

Post:	Attendance and Welfare Officer
Location:	WMG Academy for Young Engineers Solihull
Salary:	Grade 6 (SCP 12 to 18) Full Time Equivalent to £27,711 - £30,559 Actual Salary – Full Time, Term time only £24,264 to £26,757
Contract type:	Full time
Contract term:	Permanent
CLOSING DATE:	29th November 2024
INTERVIEW DATE:	W/C 2nd December 2024
START DATE:	4th January 2025, sooner if possible

The WMG Academy Trust Board is seeking to appoint an enthusiastic and able individual to join our Solihull Academy. The successful applicant will be professional, suitably qualified, dedicated and tenacious member of staff to support our ongoing drive to secure regular attendance for all students.

JOB PURPOSE

The role is primarily focused on improving levels of student attendance across the Academy by building relationships with key students and their families through home visits. Conduct safe-and-well checks and contribute to administration of attendance including compiling evidence for statutory action.

Research shows that student attendance is one of the greatest mitigating factors for young people when striving to reach, and endeavouring to exceed, their academic potential. The impact of non-attendance for students who hail from disadvantaged backgrounds is far greater than their advantaged counterparts.

In this role, you will work closely with senior leaders, pastoral colleagues, external agencies, the local authority, students and their families as you strive to unpick any challenges that may be in existence for students in securing regular attendance. You will ensure that the statutory obligations around student attendance, the reporting of student attendance and the integrity of attendance registers is maintained – supporting and challenging where required. For full details, please refer to the job description.

About us

The key academic sponsor of the Academy is the University of Warwick. The Solihull Academy is located adjacent to Chelmsley Wood Shopping Centre in North Solihull and boasts over £2 million of specialist equipment and ICT. Our relationship with a broad range of local, national and international business partners will allow the successful candidate to link his/her experiences to an applied, employment-led educational environment.

Further information about WMG Academy Solihull can be found on our website www.wmgacademy.org.uk

What we can do

Professional development is key to our ongoing success, so we continually invest in our employees through our learning and development opportunities, mentoring and progression opportunities across academies and engaging with our team of leading education experts.

We can also offer you a range of benefits, including competitive salaries, hybrid working where this is appropriate, flexible working, pension scheme and generous holiday entitlements.

Our Commitment

WMG Academy is committed to safeguarding, safer recruitment and promoting the welfare of pupils. Our comprehensive recruitment and selection processes aim to discourage and screen out unsuitable applicants. Successful candidates are subject to rigorous pre-employment checks. You will be required to provide evidence of identity, right to work in the UK, complete an enhanced DBS clearance and provide proof of professional qualifications. Online searches will be carried out as part of the recruitment process. We are equally committed to eliminating discrimination and encouraging diversity. We aim for our workforce to be representative of society and that each employee feels respected. We oppose all forms of unlawful and unfair discrimination.

To apply for this position, please complete the application form with a supporting statement (section 7 of the application form) and our Equality & Diversity Form. These can be found on the WMG Academy website.

Completed application forms should be returned to: solihullrecruitment@wmgacademy.org.uk or j.bird@wmgacademy.org.uk

Please note that we cannot accept CV applications. You will need to complete the application form or apply via TES completing the application form on there.

For an informal conversation please contact the WMG Academy on 0121 289 3556.