



LEARNING
ACADEMIES TRUST

EDUCATION WELFARE OFFICER RECRUITMENT PACK

BELIEVE YOU CAN, TOGETHER WE WILL

 www.learningat.uk  01752 938028  info@learningat.uk



About the Learning Academies Trust

The Learning Academies Trust was originally formed by three Plymouth primary schools in November 2016 and has grown from there. In terms of pupil numbers, the Trust is now the largest primary school MAT, or Multi Academy Trust in the city of Plymouth with plans on the horizon to grow.

The Learning Academies Trust is a family of schools dedicated to delivering outstanding education to all our children, whatever their starting point or background. Our Trust holds three core beliefs at the centre of the work we do:



Every child in our Trust deserves an outstanding education



Schools work best when they work together



Every school is unique

All of our schools are committed to the following values:

**Together we
will...**

Aim to develop our children
as responsible rounded
citizens

Not let social disadvantage
be an obstacle to success

Develop our children's love
of enquiry and
perseverance to become
life-long learners



Provide a rich and
stimulating curriculum which
is broad and balanced

Establish an inspirational
environment in every
classroom

Work hard every day to be
'outstanding' in everything
we do

Strive for the highest
academic standards

We know that with great leadership, inspirational teaching, caring pastoral support and hard work, every child in every one of our schools can succeed. By joining our Trust, you will become part of an inspiring group of people, committed to shaping a great future for our

city's children.

The Learning Academies Trust is comprised of 9 Primary Schools across the city of Plymouth and delivers exceptional education to approximately 3400 children and employs over 600 members of staff. Each school has a unique identity and set of values but are joined together in their aspirations for their communities. For more information about the Trust, our schools and what we do, check out our website www.learningat.uk

A message from our Chair of the Trust Board...



Mr John Butcher

Thank you for showing interest in joining the Learning Academies Trust. We are proud of our achievements to date and our recognition as a truly collaborative and united partnership of Plymouth primary schools. It is our aim to support our schools with expert advice from a central team of experts covering estates, IT, finance and HR. Furthermore, our school improvement offer demonstrates a shared, supportive understanding of curriculum delivery that meets the needs of our young people.

The LAT believes that strong communication between the strategic direction provided by the Trust Board and its local governing bodies is also significant in establishing a coherent and shared vision with common values embedded in our practice. I truly hope you will want to explore this exciting professional opportunity and we would be delighted to share our offer with you during the application process.

A message from our CEO...



Mr Simon Spry

This is an exciting time to be considering a career with us at the Learning Academies Trust. As a Primary phase family of local schools with continued growth plans, we have high expectations to deliver the very best for our children.

If you are passionate about working with us and the children in our schools, we'd love to hear from you. Information about the role and the school you are applying for are detailed in this pack and for wider Trust wide news and information, please check out our website or Twitter feed @learningatceo.

If you would like any further information or a conversation about the Trust, then there is no better way than to do this in person.

Please contact our Trust HR Team to arrange a time to talk hr@learningat.uk

About Learning Academies Trust

CEO: Mr Simon Spry

Location: Salisbury Road, St Judes, Plymouth, PL4 8QZ

Approximate number of pupils: 3400

Approximate number of staff: 600

Education Welfare Officer Job Description

Job title	Education Welfare Officer
Location	Supporting Learning Academies Trust schools across Plymouth
Terms of contract	Permanent
Grade	Grade G
Salary FTE	£32,909 - £35,411
Actual annual salary	£28,177 - £30,319
Hours/weeks	37 Hours per week, 39 weeks per year
Closing date	9am on 10 th February 2023
Proposed interview date	23 rd February 2023
Anticipated start date	April 2023

Job Summary

To establish an in-house Education Welfare service to promote positive attitudes towards regular attendance across the Trust schools, to improve attendance levels and to support the requirements of the Trust's schools to fulfil their legal obligations.

To deliver consistent, high quality EWO services, liaising with the Local Authority, external agencies, schools, parents/carers and students, providing direct support with attendance related issues.

To grow and develop the Education & Welfare service and provide day-to-day support & management to additional Education Welfare Officers as needed.

Key responsibilities

- Work with parents and pupils to help them understand and fulfil their legal responsibilities and agree action to reduce absence and improve attendance.
- Monitor and record the outcomes of planning meetings with parents/pupils to improve attendance, maintaining appropriate casework records and files.
- Give advice and support the Trust on policies/procedures/strategies in relation to managing attendance, ensuring statutory compliance.

- Monitor and review attendance data, advising key staff of trends and concerns, and undertake attendance/registration inspection and whole academy audits as required.
- Work with relevant agencies and partners to ensure a coordinated approach to improving attendance, in order to support optimal attainment by pupils.
- To provide appropriate advice and challenge to Trust schools, parents, stakeholders and partners regarding issues that impact on children and young people's ability and opportunities to access education, ensuring compliance with statutory guidance.
- To provide direct Education Welfare Officer support to schools within the Trust and partner schools, by monitoring attendance and working strategically with schools to reduce overall and persistent absence.
- To support children and young people whose education is at risk due to attendance concerns, identifying any challenges to attendance and implementing bespoke strategies.
- To investigate the underlying causes of poor attendance in individual cases and target resources by effective intervention to maximise attendance. Effective intervention will involve liaison with parents/carers and may involve external agencies to address the specific needs of children and family.
- To support families to improve their child/children's access to learning, especially vulnerable groups that may need additional support.
- To consider a range of actions and innovative alternatives in addressing poor attendance, in accordance with relevant legislation and DFE guidelines.
- Support the management of Education Supervision and Parenting Orders and to support parents and students when the exclusion process is implemented, assisting parents/carers to ensure that all students who are not in mainstream school are receiving an appropriate programme of full time-education. To be up to date with Ofsted criteria and judgements associated with school attendance.
- To work with Looked After Children and their carers to improve access to the Trust and partner schools.
- Investigate and develop creative solutions and initiatives in partnership with school staff to encourage and promote regular attendance.
- On a day to day basis to be knowledgeable on up to date safeguarding guidelines on child protection issues.
- To understand and be able to work with children from different backgrounds and identify individual challenges to accessing education.
- To comply with the Trust's Safeguarding Procedures, including regular liaison with the individual school Designated Safeguarding Leads over any safeguarding issues and to assist the schools to safeguard students through joint work with agencies.
- Where appropriate, to ensure that escalation processes are followed and that appropriate case files are correctly submitted for formal legal action.
- Gather supporting evidence to recommend legal proceedings and when required, prepare witness statements under s 444 of the Education Act (1996) cases of non-school attendance for Magistrates Court and attend and give evidence in court if necessary.

- Represent the Trust and schools by attending external agency strategy meetings for young people in need or young people in need of protection if required (and when on your case load).
- To develop and grow the service across Trust schools and externally, developing initiatives in partnership with others to ensure pupils are in receipt of an accessible education.
- To produce regular attendance reports and analysis identifying trends and areas for development across the Trust.
- To be familiar with the relevant school and Trust policies and procedures.
- To support with recruitment and the leadership of Education Welfare Officers as the service grows.

Additional Information

- You are required to uphold and promote the school's policy on Data Protection and GDPR, to be mindful of their responsibilities under the act/s in processing personal data and of the implications of unauthorised disclosure.
- As part of the wider duties and responsibilities, you are expected to promote and actively support the Trust's responsibilities towards safeguarding.
- This post is subject to an Enhanced Disclosure and Barring Service Check for Regulated activity.
- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.
- The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at.
- This post is expected to work across the Trust schools in the Plymouth area.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Working Environment & Conditions of the post

This post is based at the Central office of the Learning Academies Trust in Plymouth, but the post holder will be required to travel and work within any school within the Learning Academies Trust.

Person Specification

Job Title	Education Welfare Officer
Location	Learning Academies Trust
Grade	Grade G

Attributes	Essential	Desirable
Qualifications and Skills	<ul style="list-style-type: none"> GCSE English and Maths Grade C or equivalent Professional qualification in a relevant field 	
Experience	<ul style="list-style-type: none"> Demonstrable experience of delivering education welfare support Proven ability to work with a range of external agencies Experience of managing and interpreting data and producing reports Skilled in planning, organisation and producing professional documentation 	
Knowledge	<ul style="list-style-type: none"> Strong understanding of education law and practices relating to school attendance An ability to provide guidance in line with legislation 	
Personal Attributes	<ul style="list-style-type: none"> Full driving licence and access to personal vehicle Ability to manage a conflicting workload and prioritise tasks Self-motivated and an ability to work with others to ensure tasks are completed within required timeframes Strong communication skills to work with a range of individuals to achieve results Skilled in taking a evidence based approach to decision making 	

Working for our Trust

By working within our Trust, you will be part of a team of people who want to make a difference in the lives of the children and communities we serve. Whether you are joining us in a teaching capacity or a support service position, you will become vital in helping to shape the futures of the next generation for our city.

The Learning Academies Trust strives to be an employer of choice in the southwest. We are committed to developing our employees to their full potential and take great pride in the availability of learning and development resources for our staff. From training days to an extensive package of e-learning courses, you will have a wealth of opportunities available to develop your skills and experience.

Employee benefits



In January 2020, the Learning Academies Trust became the first education employer in Plymouth to achieve the Livewell Southwest Wellbeing at Work Bronze Award. The Trust is committed to supporting the wellbeing of all staff and is proud to work closely with official bodies to ensure we have a holistic approach to staff wellbeing.

As a Learning Academies Trust employee, you will have access to a growing list of benefits to support you both professionally and personally. Our benefit package includes:

- Free counselling services for personal or professional support
- Cycle Scheme
- Employee Newsletter
- Regular recognition awards
- DSE Eyecare scheme
- iHASCO online training courses
- Annual flu vaccination
- Annual health check
- Discounted gym membership

How to apply

In order to apply, please use the button at the bottom of the advert (www.learningat.uk/join-us/vacancies/) to download an application form and return it to hr@learningat.uk. If you would like to request a paper copy, please email hr@learningat.uk. Please note – we do not accept CVs. Completed applications should be submitted prior to the closing date listed above.

With 9 schools, we are regularly looking for passionate people to join our teams. If there are no vacancies currently, but you would like to register your interest for future vacancies,

please send your CV to hr@learningat.uk and we will be in touch as soon as we have a suitable position.

