



The Collegiate Trust  
Exceptional Education for All



## EDUCATION WELFARE OFFICER (EWO)

The Collegiate Trust



Application Pack

# The Collegiate Trust

## Education Welfare Officer (Central Team)



Role Location	TCT schools across Croydon (Hub-based)
Salary/Grade	P21 – P25: £33,975pa – £37,195pa FTE (Croydon) pro-rata for 5 days per week: £30,185pa – £33,046pa
Details	Permanent – Term Time + 2 weeks (40 weeks), 36 hours per week
Start date	1 <sup>st</sup> September 2026
Application Closing Date	9.00am, 1 <sup>st</sup> June 2026
Interview Date	12 <sup>th</sup> June 2026

### A message from the CEO

Thank you for your interest in joining *The Collegiate Trust (TCT)*. I hope that this information pack will help you to learn more about our fantastic family of schools and that you are excited by the prospect of joining us.

*The Collegiate Trust* is a dynamic place to work with a clear purpose: to improve the life chances of young people by delivering an **exceptional education for all** in a nurturing learning environment which leads them to excellent academic outcomes and happy and successful futures. Our culture of ambition, focussed clearly on our people and their learning, leads to the high academic standards and the enviable reputation that *The Collegiate Trust* is known for. I am very proud of what we do and what we have achieved at the Trust, and I hold the highest aspirations for what we will achieve in the future.

Since 2015, our Trust has been growing and, today, we are a family of 9 schools with c.7000 pupils and c.1000 colleagues in our team. We know that our greatest resource is each other and so, as an employer, we continually strive to do our best by our staff, with a focus on wellbeing, professional learning and success.

We are now seeking to make appointments to our new Education Welfare Team to support high attendance across our schools. Our Trust-wide Attendance Strategy has begun to deliver rapid improvement and establishing our own team of Education Welfare Officers, to work closely with our safeguarding and pastoral teams, is now our next step in supporting the delivery of an exceptional education for all.

Please do not hesitate to get in touch for an informal discussion if you feel that this role and our Trust may be right for you. We would be delighted to receive your application.

Yours sincerely

Mr Soumick Dey  
Chief Executive Officer



## Why work with us? The benefits

At TCT, we understand that your time, wellbeing, career opportunities and work-life balance are key things you will look for when choosing where to work. We work hard to continually develop what we offer, striving to be recognised as an employer who looks after all our employees.

On top of our proactive and supportive approach to employee wellbeing and development, we offer a range of additional employee benefits – please click [here](#) to see more details.

We have a comprehensive CPD programme, designed to ensure all staff in all roles have the opportunity to grow and develop in their career. Our approach to Performance Development ensures that each and every member of staff is flourishing. Whether you are at the very beginning of your career or are looking to develop your experience, *The Collegiate Trust* is a great place for professional growth. ECTs and Apprentices benefit from a focused induction period, prior to appointment, and a well-established programme of support throughout the year, whilst more experienced colleagues have many opportunities to develop skills and extend their professional learning through an extensive and varied programme of professional development.

## An introduction to the role

### A message from the Director of Safeguarding

We are looking to appoint a highly effective communicator with excellent interpersonal skills to provide strong education welfare support across our Trust. The Education Welfare Officer will be responsible for the operation and delivery of the Trust's in-house attendance strategies, working closely with families and school leaders to improve student engagement and raise attendance levels. We have a collective drive to increase attendance across the Trust as we know that when pupils are in school, we can support them to achieve well. In addition, the postholder will provide expert advice on statutory attendance matters and manage complex casework to remove barriers to learning.

This role provides an outstanding opportunity for a practitioner with significant experience in education welfare or multi-agency family support to make a meaningful impact. By building strong, trusting relationships with our communities, the successful candidate will ensure that every child's learning environment is underpinned by the regular attendance necessary for an **exceptional education for all**. We are looking for a strategic thinker who embodies our mindset of **Unconditional Positive Regard** - someone who is **honest, kind, and ambitious** for our students' futures.

The Education Welfare Officer will work across a geographical hub of schools within our Trust. A demonstrable track record of impactful casework, knowledge of current attendance legislation, and experience in leading statutory actions (including legal interventions) are essential. This post would suit an experienced EWO, a Social Worker, or a Pastoral Leader looking for a Trust-wide remit and significant responsibility in a challenging and rewarding role. The role has the benefit of membership of the Local Government Pension Scheme and a term-time (plus two weeks) working pattern.

We would be delighted to hear from you if, upon consideration, you feel that this role and our Trust may be right for you. If you have any queries or would like an informal discussion about the role, please contact the **Director of Safeguarding, Charlie O'Sullivan**, at [charlie.osullivan@tct-academies.org](mailto:charlie.osullivan@tct-academies.org). I would be pleased to speak with you.

Best wishes,

Charlie O'Sullivan  
Director of Safeguarding

# About The Collegiate Trust

“Exceptional Education for All”

## Academic Rigour



## Creative and Cultural Learning



## Development of Skills & Qualities



## Our Family of Schools

Each school within the Trust is supported by our Central Team who work with Principals and their teams on school improvement, teaching and learning, finance, facilities and operations, IT, HR and governance issues. This support allows the Principal and Local Governing Committee (LGC) to focus on delivering the highest standards in their school. The LGC works to a *Scheme of Delegation* approved by the Trust's Board of Directors.

School	Age	Date Joined	Roll
Riddlesdown Collegiate	11-18	Founding School	2085
Gossops Green Primary School	4-11	01/11/2016	580
Waterfield Primary School	3-11	01/03/2018	397
Courtwood Primary School	4-11	01/09/2018	219
Quest Primary	3-11	01/06/2018	198
The Quest Academy	11-18	01/06/2018	863
Kenley Primary School	4-11	01/09/2021	156
Woodcote High School	11-18	01/04/2023	1286
Ifield Community College	11-18	01/06/2025	1240

## Our Mindsets:

We approach our work with a mindset that is:

- Open minded
- Solution focussed
- Collectively responsible
- Intentional in seeking improvement

## Our Behaviours:

We act with:

- Honesty
- Kindness
- Ambition
- Professionalism
- Unconditional positive regard

**Our Success** - We succeed through cohesion, a strong sense of belonging, and a shared determination to deliver and enable our collective vision to deliver an exceptional education for all.

**Our Ambitions** - At our schools, we are committed to creating environments where children thrive, communities place genuine trust in our work, and talented individuals are proud to be part of our team.

We strive for our schools to be:

- Safe, happy and welcoming places
- Learning-focused, with a clear commitment to academic and personal growth
- Ambitious for all pupils and staff, always aiming higher
- Creative in our approach to teaching, learning, and problem-solving
- Organised, ensuring consistency and clarity in everything we do
- People-focussed, with a visible culture of valuing everyone in our community
- Warm and caring, placing wellbeing at the heart of our work
- Inclusive, celebrating diversity and ensuring equity of opportunity
- Well led, with strong, purposeful leadership at all levels
- High achieving, with a focus on academic excellence and outcomes which support great futures



You can find out more information about our Trust on our website:

<https://tct-academies.org/>

# What will I be doing?

## Job Description and Details

<b>Contract:</b>	Permanent – Term Time + 2 weeks (40 weeks), 36 hours per week
<b>Salary:</b>	P21 – P25: £33,975pa – £37,195pa FTE (Croydon) pro-rata for 5 days per week: £30,185pa – £33,046pa
<b>Location:</b>	TCT schools across Croydon (Hub-based)
<b>Reporting to:</b>	Director of Safeguarding
<b>Purpose of the Post:</b>	To serve as a specialist practitioner within a geographical hub, removing barriers to education through targeted family casework and statutory intervention. The postholder will lead on raising attendance levels for persistent and severely absent pupils, ensuring a nurturing, "Safeguarding First" approach that embodies the Trust's mindset of Unconditional Positive Regard.

### Main Responsibilities

#### 1. Strategic Casework and Family Engagement

- To act as the link EWO for a designated number of TCT schools visiting on a regular timetabled basis to discuss referrals, advise and consult on casework needs with senior staff (including Principals, Senior Leads for Attendance and Heads of Year), agreeing actions and expected outcomes.
- To manage a complex caseload of Persistent Absentee (PA) and Severely Absent (SA) pupils conducting assessments to identify root causes of absence, working with families to mitigate barriers and signposting to support services, both internally and externally.
- To develop bespoke Attendance Support Plans using solution-focused techniques to build trust with hard-to-reach families.
- To work with schools to conduct home visits and doorstep checks as vital welfare touchpoints to identify vulnerability early.
- To engage proactively with case supervision, ensuring that casework is purposeful, outcome-focused, and adheres to the highest professional standards of safety and intervention.
- To attend a weekly EWO team meeting to support the triage of new referrals, ensuring capacity is directed to the highest-priority cases, and to participate in peer-led quality assurance.

#### 2. Statutory Compliance and Legal Authority

- To initiate appropriate legal action with the Local Authority to ensure the Trust is carrying out its statutory responsibility in respect of students. This will include investigations; home visits, writing letters/action plans; signposting and referrals to other agencies; attending meetings such as internal attendance panels; working with other agencies including Early Help, Child in Need or Child Protection Procedures and children's social care; advocating and negotiating support; maintaining case files on CPOMS and preparing relevant documentation to support legal action.
- To act as the Trust's expert witness in legal proceedings, preparing court bundles and representing the Trust at Attendance Panels or Magistrate's Court.
- To maintain oversight of "Children Missing Education" (CME) and ensure all statutory notification deadlines are met.

#### 3. Data Intelligence and Quality Assurance

- To utilise Trust MIS systems (e.g., Arbor, SIMS) to monitor data in real-time and identify "trigger points" for proactive intervention.
- To produce evidence-based reports for school Principals and the Trust Board to demonstrate a reduction in Persistent and Severe Absence cohorts.

#### **4. Multi-Agency Leadership and Safeguarding**

- To work seamlessly with school DSLs to ensure attendance data informs the school's broader safeguarding strategy.
- To attend and contribute to multi-agency forums including Team around the Family, Child in Need, and Child Protection conferences.
- To support schools with completing referrals to appropriate external agencies where a need for further support is required.
- To attend and contribute to the Trust's Attendance Professional Network, acting as a lead practitioner to share best practices, model "Unconditional Positive Regard," and upskill colleagues working at individual school level.

The above is not an exhaustive list, and the successful applicant may be required to carry out additional duties as required by the role.

## Why am I right for this job?

We know that some applicants may not entirely meet all elements of the Person Specification but may still make an excellent addition to our team by bringing additional skills and experiences that add value to the role. If you think your skills and experience, make you a good fit for this role, please do not be put off if you do not match 100% of the desired criteria! The notes below indicate whether a particular element is essential for you to be considered.

### Person Specification

Qualifications	Notes
Educated to GCSE Level (Grade C/4 or above) in English and Maths.	Essential
Relevant professional qualification or proven experience in Education Welfare, Social Work, or Youth/Community Work.	Desirable
Experience	
Experience of working with vulnerable families and children.	Essential
Experience working within an education, social care, or multi-agency welfare context.	Essential
Proven track record of managing a complex caseload and maintaining detailed files.	Essential
Experience of working as an EWO within a Multi-Academy Trust or Local Authority.	Desirable
Experience in preparing documentation for legal proceedings or court action.	Desirable
Skills & Attributes	
Comprehensive knowledge of the DfE "Working Together to Improve School Attendance" guidance.	Essential
Deep understanding of safeguarding principles and current child protection legislation.	Essential
Knowledge of the barriers to school attendance (e.g., SEND, mental health, socio-economics).	Essential
Knowledge of specific Local Authority attendance protocols (Croydon or West Sussex).	Desirable
Familiarity with the legal framework of the Education Act 1996.	Desirable
Highly effective communicator with the ability to build rapport and trust with "hard to reach" families.	Essential
Ability to be honest and kind when navigating high-conflict or sensitive situations.	Essential
Competent in the use of MIS systems (e.g. Arbor, SIMS) and data analysis to identify trends.	Essential
Ability to write high-quality, professional, and evidence-based reports.	Essential
Suitability to work with children.	Essential

All our staff MUST be able to fulfil the following criteria:

- Undergo a full enhanced Disclosure and Barring Service check (which will confirm there has been no criminal activity that means you might be unsuitable to work with young people)
- Right to work in the UK
- Be medically suitable and safe to fulfil the role
- Provide 2 references that support your application, one of which must be your most recent employer (unless this is your first ever job, in which case we can advise on alternatives)

## How to apply

If you feel that this role and our Trust may be right for you, we would very much like to receive your application.

To apply, please use the TES application form, identifying clearly how you meet the Person Specification.

If you have any queries or would like an informal discussion about the role, please do not hesitate to contact us at [HR@tct-academies.org](mailto:HR@tct-academies.org).

## Safeguarding Statement

The Collegiate Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. In all cases, the post holder's responsibility for promoting and safeguarding the welfare of the pupils is to adhere to and ensure compliance with the school's safeguarding policies and procedures at all times.

The post is exempt from the Rehabilitation of Offenders Act 1974, and the school is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent", unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children. Please note that if you are added to a Barred List then it is against the law to work, apply for work or volunteer in Regulated Activity with children.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, online searches and the *Disclosure and Barring Service (DBS)*. Appointment will be dependent upon further health, safeguarding and attendance checks.