

**Information for applicants:
Welfare and
Attendance Officer**

WELCOME TO THE ESSA FOUNDATION ACADEMIES TRUST

All will succeed

I am delighted to be the (interim) Chief Executive for ESSA Academy Trust.

I have worked with Northern Education Trust (NET) for ten years, firstly as a Principal, then advancing through the roles as an Executive Principal, having responsibility for 3 schools in the North East, to position of Senior Executive Principal, with the responsibility of overseeing 7 schools (including Kearsley and Kirk Balk in the North West).

The strands for which I hold responsibility within NET are Curriculum and Assessment as well as Teaching and Learning.

I hope you will want to be part of the Essa team and help us ensure that 'All will succeed'.

Andrew Jordan, (Interim) CEO of
Essa Foundation Academies Trust



THE TRUST

The Essa Foundation Academies Trust currently sponsors two academies:

- **Essa Primary School, age 4-11.**
- **Essa Academy, age 11-16.**

Essa Primary School was inspected in October 2019 and was judged to be good in all areas with outstanding early years provision.

Essa Academy was inspected in October 2021 and judged to be a good school in all areas.

Essa Primary (October 2019)

'This is a happy and caring school. Pupils behave well.'

'They listen attentively during lessons and they follow teachers' instructions carefully.'

'No time is wasted in class.'

'Pupils enjoy school. They are polite, and they respect the differences between themselves and their peers.'

'Children get off to a flying start in Reception.'

'Teachers in the early years have created classrooms brimming with exciting learning activities.'

Inspectors also praised the leadership of the Principal and her team who they said 'have worked tirelessly to develop the school.'



Essa Academy (October 2021)

'Essa Academy is a community underpinned by a culture of tolerance and respect.'

'Without exception, every pupil who spoke to an inspector said that they are proud to attend Essa Academy.'

'Teachers have high expectations.'

'Across the school, all pupils achieve well.'

'Leaders have created a strong and purposeful learning environment.'



VISION & VALUES - *All Will Succeed*

Our ethos is simple: we will make the most of our unique family of schools to give every child the best possible opportunity to flourish and develop into a decent, disciplined, well-educated and employable young person.

Here is what is at the heart of all we do:

Developing decent people:

Results and qualifications are important, but they are not the whole story – far from it. Our ultimate goal is to develop well-rounded young people who will make the most of the opportunities open to them in our schools. They will have resilience, zest and passion: people that employers will want to employ; people who will play a part in the communities in which they live and work; people we can be truly proud to say came through one of our schools.

Achieving full potential, no excuses:

We will do all we can to make sure every child gets the chance to reach their full potential. No child should ever get left behind; all have the capacity to learn and to achieve. We'll do this by instilling an acceptance that hard work, effort and application really does pay off. Through effort and application come self-respect, self-esteem, self-belief and success.

Discipline and standards:

It is important to us that our young people demonstrate high standards and that our schools are safe, structured places in which to learn – this will enable inspiring things to happen in the classroom. We will achieve this by expressing our high expectations regularly and frequently and by paying relentless attention to detail. We attach importance to values such as respect: for ourselves, for others, for learning and for the environment.

Great Schools for all:

We want the schools within our Academy Trust to be judged as great schools for all the young people that attend them. This means recruiting outstanding people to work in our schools and offering a curriculum that is engaging, challenging and responsive to individual needs.

Big on attitude:

We will frequently stand back and reflect on how we can do things differently and better. That doesn't mean latching on to the latest fad: it means being open-minded about trying new ideas; it means acknowledging mistakes but seeing them as an experience from which to learn; it means being aware of what happens beyond our schools so that we can predict future trends and remain in control of our destiny.

Strength in sharing:

We believe there is a strength brought about by working together within a multi-academy trust, enabling shared resources, shared knowledge, shared experience and shared success.

What's great about our family of schools is that we can be with a child every step of the way, from teaching them to tie their shoe laces right through to congratulating them on their GCSE results and their future plans. That puts us in a unique position; it's also a tremendous responsibility.



ESSA FOUNDATION ACADEMIES TRUST

The Essa campus is very well placed for both motorway access and public transport. M61 J4 is very close by giving access to the Greater Manchester, Lancashire and Cheshire motorway networks and is close to Bolton railway and bus station.

For more information on our family of schools please visit our website www.efatrust.org

Essa Primary School

We are proud of our pupils, and their achievements. Our key objective is to provide our children with the best opportunity to achieve their potential during their time with us as we help them to develop into independent learners who are able to actively engage and contribute to the ever changing society and wider world.



Essa Academy

At Essa Academy we have a universal belief in our mission 'All Will Succeed', with access to outstanding resources and a strong sense of belonging, ownership and community underpinning our work. Our students and staff are amazing and reflect the ethos of the academy.



EFAT Support Services

We provide administrative and business support such as HR and Finance Support throughout the trust.

Essa Education Ltd

Essa Sports Centre is a modern, state of the art sports facility and community asset, used for a variety of academic and sporting needs, as well as events, meetings, conferences birthday parties and more. Our facilities include a full-sized 3G pitch, multi-use sports hall, dance studio and MUGA (Multi-Use Games Area). Other facilities available for hire include theatre with stage, classrooms & communal dining area.



Essa Education Ltd is a wholly owned subsidiary of **Essa Foundation Academies Trust**.

THE POST

Welfare and Attendance Officer

37 hours per week, Term time plus 2 days

Grade G, SCP 23 (in the range 23027) Actual salary approx £26,900pa (£32076pa FTE)

Welcome to Essa Primary!

We are looking to appoint a passionate and hard-working individual who is passionate about the welfare and safeguarding of young children within the primary sector. At Essa, we have a clear vision to provide the highest standards of support for pupils and families and are looking for the right person to align with our vision to drive these developments in the next chapter of our school's development journey.

Essa Primary is two form entry community focused school with a vision for the highest standards of education for all of our children. Since joining Essa, I have had a relentless determination to create the best possible environment for our staff and pupils. An inclusive environment is critical to allow the development and growth of knowledge, skills and understanding that children need in order to succeed. I am truly proud of the journey our school has been on and incredibly excited for the future. We are seeking individuals that both align with our values and want to passionately make a difference to children's lives.

The role will consist of taking the strategic lead for attendance across the school, liaising with the school's administrative arm as well as the wider inclusion team. Further responsibilities include acting as a DDSL and as part of our school's safeguarding team; taking on the responsibility for the operational day to day running of our child protection referral system; liaise with wider outside agencies in order to keep children as safe as possible; to ensure that vulnerable pupils are getting the support they need in order to attend and achieve well in school.

The successful candidate will have:

- A background of pastoral or social work.
- The ability to have a relentless attitude for wanting the best for children
- The highest standards of professionalism
- Experience of accurate record keeping and monitoring.
- The skills to communicate and co-ordinate meetings efficiently with a wide range of agencies/personnel.
- Have the ability to use their own initiative and having a pro-active, optimistic attitude.

In return, we can offer:

- Amazing children who are enthusiastic about being in school.
- Fantastic standards of behaviour throughout the school.
- A principal with an insistent passion for the highest standards of education for children
- A new, supportive leadership team who are determined and committed to the development of the school.
- Career development and professional development opportunities.

- A friendly, supportive and hard-working staff team.
- A welcoming and warm community who embrace our vision and values.
- Connection with our secondary school and a team of supportive colleagues.

It is a great time to consider joining us here at Essa Primary. If you would like to have a conversation about the role, please get in contact with Allison O'Connell, PA to the Principal/Office Manager by emailing Allison.oconnell@efatrust.org to arrange an informal conversation with myself about the role.

Kind Regards
Peter Stewart
Principal

Closing Date: Tuesday, 19th March 24 @9:00

Shortlisting: Tuesday, 19th March 24

Interviews: Monday, 25th March 24

JOB DESCRIPTION: Welfare and Attendance Officer



Post: Welfare and Attendance Officer

Department: Essa Primary

Responsible for: N/A

Responsible to: Principal

Terms: Support Staff

Hours: 37 hours, Term Time plus 2 days

Main duties

JOB PURPOSE

- To support the development of safeguarding and child protection policies, training and procedures and guidance for the academy
- To lead on the coordination of referrals, arranging action and reviewing service for children and families
- To lead on the implementation of the behaviour policy and its administration
- To provide administrative support to promote academy attendance strategies
- To be the nominated designated safeguarding lead in the academy

JOB SUMMARY

- Ensure there are policies, procedures, systems, structures, resources and personnel in place to promote the welfare and protection of children and support vulnerable families
- Actively work jointly with parents / carers and other agencies through joint planning, training and monitoring of their arrangements for the safeguarding of children and improve attendance
- To work with other staff to secure good outcomes for disadvantaged families and to assist teaching staff in narrowing the gap between pupil premium and non-pupil premium children

RESPONSIBILITIES:

- To implement attendance and punctuality and child protection policy and procedures and provide guidance and support where necessary
- Encourage good practice by promoting and championing the child protection and attendance and punctuality policy and procedures
- Respond appropriately to any disclosures/concerns in order to safeguard children through joint work with other agencies, arranging and attending meetings as appropriate
- To work directly with children in need and parents/carers to assess need and plan interventions in order to improve children's attendance and to prevent children becoming looked after and / or suffering significant harm
- To maintain accurate, confidential and up-to-date documentation on all cases of safeguarding, child protection, attendance case notes and report where required
- Where required, liaise with statutory agencies and ensure they have access to all necessary information
- To support achievement of expected standards of behaviour within the academy, using methods including regular learning walks and use of the consequences system
- To maintain accurate records of behavioural incidents and produce analysis and reports, as required
- To initiate and refer children to outside agencies and co-ordinate referrals
- To initiate and lead on multi-agency referrals for children and complete and maintain case studies.
- When appropriate, to act as lead professional and coordinate team around the child meetings
- To support the care of children where their arrangements are at risk of breakdown
- To discuss the reasons for absence with parents/carers whilst offering support where appropriate and arranging/leading meetings on site and at the child's home

- To ensure that the 'first day response' actions are completed for every child absent from the academy and that accurate records are maintained
- To ensure that vulnerable pupils who are victims of abuse are supported appropriately and sensitively and that all actions assigned to the academy from planning and interventions meetings are successfully carried out and monitored
- To collate and produce statistical information with regards to safeguarding and children groups and analyse data reports for the senior leadership Team
- To respond to parental enquiries and complaints regarding attendance concerns
- To work with identified pupil premium groups and their families to narrow the attainment gap
- As the designated safeguarding lead, plan and deliver safeguarding training within the academy
- Prepare and attend child protection conferences and planning and review meetings whilst working closely with colleagues in children's services as required, some of which may take place out of normal working hours
- Plan and complete professional assessments of need and risk in respect of parents and carers using the using relevant procedures for children in need and at risk of significant harm
- Taking the lead to coordinate the multi-agency approach to prevent and address child protection issues and children in need within the academy
- To maintain confidentiality at all times
- To liaise and coordinate with colleagues and outside organisations regarding the early help assessment and to coordinate and monitor all referrals and recommendations with the academy
- From referrals, develop a register of children who are 'at risk' or have child protection plans
- To send out appropriate correspondence to parents/carers regarding absence, attendance and behaviour

Personal Qualities

- Initiative and dedication
- Team work and collaboration
- Adaptability and transparency

Customer Care

- To continually review, develop and improve systems, processes and services in support of the Academy's pursuit of excellence in service delivery. To recognise the value of it's people as a resource.

Develop oneself and others

- To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your personal development plan.
- To be ready to share learning with others.

Valuing Diversity

- To accept everyone has a right to his or her distinct identity. To treat everyone with dignity and respect, and to ensure that what all our customers tell us is valued by reporting it back to the organisation. To be responsible for promoting and participating in the achievement of the departmental valuing diversity action plan.

Generic Requirements

- It is a requirement of all posts within the Trust that Health and Safety requirements are upheld in the performance of all duties.
- All employees of the Trust are required to uphold the Equality and Diversity Policy and the Trust's Code of Conduct.
- All staff will ensure the safeguarding of young people by the implementation of Child Protection and other safeguarding policies.
- All staff will ensure the safeguarding of young people by the implementation of Child Protection and other safeguarding policies.
- All staff will ensure that they are aware of and work within the requirements of all Every Child Matters

policies, seeking clarity from a member of Senior Leadership if necessary.

- All staff are expected to uphold all Personnel related policies.

This job description is subject to change.

Employee Name

Signed.....

Date

Person Specification

Post: Welfare and Attendance Officer

Department: Essa Primary

Responsible for: N/A

Responsible to: Principal

Terms: Support Staff – Term time plus 10

Hours: 37 hours, 39 weeks

Qualifications	Essential	Desirable
5 GCSE's or equivalent, including English and Maths	x	
First degree or NVQ Level 4 in social work, teaching, counselling, psychology or youth and community work or other work related to work with children and/or relevant experience		x
Post qualifying training in social work, counselling or other professional development areas relevant to working with families/parents/children and young people		x
Willingness to obtain and / or enhance qualifications and training for development in the post	x	
Up to date training on safeguarding		x
Evidence of relevant continuous professional development and training		x
Professional knowledge and understanding		
Experience of using social work or counselling approach to working with parents and children		x
Experience of accurate record keeping and report writing	x	
Experience of working in the education system and in multi-agency settings		x
Experience and associated skills		
Excellent communication and listening skills	x	
Excellent negotiating skills	x	
Excellent organisational skills and time management skills to ensure procedures are systematically followed resulting in high quality, accurate outcomes and reports	x	
Knowledge of different approaches to working with children who are struggling to manage their behaviour (Including working with children's parents)	x	
The ability to operate with absolute discretion and confidentiality at all times.	x	
Ability to undertake assessments and write reports to a high standard	x	
Knowledge of the legislative framework that underpins the work of supporting families and schools, including SEND, attendance and behaviour	x	
Knowledge of safeguarding principles and legislation	x	

Ability to build effective working relationships with parents, external agencies, children and colleagues at all levels	x	
Ability to work individually or as part of a team	x	
Ability to effectively line manage other staff to maximise outcomes for children and the academy		x
Professional Skills		
A strong commitment to the Trust values and ethos	x	
Commitment to support the Trust's policy for safeguarding and equality and diversity	x	
A flexible approach and a strong work ethic	x	
Professional Skills		
Organised approach with the ability to initiate or implement new ideas.	x	
Have the ability to be able to communicate effectively both verbally and in writing	x	
Have the ability to work as part of a team	x	
Ability to communicate effectively with the parental community	x	
Be able to effectively inspire learners to reach their sporting potential	x	
Attitudes and Approaches (Essential)		
A reflective practitioner with a desire for continuous improvement		
A thirst for innovation in teaching		
Want to develop own learning and do things differently and better		
Committed to high standards		
A commitment to working within a multi-academy trust to develop a collaborative vision which embraces excellence, high standards and inclusion		
Possess energy and enthusiasm		
Willing to learn from and with others in the development of good practice		
Have a good sense of humour		
Have humility		
Resilience		
Willing to try out new ideas		
Flexible		
Ambitious – can see an opportunity to make an impact and develop own self.		