



**BURTON
BOROUGH
SCHOOL**

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Candidate Information Pack

Education Welfare Officer

Post Available from: September 2022

Closing Date: Tuesday 28th June 2022



Welcome to Burton Borough School

Dear Candidate,

Thank you for your interest in this post at The Burton Borough School. We are an inclusive school that focusses on 'belonging' and 'thinking' and it is our firm belief that all students, no matter what their backgrounds, needs or abilities are able to succeed and reach their full potential given the right care support and guidance. We believe that all students have different gifts and we nurture these to bring out the best in each of them. Staff at Burton Borough have high expectations and the drive, commitment and passion to help young people succeed, preparing them well for the next stage of their education.



We want our students to be well-rounded and not only rely on rote so that they are able to compete with their peers not only nationally but internationally. However, in order to do this, we must model this behaviour ourselves by being lifelong learners, engaging in research, keeping abreast of new initiatives and staying at the forefront of education. We must work together in sharing best practice, reach out and help each other to develop our pedagogy to make us even stronger practitioners to help our students achieve what they are capable of. We have a fantastic CPD programme and run both the NPQML and NPQSL at Burton Borough in collaboration with Star Institute.

Mental health and wellbeing is at the top of our agenda for both students and staff and we were the first school in March 2019 to be recognised for the work that we do by Public Health England and signed the Prevention Concordat for Better Mental Health to show our commitment towards this. We were also the first school in the West Midlands to be awarded the Gold Award from the Carnegie Centre of Excellent Mental Health and an Ethical Leadership Pathfinder school.

There is a strong community feel at Burton Borough and the established smaller communities within the school ensure that our students reach their full potential. It is important to us that staff know each student and their families personally so that any potential issues are picked up quickly. In addition, we have vertical tutor groups with members from all years, which again contributes to a smaller community feel. Everybody supports one another and understands that when we work together, we instil a belief that we will achieve the best outcomes.

On top of all of this, a new modern £8 million building opened in June 2015 with the latest facilities to aid us with our teaching and learning. Due to our success, we have been asked to expand and a further £1.2 million has been invested in a new hall and extra classrooms which was completed in July 2019. Even with the increased student numbers from September 2019, we are heavily over-subscribed once again.

From the moment you walk through the doors at Burton Borough you will feel the vibrant, caring and supportive atmosphere. I look forward to meeting you if you decide that you want to join us on our exciting journey.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Krissi Carter', written over a white rectangular area.

Krissi Carter
Principal

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About the School

Burton Borough is a vibrant and exciting school to work in and our successes were recognised by our recent Ofsted inspection in March 2018:

- “Behaviour is good. Pupils are respectful, polite and well mannered. Relationships between pupils and staff are highly positive”
- “Pupils look smart in their new uniform, are punctual and well prepared for lessons. As a result, learning time is hardly every wasted”
- “The prevailing culture of mutual respect prepared pupils well for life in modern Britain. Pupils work well and socialise well together, valuing and respecting others’ views”
- “The new principal is highly ambitious for the pupils. Leaders have a clear and accurate understanding of how to make the necessary improvements to pupils’ progress”
- “Safeguarding is effective”

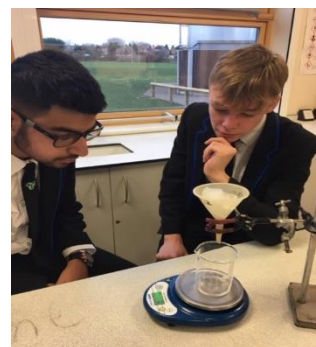
As an inclusive school, our aim is to provide an excellent education for all students, no matter what their background, needs or abilities. To achieve this, we ensure that we continually adapt our practice and engage with research. This is an exciting time to join the school if you are someone who embraces change and enjoys trying out new things. You will also be someone who views working in education as the most important job in the world, and will therefore be prepared to “go the extra mile”.

Your Professional Learning

We are very proud of our professional development opportunities in the school. All teachers, whether you are an NQT or Senior Leader, are expected to improve their craft in the classroom and to share their expertise with their colleagues. This will include the successful applicant to this post.

Our CPD provides personalised learning opportunities to support staff to meet their appraisal objectives and to help them move on to the next stage in their teaching career, whether that is securing the foundations during their NQT year or working with staff who aspire to leadership.

All staff are engaged in their own research projects that they will be sharing with the rest of their colleagues and publishing their findings in a journal. We believe the best CPD is CPD that is bespoke and tailored to your interests and needs. Research projects this year vary from subject specific research, wellbeing and mental health and leadership and management to name a few.



Job Description

Job Purpose

The Education Welfare Officer (EWO) will use a variety of skills to identify why a child cannot or will not go to school. The EWO will work in partnership with other agencies, the child and the family to bring about positive change and to improve outcomes.

The EWO will line manage the Early Intervention Practitioner, to include day to day support and advice. The post will be based at Burton Borough School although the post holder will also work with the Newport Group of Schools comprising of 2 Secondary Schools and 9 Primary Schools.

Major Tasks

- To work closely with other agencies (Social Care, Health, YOS, and the Voluntary Sector) to support children and their families to improve school attendance.
- To advise and assist schools in managing their overall attendance in order to increase attendance above the national average.
- To liaise and work in partnership with other agencies, both statutory and voluntary.
- To visit allocated schools and educational placements within school and community clusters on a regular basis to identify problems with individuals or groups of students that fall within the responsibilities of Education Welfare Officers.
- To take part in, arrange or facilitate Team Around the Child meetings and act as Lead Professional where attendance is a prime concern.
- To visit homes of students with attendance and/or welfare problems and work with them and their families to address the presenting problem
- To keep a record of the visits made and any other relevant information using IT and case management support systems.
- To undertake training and courses as may be necessary to update skills for the duties of an Education Welfare Officer.
- Education Welfare Officers will have responsibility to maintain their case files with all necessary information.
- To administer a range of legal procedures to ensure that the law in relation to compulsory school attendance is upheld.
- To complete court statements.
- To investigate reports of children not registered at a school and to notify other local authorities where there are concerns about a family that has relocated.
- In special circumstances, to undertake any other reasonable duties as directed by the designated Newport Group of Schools Management Team.
- Contribute to the overall ethos, work and aims of the Newport Group of Schools.
- Undertake Designated Safeguarding Lead training and undertake this role where appropriate to support schools, particularly in extreme situations where schools may require some distance to be able to facilitate positive relationships with families.

Contacts & Relationships

- With students – daily, identifying and assessing needs
- With student's parents/carers – at least weekly, providing advice and support
- With professionals linked to students – as required dependant on need/care plans etc., providing advice and support
- With staff within schools – daily, providing advice and support
- Establish constructive relationships and communicate with other agencies / professionals, sharing information

Creativity

- Create and maintain a purposeful and supportive environment in order to work with individual or groups of students
- Use strategies, in liaison with the schools, to support students and families to achieve attendance goals
- Monitor students' responses to activities and accurately record achievement and progress
- Provide detailed and regular feedback to mentors and parents on students' achievement, progress, problems etc.

Decisions
<ul style="list-style-type: none"> • Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person • Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop • Contribute to the overall ethos/work/aims of the schools in the Newport Group of Schools • Be able to respond to urgent communication outside normal working hours where necessary and appropriate.
Management & Supervision
<ul style="list-style-type: none"> • To oversee and supervise the work of the Early Intervention Practitioner To take part in regular team meetings
Supervision Received
<ul style="list-style-type: none"> • Responsible to the Newport Group of Schools who will delegate their Line Managers to conduct annual supervision and performance management. • Participate in the performance management system for the appraisal of their own performance and that of the Early Intervention Practitioner.
Complexity
<ul style="list-style-type: none"> • In order to support the Newport Cluster of Schools, comprising of 2 Secondary Schools and 9 Primary Schools, the post holder will work with all the schools to ensure they have individual, realistic targets for school attendance. • They may have to deal with situations outside of expected procedures and be able to respond to urgent communication outside normal working hours where necessary and appropriate. • To make valued judgements in circumstances where pursuing legal action would be considered detrimental to the child's welfare.
Resources
<ul style="list-style-type: none"> • Use ICT effectively with competence and independence • Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person • The postholder will have access to sensitive and detailed information concerning a student and his or her family. It is essential that the confidentiality of the information is understood. Any breach of this confidentiality could result in the breakdown of essential good relationships between the school and the family.
Impact
<ul style="list-style-type: none"> • All students make excellent progress and attainment supported by consistently good attendance • All students are active protagonists in their learning and attendance and can be supported by all members of staff • The culture and ethos of the schools are reflected in all activities and interactions • Ensuring good behaviour, attendance and welfare are maintained at school that keep students safe • Schools are supported in the management of the ensuring compliance with Section 444 of the Education Act 1996 including Penalty Fines , attendance and giving evidence in court if required.
Physical Demands
<ul style="list-style-type: none"> • To maintain good general health and mobility to support students indoors and outdoors when standing, sitting or moving • Be able to work as part of a successful, hard-working, dedicated team • The level of physical demands would be that expected of a typical role involving working with young children in a school, such as working at the same height as the pupils, preparing resources, carrying equipment. There may be the occasional demand for more than this. However, this would not be a typical or significant part of the job.

Working Environment

- The post holder will be based at Burton Borough School but will be expected to travel to other schools that are part of the Newport Group of Schools.
- In the main this post works in an office setting with appropriate heat, ventilation and lighting.
- There may be occasional exposure to conditions such as would be found outside; for example travelling for meetings and school visits.
- Regularly may deal with students and/or families regarding difficult or distressing matters which may result in receiving verbal abuse. This would be referred through the Safeguarding channels in line with the school policy.

Emotional Context

- To be able to deal with emotionally stressful situations that may arise from working with students, families and colleagues
- To be aware of personal stress levels and alert senior staff if issues arise
- To participate in supervision activities to address any emotionally stressful experiences
- The postholder will deal with emotional / distressing information arising from unforeseen circumstances, i.e. safeguarding disclosures, illness related to children and families, this will then be forwarded to the Designated Safeguarding Lead and Safeguarding Officers within the Newport Cluster of Schools or will be referred directly to Family Connect.

Other

The postholder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade.

The postholder will be expected to participate in training and other learning activities and performance development as required.

The postholder will be expected to actively follow Telford & Wrekin Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc.

The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations.

Person Specification

Criteria	Standard
Qualifications	<ul style="list-style-type: none">• Good numeracy / literacy skills• NVQ Level 4 or equivalent (or NVQ Level 3 but commitment to complete NVQ Level 4)• Relevant Education Welfare or Social Work qualifications (desirable)• Full driving license and own transport
Experience	<ul style="list-style-type: none">• Experience of working with young people and their families who have significant support needs• Experience of delivering individual/team objectives and performance targets within agreed timeframes• Experience of using a variety of software packages• Experience of developing a database• Experience of working in an educational environment• Experience of the application of legislation and procedures relating to school attendance• Experience of explaining a complex situation to others both verbally and in writing• Experience of line managing colleagues within the team
Knowledge	<ul style="list-style-type: none">• Knowledge and understanding of the broad principles of child development• Knowledge of case management• Knowledge of public and voluntary sector service providers for children and families• Knowledge of relevant local priorities as set out within Council• Evidence of continuous commitment to professional development

	<ul style="list-style-type: none"> • Knowledge of working with young people and their families who have significant support needs • Knowledge of appropriate legislation and procedures relating to school attendance • Knowledge of relevant local priorities as set out within Council plans • Working knowledge of all areas covered by main tasks attained through qualification or CPD
Skills	<ul style="list-style-type: none"> • Ability to communicate effectively with children, young people and their families, Council employees and external partners. • Ability to communicate effectively with internal and external colleagues, both verbally and in writing • Ability to build, maintain and analyse databases • Excellent recording skills • Ability to line manage colleagues in a team.
Personal style & behaviours	<ul style="list-style-type: none"> • As a Council employee you will be supported and expected to demonstrate the Council's Core Behaviours. Please note that these may be updated from time to time and are available on the Council's intranet pages. • Develop good relationships with other by behaving with integrity and treating people with respect • Develop good communication and relationships with a wide variety of people • To work flexibly to fit the needs of the post • Develop good relationships with others by behaving with integrity and treating people with respect • A commitment to give children and families the opportunity to reach their full potential • A commitment to Equal Opportunities • Willingness to participate in further training and development opportunities offered to further knowledge • A commitment to continuing professional development • Caring • Supportive • Thoroughness • Approachable

This post has been identified as a customer facing role and therefore the Council is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. As a public body the Council is obliged to ensure member of staff in such roles are able to have a command of spoken English which is sufficient to enable the effective performance of their role.

This post has been assessed as requiring **C2** level under the Common European Framework of Reference for Language (CEFR).

*This has been chosen **C2** because the role will need to understand with ease virtually everything heard or read, can summarise information from different spoken and written sources and can express themselves spontaneously and very fluently and precisely, differentiating finer shades of meaning even in the most complex situations”.*

Type of criminal records checks required for this post	Ticked as required
None	
Basic Disclosure	
Standard Disclosure	
Enhanced Disclosure	x
Working with Adults - Regulated Activity	
Working with Children - Regulated Activity	

Information on types of criminal records checks is available at:

Safeguarding



Burton Borough School fully recognises its responsibility to safeguard and promote the welfare of student and young people. We are committed to ensuring that its students have opportunity to thrive within a safe learning and working environment. Our school expects all staff and volunteers to share this commitment. Our Safeguarding Policy, which applies to all staff, Governors and volunteers working in the school, has five main elements:

1. Ensuring we practise safer recruitment in checking the suitability of staff and volunteers to work with our students
2. Raising awareness of child protection issues and equipping students with the skills they need to keep them safe
3. Implementing procedures for identifying and reporting cases, suspected cases, of abuse
4. Supporting students who have been abused in accordance with their agreed protection plan
5. Establishing a safe environment in which students can learn and develop.

The staff at Burton Borough School are aware of how they share in the school's responsibility to safeguard and promote the welfare of students and young people. Our 'Professional Code of Conduct' establishes expectations in relation to conduct towards students and all staff are issued with the strict guidelines on what are considered to be safer working practices which must be observed at all times. If any member of staff has a concern that the school's code of conduct or expected safer working practices were not being followed, and a student or students were as a result at risk, then they would be expected and supported to raise the concern under the school's adopted 'whistleblowing policy and procedure'.

Our school also operates within other policies relating to safeguarding, child protection and the welfare of students.

To ensure that safer practice in recruitment is reflected at every stage of the recruitment process, our school operates within a Safer Recruitment Policy. Members of the school staff and Governing Body have attended and passed training on Safer Recruitment. All successful applicants will be subject to an enhanced DBS disclosure and references will be checked. All employees of the school will receive compulsory child protection training.

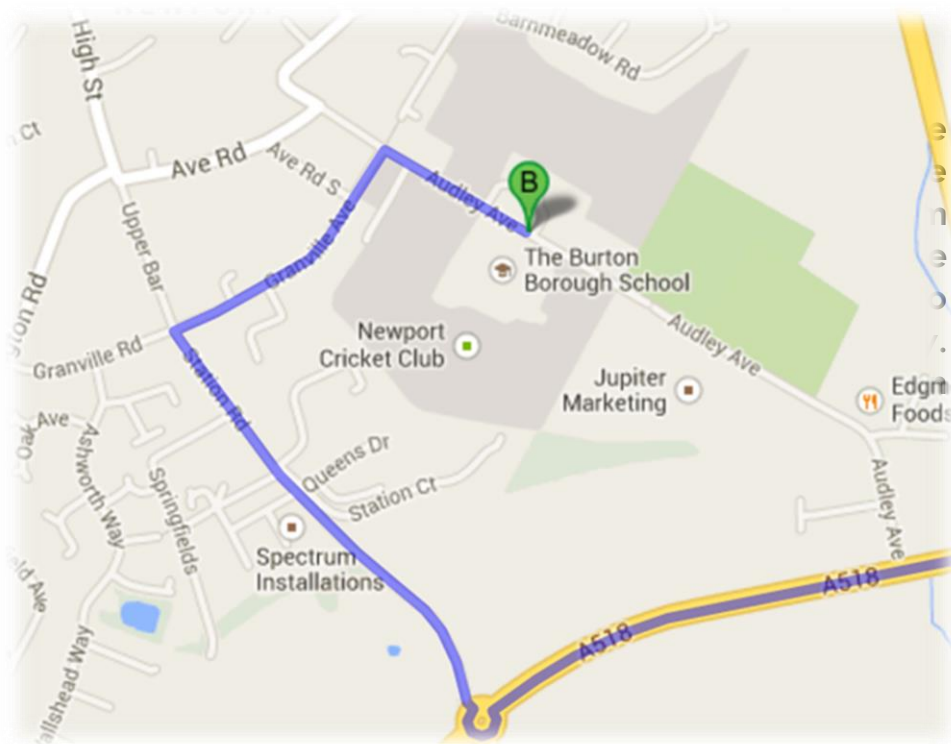


Local Information

Newport, Shropshire, is a beautiful market town in the borough of Telford and Wrekin. It is located on the Shropshire/Staffordshire border, equidistant from Shrewsbury, Stafford and Wolverhampton. We are the only comprehensive school in Newport with two single sex, selective grammar schools nearby. Despite this, our students are of high ability when compared to school nationally.



How to find us



From the North: At Junction 14 (M6), take the B5026 to Eccleshall, then take the A519 following the signs for Newport

From the South: At Junction 12 (M6), take the A5 exit to Telford/M54, exit at Junction 3 (A41) following the signs for Newport

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FRAMEWORK FOR
ETHICAL LEADERSHIP
IN EDUCATION
PATHFINDER