

# Assistant Educational Welfare and Family liaison Officer (Grade 3) Required ASAP





**Ernesford Grange Community Academy** is a thriving 11-18 school, with fantastic facilities and a happy, committed team of colleagues whose sole aim is to bring the very best out of our students.

We are part of the Sidney Stringer Academy Multi Academy Trust, which consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Academy and Sidney Stringer Primary Free School.

Our vision is to achieve excellence for all with a mission to work together to inspire a learning culture of high expectations with no excuses, where every member of our school community can be proud to belong to Ernesford Grange Community Academy and all students will achieve outcomes which will enable them to succeed in modern society

Teaching and Learning is at the heart of everything we do alongside the belief that every child can achieve no matter the barriers. We have a very firm no excuses culture and have the highest expectations of our young people and our staff. Ernesford is a very collaborative, supportive and inclusive school and it is our wonderful staff who drive the culture of belief in the young people and what they can achieve. Staff CPD is a key component of our continued improvement in high quality teaching and learning and we invest heavily in this aspect of school life

## **Assistant Education, Welfare and Family Liaison Officer (AEWFLO)**

Ernesford Grange Community Academy is seeking to appoint an excellent AEWFO who is able to support the Attendance Team to ensure our families consistently have both excellent attendance and punctuality. Our vision is simple, we endeavour to create a school community whereby excellent attendance and punctuality is a fundamental expectation and families acknowledge that it maximises potential, boosts social skills, confidence and self-esteem.

The Attendance Team at Ernesford seeks to increase school attendance rates by working in close partnership with families and other external agencies. We are looking for a professional to join our passionate team and who is able to:

- Communicate openly and honestly with staff, pupils and families about our expectations of school life and performance so that they understand what to expect and what is expected of them.
- Liaise with other agencies working with pupils and their families to support attendance, for example, where a young person has a social worker or is otherwise vulnerable.
- Monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address absence.
- Where interventions fail to address attendance issues, identify the reasons why and, where appropriate, change or adjust the intervention.

- Make sure staff, pupils and families understand that absence from school is a potential safeguarding risk and understand their role in keeping children safe.
- Make evidence informed decisions that improve attendance processes and procedures.

## Why work at Ernesford Grange Community Academy?

Why should you commit your future to the children of Ernesford Grange Community Academy?

I asked some of our Ernesford colleagues earlier this term what it was that made them love working here quite so much and this is just a snippet of what they said:

- We are a genuine family where the staff care just as much about each other as they do about our wonderful students
- SLT actually trust staff to work and do not micro manage everything
- It feels like the responsibilities during the tough times and decisions are shared to make it a little easier on everyone
- We have a dedicated Director of Staff Well-Being who genuinely wants to make sure we are all happy and enjoying our time at school
- SLT listen to you and actually take on board suggestions on how to keep improving
- We care about others. Really care. Not the care that you do because you have to, or because you feel obliged to.
- Engaging and challenging schemes of work in place which eases workload as they require differentiating according to group need rather than re-creating. These are reviewed constantly so if we need to think of something new we share the workload as a team.

In addition, there are benefits to being a colleague within Sidney Stringer Multi Academy Trust

- **100% attendance - 1 day off following year**
- **Occupational health and counselling support**
- **Cycle Scheme**
- **Free Flu jabs**
- **Long service awards**
- **Free access before and after school to fully equipped gym**
- **Potential to work across more than one school/phase if appropriate**

## **JOB DESCRIPTION – Assistant Education, Welfare and Family Liason Officer**

Sidney Stringer Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

**Grade:** 3

**Hours:** 37 hours (Monday – Thursday 8:00am – 4:00pm and Friday 8:00am – 3:30pm)  
Term time only (190 days)

### **JOB PURPOSE:**

To support the work of the Attendance Team and to ensure that attendance targets are met at the Academy.

### **DESCRIPTION OF DUTIES AND RESPONSIBILITIES**

- To investigate and understand the reasons for students unauthorised absence from school and to take appropriate action to secure their regular attendance and punctuality.
  - To visit families where students are absent as directed by the EWFLO and Assistant Headteacher responsible for attendance.
  - To call families to discuss absence.
  - To deliver group intervention to improve attendance.
  - To identify students who are not achieving full attendance and identify the cause of the absence, suggest and assist in the implementation of plans of action that may resolve the need. This includes working in close harmony with staff at the Academy, the child and the family.
  - To keep records of all the action taken to improve the attendance of the students.
  - To support the EWFLO with the preparation of reports to assist legal proceedings.
  - To give close attention to early identification and prevention of absence habits.
  - To assist in monitoring students educated outside the usual school site.
- The post holder will be responsible and accountable for carrying out duties and responsibilities of the post with regard to the Academy Equal Opportunities policy.

### **Other Duties**

- To undertake such other duties, training and/or hours of work as may well be reasonably required and which are consistent with the role.
- To participate in personal learning goals arrangements.
- To adhere to published Academy policies and procedures.
- To attend regular meetings with line manager.

### **Safeguarding**

Teachers are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

### **Rehabilitation of Offenders Act 1974**

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure

### **Health and Safety**

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

### **Confidentiality and Data Protection**

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

### **Equality and Diversity**

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect and are entitled to expect this in return.

### **Training and Development**

Sidney Stringer Multi Academy Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

*This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.*

*This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.*

**Job Description Reviewed By: D Burrows (December 2022)**

#### **PERSON SPECIFICATION**

<b>ATTRIBUTES</b>	<b>JOB REQUIREMENTS</b>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>▪ Knowledge of basic filing systems used on a computer</li><li>▪ An understanding of legislation regarding attendance</li></ul>
<b>SKILLS</b>	<ul style="list-style-type: none"><li>▪ Liaise and communicate effectively with other staff of the school and other agencies</li><li>▪ Ability to prioritise, organise and plan work in advance</li><li>▪ Use a telephone and respond to people's requests for assistance or advice</li><li>▪ Ability to drive and access to your own vehicle.</li></ul>
<b>ABILITIES</b>	<ul style="list-style-type: none"><li>▪ Able and willing to project a customer friendly approach to work</li><li>▪ Able to use a computer and its word-processing capabilities.</li><li>▪ Able to demonstrate flexibility in responding to a variety of tasks</li><li>▪ Ability to maintain confidentiality at all times</li><li>▪ Able and willing to work as part of a team</li><li>▪ Good people management skills</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>▪ Working in a school setting desirable but not essential</li></ul>
<b>EDUCATIONAL ACHIEVEMENTS</b>	<ul style="list-style-type: none"><li>▪ Good standard of general education, including English and Mathematics</li></ul>



## Assistant Education Welfare and Family Liaison

Required as soon as possible

<b>Grade</b>	3 - (£17,836 - £18,830 pa actual salary)
<b>Working hours</b>	37 hours per week Monday to Thursday - 8.00am – 16.00pm and Friday 8.00am-15.30pm (half an hour lunch)
<b>Term time</b>	190 days

You will be employed by the trust which consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Primary Free School and Sidney Stringer Academy.

If you would like further information or to discuss the post in more detail then please contact Kane Hudson, Assistant Head Teacher – [khudson@egacademy.org.uk](mailto:khudson@egacademy.org.uk)

### How to apply

If you are ambitious for yourself and want to be part of a great team at this really exciting time then we would like to meet you.

For further details, an application form, and to apply, please visit our Website:  
**[www.sidneystingertrust.org.uk](http://www.sidneystingertrust.org.uk)**

Please return completed application forms to the recruitment team –  
**[recruitment@egacademy.org.uk](mailto:recruitment@egacademy.org.uk)** [No hard copies to be sent in the post].

We look forward to receiving your completed application form.  
Closing date: **Monday 30th January 2023 at midday**

Interview date: **TBC**

**Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.**

