

# Candidate Information Pack:

Education Welfare Support Officer  
The Birley Academy



# Welcome

Dear Applicant,

Thank you for showing an interest in the post of Education Welfare Support Officer (EWSO) at The Birley Academy.

We are a popular secondary school situated in the south east of Sheffield. We have a modern building set on a pleasant campus and enjoy excellent facilities.

The acronym L.E.A.D. embodies the four core principles at the heart of the trust: strong leadership at every level; empowering every student to aim high; giving every student the opportunity to achieve and constantly driving for improvement. At The Birley Academy, this is at the heart of everything we do.

Our vision is simple: to ensure that we constantly challenge ourselves and our students to aspire to our very best, enjoying learning and being active members of the learning community. As part of the L.E.A.D. multi-academy trust, we work with all stakeholders including parents, local businesses, community leaders and our partner primaries to represent and best meet the needs of our students. We believe that our students are entitled to nothing but the best.

If you join our team you will be joining a group of professionals who are not only enthusiastic and dedicated but a team who believe that learning is our most important activity; a team single-minded about learning for all - staff and students alike. Every member of staff is prepared to work tirelessly to ensure that learning is relevant, purposeful, engaging and rewarding. To support this, we offer an excellent CPD package aimed at supporting staff at every stage of their career; from training through to headship. We work with partners such as L.E.A.D. TSA, PiXL and Learn Sheffield as well as a host of other nationally recognised providers.

As part of the team, you will be encouraged to be a reflective and open practitioner and you will be supported at every step by the senior leadership team and experienced colleagues to enable you to develop as a highly effective practitioner and leader.

Our students are simply amazing. They are hugely rewarding to work with and very capable of fantastic achievements. All your hard work will be repaid with tremendous loyalty and respect. The Senior Leadership team have a clear strategic plan for the school. As an experienced group of leaders, they strive for continual improvements in standards and to provide the best learning experiences for all students. We are firmly focused on making the school the best it can be.

If you have ability and potential, if you are resilient and creative, if you have a sense of humour, an enthusiasm for learning and if you are prepared to work relentlessly towards further equipping our students with the knowledge, skills and confidence for a successful career and future life opportunities, then I look forward to receiving your application.

Yours sincerely,



**Gina Newton**  
Headteacher



**Role: Education Welfare Support Officer (EWSO)**

**Reporting to: Assistant Headteacher**

**Salary: NJC 16-20**

**Location: The Birley Academy, Sheffield, S12 3BP**

**Starting Date: 1<sup>st</sup> September 2022**

**Job Title: Education Welfare Support Officer**

**Reporting to: Assistant Headteacher**

**Role Purpose:** To provide an education welfare and safeguarding service to pupils in the academy. To ensure that pupils attend school or their provision regularly and frequently. To liaise with EWO, Safeguarding officer and DSLs as appropriate.

**Responsible For:** Safeguarding, welfare and personal care of students.

**Liaising with:**

- Headteacher
- External agencies
- DSLs
- Safeguarding Officer
- Year Leaders
- Inclusion and Pastoral Team
- SLT
- Data Team
- Tutors
- SENDCo and Team
- Safeguarding Worker

**Hours of Work:** 40 Weeks (37 Hours)

**Grade and Scale of Post:** NJC 16-20

**Main Duties and Responsibilities**

- To maintain a range of school records and data relating to student attendance. To respond to requests for such data from a range of staff in the academy and assist in the interpretation of such data and information.
- To work with Form Tutors to supply accurate student attendance data.



- To monitor and track data around attendance and attainment and to use this data to support identified groups of vulnerable students to show and improvement in these areas.
- To monitor and evaluate attendance and punctuality data so as to review the success of the school policies and initiatives to improve the attendance and punctuality of students where this is an area of concern.
- In cases of poor school attendance and/or welfare issues, to be proactive in assessing the situation and liaising with the appropriate professionals when students may be in need of additional support.
- To offer general advice to parents/carers and the academy on education matters.
- To maintain regular contact and establish constructive relationships with families/carers of children in need of extra support, to keep them informed of the child's needs and progress and to encourage positive family support and involvement.
- To proactively maintain and develop contacts with other statutory agencies.
- To communicate and advise staff of the procedures and rules necessary for the correct functioning of the attendance system to ensure adherence to the academy's policies and processes with regards to the management of attendance problems and awareness of support programmes in place.
- To network with internal and external health/support agencies on a regular basis. To liaise with a range of health and support agencies with a view to seeking advice and support on behalf of students with specific concerns which may affect their attendance at the academy, under the direction of the Assistant Headteacher.
- To work with the Assistant Headteacher, SENCo, teaching staff and relevant LEAD advisers so as to contribute to the review and development of academy policies and processes relating to attendance management, ensuring adherence to DfE guidelines and consideration of the success of the academy's existing policies and processes.
- To evaluate the success of support initiatives with regard to school attendance problems and to produce reports on student attendance on a regular basis.
- To liaise with academy staff, LA, and Social Care as appropriate to identify students at risk of disaffection.
- To have knowledge and appreciation of the range of activities, courses, opportunities, organisation and individuals that could be drawn upon to provide extra support for students.
- To work proactively with academy staff and other professionals to devise and monitor alternative education packages for disaffected or underachieving students within the academy inclusion guidelines.
- To take and respond to telephone messages re attendance issues.
- To follow up on suspected truancy and inform parents.
- To make first day contact with all absentees each day.
- To ensure that all registers are completed and are accurate by the end of each day.
- To make home visits each day in order to address below standard student attendance.
- To be a member of the Academy safeguarding team.



- To participate in the completion of legal casework/evidence to facilitate prosecution or poor or non-attenders.
- To complete FCAFs as required.

#### General Duties

- To develop excellent working relationships with colleagues internally and outside of the Academy.
- To be an effective and flexible member of the Academy Inclusion Team.
- To uphold Academy policies and procedures at all times.
- To ensure any documentation produced is to a high standard.
- Be aware of and comply with policies and procedures relating to safeguarding, child protection, health & safety and GDPR, reporting all concerns to the appropriate person.
- Participate in and lead training as required throughout the academic year.
- Participate in the Academy's appraisal process.
- Provide appropriate guidance and support for staff and assist in their training and development as appropriate.
- To promote the importance of attendance with all Academy stakeholders.
- To support and promote the Academy ethos and vision.
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post.
- To supervise students at duty times throughout the day
- Perform any other reasonable duties as directed by the Headteacher/SLT

#### Service Provision

- To ensure that vulnerable pupils are supported appropriately and sensitively
- Promote a caring and supporting environment where concerns may be explored, thereby promoting the mental and emotional health of the academy
- Make referrals, where appropriate and with consent to other agencies.

#### Service Development

- Implement effective strategies, e.g protective behaviours, to develop a culture where students are safe and know how to report any concerns
- To be alert to trends and patterns of problems and to be willing to identify causes and recommend action
- To continually review and evaluate the service

#### Staffing and Staff Development

- To participate in appropriate CPD, and actively engage in the Academy and LEADY Academy Trust appraisal process
- Arrange and deliver relevant training to staff as and when needs are identified
- To be committed to ongoing professional development

#### Quality Assurance



- Ensure that accurate and confidential records are kept

#### Management Information and Administration

- To ensure that all information remains confidential and secure at all times

#### Communication

- Liaise with Academy staff and other professional as appropriate to ensure the effective operations of the service
- To attend meetings with external agencies as required
- Ensure confidentiality of all student information
- To attend all meetings identifies by the Headteacher, SLT – both internal and external
- To write an annual report on the use of the service and the types of issues being presented

#### Marketing and Liaison

- To ensure effective liaison both internally with staff and externally with agencies centred on the child

#### Management of Resources

- To ensure that all information in either electronic or paper format remains confidential and secure at all times

#### Corporate Responsibilities

- To abide by and implement all policies and procedures of the Academy and LEAD Academy Trust, including being aware of and responsible corporately and as an individual for Health and Safety policies and procedures.

#### Safeguarding

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.



**Person Specification – Education Welfare Support Officer**

Criteria	Essential	Desirable	Evidence
Qualifications and training	<ul style="list-style-type: none"> <li>GCSE English and Maths to at least grade C level (or equivalent).</li> <li>Any other relevant level 2 or 3 qualifications.</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of a higher education qualification (e.g. degree).</li> <li>Relevant professional qualification.</li> </ul>	Application form, certificates, references.
Experience	<ul style="list-style-type: none"> <li>Experience of working with young people and families.</li> <li>Experience and understanding of the education system and the impact low attendance has.</li> <li>Experience of the statutory framework for attendance and how to apply it.</li> <li>Previous experience of playing an active role in safeguarding and child protection.</li> </ul>	<ul style="list-style-type: none"> <li>Experience and understanding of local authorities and other public services as they relate to children and families.</li> <li>Previous experience of working in a similar role within the education sector.</li> <li>Experience of implementing the statutory framework for attendance and supporting school or academies with court proceedings.</li> <li>Experience of working with multi-agency teams in order to support vulnerable children and their families.</li> </ul>	Application form, Interview, References.
Skills, Knowledge and Aptitudes	<ul style="list-style-type: none"> <li>Equipped with skills to appear in court and able to command the confidence of the court.</li> <li>Good interpersonal and oral communication skills.</li> <li>Interviewing, assessment and negotiation skills.</li> <li>Able to work alone under own initiative.</li> <li>Able to work as a team member.</li> <li>Able to demonstrate a commitment to multi agency work.</li> <li>Able to organise and prioritise work.</li> <li>A high standard of literacy with the ability to produce written reports and convey information accurately.</li> </ul>	<ul style="list-style-type: none"> <li>Clear understanding of the statutory requirements in schools in relation to safeguarding, Prevent, child protection and data protection (GDPR).</li> </ul>	Application form, Interview, References.



	<ul style="list-style-type: none"> <li>• Good administrative and record keeping skills.</li> <li>• Good level of computing skills, including word processing and spreadsheets.</li> </ul>		
Personal Attributes	<ul style="list-style-type: none"> <li>• A clear appreciation of the requirements in the education sector regarding attendance.</li> <li>• Ability to think, work creatively and solve problems.</li> <li>• Understanding of the problems experience by young people, especially those in crisis.</li> <li>• Ability to deal with stressful situations in a physically and emotionally demanding job.</li> <li>• Compassionate with the ability to communicate effectively and influence at all levels.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of supporting schools with court proceedings and a deep understanding of the systems and processes.</li> </ul>	Application form, Interview, References, Enhanced DBS.
Special requirements	<ul style="list-style-type: none"> <li>• Access to reliable transport in order to carry out the travel requirements of the post.</li> <li>• Willingness to work outside normal working hours (if applicable).</li> <li>• Willingness to continually undertake professional development opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>• A genuine ambition and interest in improving the life choices for our students, their families and the wider community.</li> </ul>	Interview, References, Enhanced DBS.



## L.E.A.D. Academy Trust

L.E.A.D. Academy Trust comprises of twenty five academies across Nottingham, Leicester, Derby, Lincoln and Sheffield. Our philosophy is to; lead, empower, achieve and drive.

At the heart of our Trust is the development of outstanding leaders. We empower individuals in our schools to provide the highest quality education, enabling every pupil to realise their full potential. We have also been recognised by Ofsted as a leading academy sponsor, securing rapid and sustainable improvement through the research and application of best practice across operational areas.

The combination of autonomy and collaboration across key areas of leadership and management underpinned by shared vision, values and best practice positions L.E.A.D. as a truly unique Academy Trust.

To view our 'L.E.A.D. Family Brochure' please visit:

[www.leadacademytrust.co.uk](http://www.leadacademytrust.co.uk)

To see the wonderful achievements, proud moments and diverse events happening across our Trust please follow our twitter account:

**@LEADAcadTrust**



## Our Leaders

One of the core priorities for the L.E.A.D. Academy Trust is the development of outstanding school leaders. We are dedicated to providing an organisation which will:

- develop inspirational school leaders for the future through high quality recruitment, professional development and coaching;
- invest in joint training, peer coaching, sharing good practice and professional dialogue in a climate of trust;
- continually improve, exploring new ways of working, alternative curriculums and innovation;
- strategically plan to produce the next generation of high quality school leaders.





## Our Support

We provide a range of high quality, professional services to schools in nine core areas:

**Financial Management**

**Project Management**

**Procurement**

**ICT Management**

**Human Resources**

**Leadership Development**

**Legal Support**

**Governor Support**

**Education**





## How to Apply

Please send a completed application form and covering letter addressed to and marked for the attention of the Headteacher. ([hr@birleysecondaryacademy.co.uk](mailto:hr@birleysecondaryacademy.co.uk))

**Closing Date:** 24<sup>th</sup> May 2022

*The L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check*



**L.E.A.D. Academy Trust**  
**Lead • Empower • Achieve • Drive**

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