



# Education Welfare Officer

Houghton Academy  
Application Pack

# Education Welfare Officer

Start Date: As soon as possible

Permanent

37 hours per week, term time only, plus 1  
week

Grade 8, SCP 19 – 23

FTE salary £32,031 - £34,434

Actual salary £28,854 - £30,990



**Haughton**  
Academy



# Making your Application

I hope that when you read this Application Pack you are inspired to apply for the post. If you are, then this is what you need to do:

## Application:

1. Complete the Education Village Trust application form.
2. Provide a supporting statement of no more than 2 sides of A4 which should address the criteria in the Post and Person Specification section.
3. Send your completed application form by email to the [peopleteam@educationvillage.org.uk](mailto:peopleteam@educationvillage.org.uk)

## Deadline:

The deadline for the post is **Friday 10<sup>th</sup> October 2025**  
Shortlisting will take place **Monday 13<sup>th</sup> October 2025**  
Interviews are expected to be held **W/C 20<sup>th</sup> October 2025**

## Shortlisting:

We will unfortunately be unable to notify candidates who are not on the shortlist, therefore, if you do not hear from us, your application has been unsuccessful on this occasion.

## Salary:

The post will be paid on the Trust Support Pay Scale Band 8, Points 19 – 23 (FTE £32,061)  
Actual salary is term time only, plus 5 training days which equates to £28,854

## Start Date:

As soon as possible.

## For an Application Pack:

1. Contact the Human resources team via email at [peopleteam@educationvillage.org.uk](mailto:peopleteam@educationvillage.org.uk)
2. Visit [www.haughton.academy.org.uk](http://www.haughton.academy.org.uk)

Haughton Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974.

In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates.

## Post and Person Specification

**POST TITLE:** Education Welfare Officer

**GRADE:** Grade 8 (Scale point 19 - 23). Term Time only plus 5 training days

37 hours per week – Mon – Thursday 8am – 4pm, Friday 8am-3:30pm

**REPORTING RELATIONSHIP:** Assistant Headteacher – Lead for Attendance

**JOB PURPOSE:** To improve levels of student attendance and engagement and promote positive attitudes towards regular school attendance on behalf of students and their parents/carers.

### **Main Duties and Responsibilities:**

- Oversee Educational Welfare across the school and work closely with the attendance team and pastoral staff to improve school attendance for all students
- Conduct home visits to students in line with school policy, identifying reasons for non-attendance, working closely with families and others to break down barriers to learning and achieve regular attendance.
- Conduct weekly safe and wellness checks (home visits) for absent students
- Attend and contribute to fortnightly inclusion meetings for all year groups
- Manage a caseload of severely absent students, where attendance falls below 50% and implement strategies to improve attendance.
- To ensure that prompt, consistent and rigorous intervention with poor attendance is robust.
- Have responsibility for monitoring the attendance of most vulnerable students at the school, including Child Looked After students, those that meet the threshold for child protection, children identified as being in need either by School staff or external agencies.
- Work closely with the attendance lead to manage the process of addressing poor attendance across the school.
- Organising meetings as appropriate for vulnerable students ensuring all external agencies and relevant staff are invited.
- Represent the school at external meetings e.g. Social Services Case Conferences, Child in Need Meetings, LAC Reviews.
- Line Manage the Attendance Officer; managing and monitoring workload, setting targets and developing strategy within the attendance team.
- Liaise with the Senior Leadership Team to address any attendance or welfare concerns.

- Communicate effectively with all external agencies including possible alternative providers e.g. Special schools, LEA and other external agencies including CAMHs, Social Services, Police etc.
- Arrange alternative education provision for students who are suspended from school
- Ensure effective communication/consultation as appropriate with the parents of students through phone, letter and home visits as relevant, ensuring student contracts are agreed and monitored.
- Liaise with the local authority when cases of poor attendance reach the level of legal intervention. Manage the process of evidence sharing and represent the relevant school at court were necessary.
- Aid transition from Primary to Secondary for students where attendance is a concern.
- Undertake Attendance interviews in school with individual students.
- Provide support for families experiencing hardship by way of increasing awareness to external support agencies
- Working with mental health and wellbeing intervention, liaising with key stakeholders regarding student wellbeing and providing welfare support to students and families working closely with the safeguarding team.
- Maintaining confidential records of support for all students referred.
- The preparation of reports and maintaining records relating to student referrals and subsequent counselling or support from school staff or other agencies.
- To be responsible for own professional development, identifying training needs and requesting courses as appropriate.
- Engage actively in the school's performance management system
- This role involves a significant proportion of travel in and around the local area, a full driving license and use of a vehicle is essential.

### **Other Duties:**

- To play a full part in the life of the school community, to support our inclusive approach to education.
- To fully support the school in maintaining a strong ethos of high expectations and aspirations.
- To display commitment to the protection and safeguarding of children and young people.
- To promote actively the academy's policies.
- To continue professional development as agreed.
- Contribute to the school's duty rotas where applicable.
- Take part in the academy's appraisal procedures.

The postholder must at all times carry out his/her duties and responsibilities within the spirit of Haughton Academy and EVAT Trust and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES, INCLUDING THE NO SMOKING POLICY.

THE POST IS SUBJECT TO ENHANCED DISCLOSURE AND DISQUALIFICATION BY ASSOCIATION DISCLAIMER CHECKS BEFORE AN OFFER OF APPOINTMENT WILL BE MADE. IT WILL ALSO BE SUBJECT TO RECHECKING AS APPROPRIATE.

**Date:** SEPT 2025

## Person Specification

Qualifications	Essential or Desirable
GCSE English and Maths Grade A* to C or equivalent	E
NVQ3 or equivalent	D
Full UK Driving Licence and use of a vehicle	E
Willingness to undertake any further training and development relevant to the role	E
Skills	Essential or Desirable
Excellent communication skills, including verbal and written	E
Confidence and resilience to work with challenging families	E
Ability to build and maintain successful relationships with pupils	E
Maintain professionalism at all times	E
Maintain well written, comprehensive child protection records the systems	E
Knowledge / Experience	Essential or Desirable
Work constructively as part of a team	E
Relevant experience working with children in an education setting	E
Experience with working with multiple stakeholders such as Local Authorities and in a multi agency environment	E
Experience of preparing reports and maintaining records	E
Experience of line managing staff	D
Experience of conducting home visits and welfare calls	D
Personal Characteristics – Essential	
An unwavering commitment to the Houghton Academy's vision, ethos and PROUD values	
Willing to be accountable and to take personal responsibility for own actions	
Resilience and the ability to grow professionally and flexibly within a start-up and developing organisation	
An ability to relate well to young people	
Ability to work well as a team	



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