT who believes that you too are unique and **valuable** – valuable for who you really are.

So, is now the time to think hard about what you want and to look at what Greater Lincolnshire and Lincoln Anglican Academy Trust can offer you? A chance to grow your career, **professional support** and the opportunity to transform lives.

Within fabulous **Greater Lincolnshire** with its beautiful beaches, woods, Wolds, fields and fens its 2-university city and its access to new and growing technologies. Its **reasonable priced houses** and home to the Red Arrows.

Is now the time to find out more about us and to join our **community** of **Excellence, Exploration and Encouragement?** To change lives with us, for the better .

Jackie Waters-Dewhurst
Chief Executive Officer

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will require the successful applicant to undertake an enhanced criminal record check via the DBS.

THE LAAT VALUES

These are not values we aspire to, they are the words that members of our tribe have used to describe our Trust. They are our DNA. They inform every action and decision we take. To our staff they are the standards by which we operate, to our leaders they are our code of conduct.

Education Welfare Officer (fixed term)

SALARY

Grade 6, 15-18 £31,015.00 - £33,673.00 FTE

£25,206.94 - £27,367.19 (Pro rata)

HOURS

35 hours per week

39 weeks per year, Term time plus inset days

Monday to Friday 8:30am to 4:30pm with an unpaid one hour break each day for lunch

START DATE

As soon as possible – 31st December 2027

LOCATION

St Peter's Church of England Primary Academy

APPLICATION DEADLINE

Friday 6th November 2026 (Midday)

INTERVIEWS

Wednesday 18th November 2026 (details to be confirmed)

For an informal discussion about the role, or to arrange a visit, please contact Miss Ann-Marie Wilson on 01472 691964

Please go to My Trust Careers to apply

About St Peter’s Church of England Primary Academy

At St. Peter's C of E Primary Academy, we are deeply committed to our strong Christian vision and values that are in place to help all our children, staff, and families to flourish. The school is, and always has been, an integral part of our wonderful community, and we are incredibly dedicated to achieving the rapid and ambitious development plans that have been brought into sharper focus following the recent Ofsted inspection in April 2025.

Situated only a stone’s throw away from the beach in Cleethorpes, the positioning of the school provides a multitude of opportunities for the school and community to celebrate the school in its coastal context. As part of LAAT, we are able to be part of something bigger beyond Cleethorpes and build on our partnerships with other Trust schools to regularly share expertise so everyone can meet their potential.

Leaders are ensuring that all children and adults are fully supported and challenged to develop as individuals, and we are absolutely committed to being an inclusive school where everyone is valued and respected irrespective of their background.

Leaders are focused on bringing rapid improvement to secure the best possible outcomes for our pupils, families, staff, and community every day. Visits from potential candidates are welcome to get a sense of the school and discuss the journey to rapid improvement within the school and your part to play in this.

This role is fixed term and specifically funded by the DFE RISE project.

Job Description

Key Tasks and Responsibilities

The post holder will be required to record and monitor attendance (in line with DfE requirements) and support the school strategy by working alongside other staff within the schools to reduce overall and persistent absence.

Routinely monitor the attendance of vulnerable students and students who are known to be poor attenders.

Investigate absence (regular medical absence and unexplained absence) and develop initiatives in partnership with School staff to encourage and promote regular attendance.

Be robust in the investigation and management of absences/holidays during term time and investigate reasons for absence which may be unclear.

Allocate 'catch up' time to students whose absence rate falls below the schools' threshold.

Work with other agencies to provide appropriate services for children and young people, including making referrals to social services, educational psychologists, the Connexions service etc. where relevant.

Working with families, establish appropriate and effective communication channels for the overall improvement of student attendance.

Where appropriate, to gather supporting evidence to recommend legal proceedings in cases of irregular Academy attendance, to prepare reports and to give evidence in Court.

When required, prepare reports for Senior Leadership Team, and represent the schools as required.

Become the liaison for those students who cannot attend school regularly to enable them to receive an adequate education via homework provision or other off site education provision.

Interpret data to inform the implementation of new strategies to assist the schools in dealing with absence.

Prioritise and manage a caseload, which will include complex cases involving disadvantaged students and those young people who are not accessing regular education.

Have an understanding of the support groups, activity groups and youth groups that students or parents/carers can be referred to for supplementary support.
Develop a close liaison with relevant local authorities to maximise professional working relationships, both in terms of advice and support for the schools.

Maintain thorough case notes, issue letters to parents and, if required support the Senior Leadership Team in preparing court reports.

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Other

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

The postholder is required to carry out the duties in accordance with LAAT Equal Opportunities policies.

The postholder is required to carry out the duties in accordance with the LAAT Health and Safety policies and procedures.

All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Academies' Safeguarding Policy. In addition, employees working with children have a responsibility to safeguard and promote the welfare of during their work.

Applications are welcome from all, irrespective of gender, sexuality and promotes diversity and wants a workforce which reflects Christian Values, race, religion, marital status, age, or disability.

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Person Specification

Selection decisions will be based on the criteria outlined below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met. When completing your application paperwork, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criteria through reference to your work or relevant experience.

Training/Qualifications/Experience	Essential	Desirable
Minimum of 5 O Levels/GCSEs (To include English and Mathematics at Grade C or 4 or above)	*	
Have Education Welfare Officer status or similar experience	*	
Educated to diploma/degree level within the social work area or at least to A-level or equivalent standard.		*
Experience of working within Secondary & Primary Aged Students		*

Professional knowledge and understanding

Demonstrate high levels of discretion.	*	
Excellent interpersonal skills and work in a positive manner.	*	
Be a skilled negotiator, willing and able to develop relationships with professionals and families and present potentially sensitive information in a tactful manner	*	
The ability to manage a caseload and to prioritise work demands	*	
The ability to engage with disaffected young people/families to strive for a successful outcome	*	

Safeguarding Children

Current Safeguarding Training		*
Enhanced DBS Clearance	*	
Awareness of the importance of safeguarding and promoting the welfare of children	*	
A commitment to maintaining up to date knowledge of child protection legislation and guidance	*	

Personal and Professional Skills and Attributes

Promote the Christian ethos of the school	*	
Inspire, challenge, motivate and empower others to carry the vision forward to improve outcomes for children	*	
Demonstrate effective teamwork skills	*	
Plan effectively to meet children’s interests	*	
Empathy with the mission and vision of the Church of England and the Diocese of Lincoln.	*	

Approach to work - Candidates should

Maintain confidentiality at all times	*	
Have a commitment to work effectively with other professionals to meet the needs of the children	*	
Show a commitment to working in partnership with parents, governors and colleagues both inside and outside of the LAAT		
Be able to work independently as well as part of a team	*	

Behaviour Competencies - Candidates should

Be respectful and able to act with tact and diplomacy	*	
Be empathetic and demonstrate an awareness of the differing needs of colleagues and pupils	*	

Other - Candidates should

Be a positive role model	*	

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What our Colleagues say about us…

‘I have never been happier in a job than I am in this one. I feel extremely well supported by the Trust and colleagues in school and know that this school has been able to make rapid improvements in part due to the support we have had from Trust colleagues’

“SLT are caring and understand us as humans that have issues out of school. We are treated fairly and as part of a family’ ‘The Christian values of our school are lived out by stakeholders’ ‘As much is done as possible to support mental health and work / life balance”

‘Just think we are flippin' awesome! We have passionate and dedicated teams and enable staff and children to flourish. I love my role and I am proud to be a part of this Trust. I wouldn't want to work anywhere else’

‘Good working relationships, easy to talk to senior staff at school and trust level, supportive culture, wealth of knowledge and experience within the trust’ ‘Our links to our community, the children and parents. The support from the trust with curriculum’

‘I like being part of a Christian school. I like how daily worship is valued. I appreciate the staff team in the school I work in. I appreciate the health care package and online health support’

‘The sense of shared purpose to make changes for children to improve their life chances’

Benefits of working in our Trust

We see you and believe that you deserve the very best

We firmly believe that, to ensure the best outcomes for our pupils, we must ensure the best support and career development for our colleagues.

We provide opportunities from initial teaching training to supporting Headteachers who wish to take on Executive Headship, Specialist Advisor roles or supporting wider Trust work.

All colleagues benefit from bespoke learning journeys to ensure that we are not only compliant with our statutory responsibilities, but so that our colleagues can be confident in fulfilling all aspects of their role to the highest standard.

Our focus on **Growth and Development** rather than 'performance management', ensures that all colleagues are empowered to do their job to the highest standard and cements our commitment to the continuous support and development of our colleagues, enhancing their skills and knowledge.

LAAT has signed the **Department for Education's (DfE) Education Staff Wellbeing**, joining schools and trusts across the country in making well-being the heart of education, reaffirming Commitment to a Culture of Care.

All colleagues have access to;

- Over 70 online courses to support development
- 24 hour confidential helpline covering legal, financial and health and wellbeing guidance
- Free of charge counselling sessions
- Virtual GP - Accessible by smart phone, or computer with same day appointments
- Local Government Pension or Teachers Pension Scheme
- Competitive annual leave entitlements for support staff colleagues
- Favourable T&Cs for all colleagues to include enhanced HR policies for all colleagues
- Opportunities for PPA at home for most teaching roles
- Internal and external CPD and Networks for all colleagues
- Employee benefits from Specsavers and Halfords – cycle to work scheme

Our commitment to you

We believe that all our Schools are fantastic places to work. Our commitment to you is important, throughout the recruitment process and beyond.

Our culture is one of development, equality, and consistency. We aim to demonstrate this through the below:

Transparency – we will treat you with respect, honesty, and fairness.

Protecting your privacy – we will ensure your information is secure and handled sensitively and in line with our Privacy Policy for prospective staff.

Showcasing talent – we'll provide a good opportunity for you to share your skills, experience, and potential.

Feedback – we will provide constructive feedback professionally.

Listening – we welcome feedback.

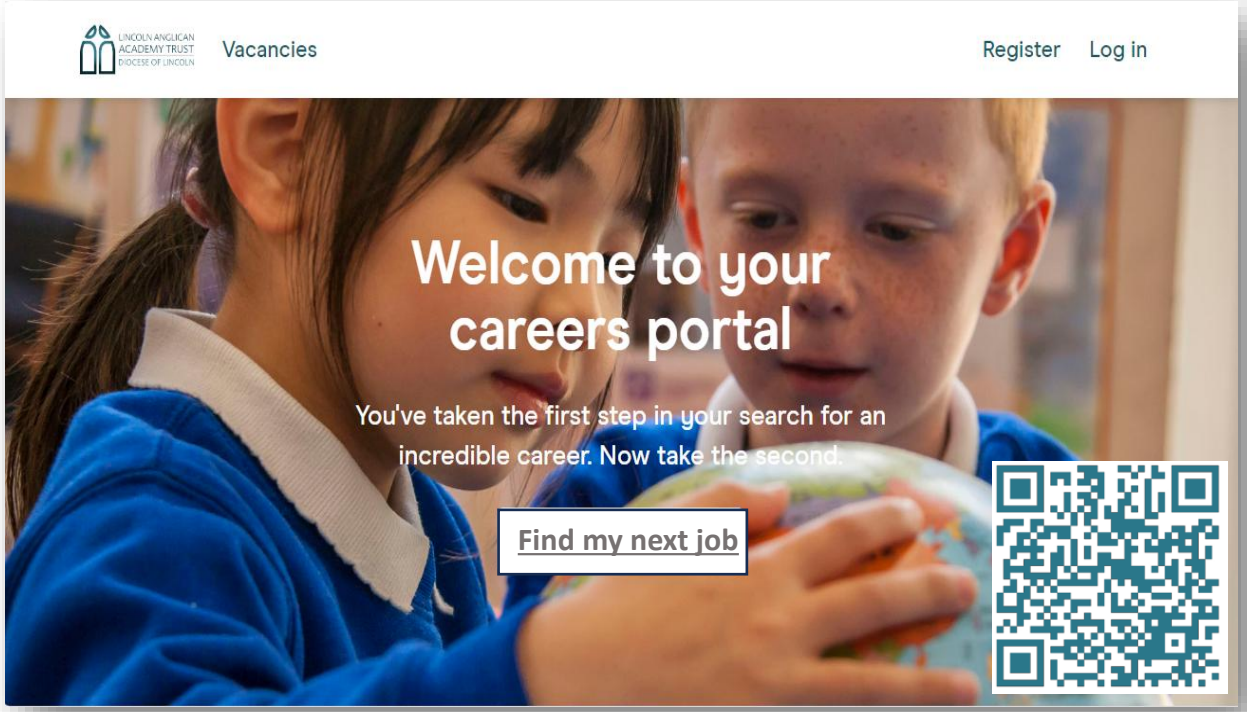
We hope to ensure that you have a positive experience throughout the recruitment process by:

- Providing you with clear, accurate and timely information.
- Giving you the opportunity to ask questions – and providing you with answers.
- Following a fair assessment process

Please see link to our privacy notice for prospective candidates:

Opportunities - LAAT (thelaat.co.uk)

To apply, register interest or get live updates of all our current vacancies please visit

My Trust Careers by clicking the link or using the QR code and create an account.

In line with Keeping Children Safe in Education, please be advised that if shortlisted, we will carry out internet searches to support our commitment to safer recruitment. Please note that the purpose of this is to identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with applicants at interview. Internet searches will be carried out by someone who is not directly involved in the recruitment process and only relevant information will be shared with the interview panel.