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Education Welfare Officer



LOCATIONS

William Lovell C of E Academy
Magdalen C of E/Methodist Primary School
Friskney All Saints C of E Primary School

SALARY

G6 15-18 (£23,953 to £26,446 FTE)

WORKING HOURS/WEEKS

32.5 hours per week
Term Time 39 weeks

START DATE

As soon as possible

APPLICATION DEADLINE

30th September 2022

INTERVIEWS

w/c 10th October 2022

The opportunity to transform lives

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, what you give to them, how you relate to them can transform their lives. And then you have to 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 an organisation 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? In order to change lives with us, for the better.

Jackie Waters-Dewhurst
Chief Executive Officer

LAAT is a multi-academy trust formed by the Diocese of Lincoln in 2013, we've grown to serve 20 academies across three local authorities of Lincolnshire, North Lincolnshire, and North East Lincolnshire.

The LAAT 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.

In line with Keeping Children Safe in Education 2022, 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.



*"The smallest of all seeds,
when it has grown, is the
greatest of shrubs and
becomes a tree, so that the
birds of the air come and
make nests in its branches."
Matthew 13:32*

**For more information about
LAAT:**
www.thelaat.co.uk

**For more information about
the school:**
www.williamlovell.co.uk

We are looking for an ambitious and enthusiastic Education Welfare Officer to help write the next chapter in attendance for our schools. You will add significant capacity as we enter a transformational period for the schools.

You will have a passion for ensuring children achieve the very best that they can by promoting positive attendance, supporting pupils with their education, and working closely with families to understand and overcome barriers to attending school or punctuality.

You will champion equality of opportunity for all children, to enable everyone access to their educational entitlement. Our values of Excellence, Exploration and Encouragement will be lived out in this role on a daily basis.

We are looking for a candidate with the energy and enthusiasm to develop the role, alongside the growth of the Trust. We genuinely believe that by working in partnership across these schools and the wider Trust, we can offer an outstanding education for our students.

You will be required to work with key personnel in schools and other agencies and, also carry out home visits where necessary. You will be prepared to travel across the local area. Applicants will need to be adaptable and creative and have the ability to work with minimum supervision.

We are part of the Lincoln Anglican Academy Trust (LAAT). LAAT is a multi-academy trust formed by the Diocese of Lincoln. We are a growing and thriving family of schools who are dedicated to providing an excellent education for pupils across Lincolnshire. We place a strong emphasis on continued development. The relationship with the Trust brings great strength to all schools and enhances CPD opportunities for all staff.



Education Welfare Officer

Grade: Grade 6 Points 15-18 (£23,953 to £26,446 FTE)
Salary: Starting salary £17,996.18
Start date: As soon as possible
Location: Stickney, Friskney, Wainfleet Lincolnshire
Hours: 32.5pw, Term Time 39 weeks, paid 44.60

Applications are welcomed from candidates who can demonstrate that they:

- Have a strong work ethic and will strive for the very best for our pupils
- Have a good understanding of the support needed to meet the differing needs of pupils
- Have a positive attitude and can actively contribute to the development of a dedicated and professional staff team.
- Are self-motivated and show initiative.
- Share the schools aims and Christian values.
- Meet the criteria as set out in the Person Specification

Visits to our schools are warmly welcomed and encouraged.

Application packs are available via each of the school websites or the Trust website www.thelaat.co.uk or by contacting the school directly.

For further information or an informal discussion please contact Mrs Joanna Rose on 01205 480352

Completed applications should be sent to: recruitment@stickney.lincs.sch.uk

Closing date for applications: 30th September 2022

Interviews: w/c 10th October 2022

Start date: As soon as possible

BENEFITS

- 24 hour confidential helpline covering legal, financial, wellbeing, health and nutrition etc.
- Confidential counselling – up to 6 sessions free of charge
- Physiotherapy – up to 4 free sessions
- Stress Coaching – personalises coaching plans over 6 weeks, one to one with an OH Practitioner
- Virtual GP – Accessible by smart phone or computer, same day appointments available at time to suit
- Local Government Pension Scheme for support staff, Teachers Pension Scheme for Teachers.
- 25 days annual Leave for all support staff.
- Growth and Development processes in place for all employees to support CPD and Enhance professional practise.
- Access to over 70 online e-Learning courses to support development.

Job Description

Grade: G6 15-18 (£23,953 - £26,446 FTE)
Responsible to: Headteacher/Head of School

Key Tasks and Responsibilities

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

Investigate 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.

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

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

Gather supporting evidence where legal proceedings are required and prepare evidence and documentation for Court.

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.

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 ensure that all documentation is in line with statutory and legal compliance.

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.

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greatest of shrubs and
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make nests in its branches."
Matthew 13:32*

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 concerned need to follow the Academies' Safeguarding Policy. In addition, employees working with children have a responsibility to safeguard and promote their welfare during the course of their work.

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 criterion through reference to your work or relevant experience.

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Training/Qualifications/Experience

Essential Desirable

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|------------------------------------------------------------------------------|---|---|
| 5 O Level/GCSEs (English & Mathematics at grade C or above or equivalent) | * | |
| Have Education Welfare Officer or similar experience in an education setting | * | |
| Educated to diploma/degree level within the social work area or similar | | * |

Professional knowledge and understanding

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| 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

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| 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 | * | |

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|-------------------------------------------------------------------------------------------|---|--|
| Knowledge of education law relating to school attendance and Child Protection procedures. | * | |
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Personal and Professional Skills and Attributes

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| 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 | * | |

Approach to work – candidates should:

| | | |
|------------------------------------------------------------------------------------------------------------------------|---|--|
| 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 an outstanding role model | * | |

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 will 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 the link below to our privacy notice for prospective candidates:

[Policy documents - LAAT \(thelaat.co.uk\)](https://thelaat.co.uk/policy-documents)

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

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Where to find us

William Lovell Church of England Academy,
Main Road, Stickney, Lincolnshire, PE22 8AA

Telephone: 01205 480352

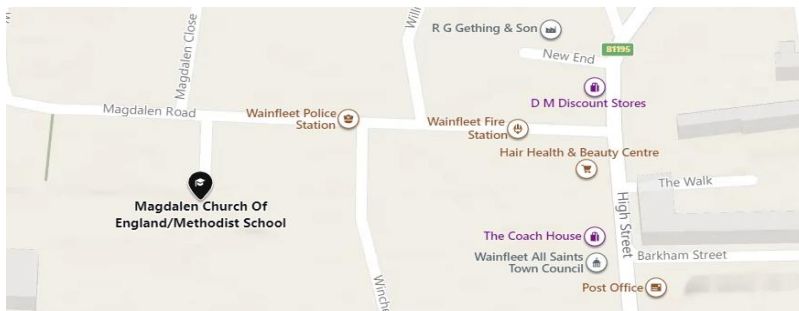
Email: william.lovell@stickney.lincs.sch.uk



Magdalen Church Of England/Methodist School,
Magdalen Road, Skegness PE24 4DD

Telephone 01754 880371

Email: enquiries@magdalen.lincs.sch.uk



Friskney, All Saints School,
Church Road, Friskney PE22 8RD

Telephone 01754 820324

Email: enquiries@friskneyallsaints.lincs.sch.uk

