JOB DESCRIPTION

POST TITLE: Attendance and Welfare Officer

POST RESPONSIBLE TO: Director of Inclusion

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

JOB PURPOSE

We are seeking to appoint a suitably qualified, dedicated and tenacious member of staff to support our ongoing drive to secure regular attendance for all students

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.

DUTIES AND RESPONSIBILITIES

- Be responsible for the daily oversight of all attendance, absences and lateness, working with the Pastoral team, the office and parents as necessary.
- Monitor and track attendance across the academy, including identified students who are of concern and reporting on the these students as necessary to the pastoral team as well as sending out attendance letters and preparing Notice to Improve documentation
- Conduct home visits to support and improve attendance and where necessary undertake parent contract meetings where students have attendance concerns including Persistent and Severe absences
- Attend review meetings with the Pastoral team to review whole-academy attendance and identify strategies to improve this, providing attendance data via WMG Management Information System to support the meetings
- Support parents with attendance and punctuality strategies
- Support students with medical needs and other issues which prevent full-time absence by liaising with staff, parents/carers and other professionals

- Raise the attendance of targeted students through effectively monitoring and communication with with staff, parents/carers and other professionals, including working on strategies to improve student punctuality and identifying patterns of non-attendance and late arrival quickly and put in place timely inventions

- Ensure measures are in place to provide students with missed schoolwork

- Attend relevant meetings regarding the wellbeing of specific students

The successful candidate will have:

- The motivation to achieve the very best for the students in our care and be relentless in the pursuit of excellence
- Excellent interpersonal skills
- Experience with supporting students and families
- Excellent communication skills
- Excellent organisational skills
- High levels of confidentiality
- Be an effective problem solver who will come up with positive and robust solutions to problems
- Be highly proficient in your ICT skills with excellent accuracy and attention to detail

As this role includes home visits, a full driving licence and access to a vehicle is also required (the Academy has business insurance)

Any other duties commensurate with the level of this post and as directed by the Associate Principal or Chief Executive.

Person Specification for Attendance and Welfare Officer

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively:

REQUIREMENTS The post holder must be able to demonstrate:	ESSENTIAL (E) or DESIRABLE (D) REQUIREMENTS
QUALIFICATIONS	
GCSE or equivalent level, including at least a Grade C / 4 in English and maths	E
EXPERIENCE	
Experience working in a school environment or other educational setting	E
Proven record of success working with students with attendance concerns	D
Working with a range of agencies to support students and parents	E
An understanding and demonstration of barriers to learning and how to overcome this	E
Understanding of behaviour for learning.	E
KNOWLEDGE AND SKILLS	
Excellent subject knowledge including knowledge of the possible intervention strategies to raise attendance	D
Experience identifying interventions to raise attendance of pupils	D
Knowledge of the potential barriers to high attendance that pupils may face	D
Ability to tailor interventions to individual pupils	D
Ability to analyse and interpret student data and set targets/interventions for students.	E
Ability to create an ethos which enables all students to achieve their potential	E
To be able to work effectively as a team	E
Excellent interpersonal skills and ability to work in partnership with a diverse range of stakeholders	E
Excellent literacy, numeracy and ICT skills, including the ability to conduct analysis and produce reports	E
PERSONAL ATTRIBUTES	
Organised, proactive and self-motivated	E

Ability to maintain confidentiality and discretion at all times	E
Good time management skills	E
Ability to organise, plan and prioritise and work under pressure	E
Good listening skills	E
Effective written and verbal communication skills	E
A commitment to safeguarding to learners within the academy, along with promoting equality, diversion and inclusion	E
Enthusiasm, optimism and energy	E
To work under pressure and meet deadlines	E
Commitment to upholding and promoting the ethos and values of the school	E
Full clean driving licence	E

All offers are subject to clearance of references and enhanced DBS checks

FURTHER PARTICULARS

"*We have some of the best companies and supply chains in our local area, and they all desperately need new talent and skills to help them grow. That is why the WMG Academy for Young Engineers is so important."*

The late Professor Lord Bhattacharyya, Chairman, WMG

The WMG Academy for Young Engineers

The WMG Academy for Young Engineers Multi Academy Trust was formed in March 2015. Following the successful opening of the Coventry Academy in September 2014, the WMG Academy Trust opened its second Academy in September 2016 in North Solihull.

Formed between a partnership of the University of Warwick and with the support of national, regional and local businesses such as Jaguar Land Rover, National Grid, and Rolls-Royce, the Trust is committed to providing a better way of learning for the Engineers of the future.

The Trust is made up of members from industry including the MAKE UK, Coventry and Warwickshire Chamber of Commerce and the University of Warwick who have led the development of the WMG Academies and oversee their running from a strategic perspective. They are supported by a board of trustees and governors, all with relevant business and education experience, who shape the experience of our learners.

Each WMG Academy focuses on engineering, science, maths and digital communication technologies and caters for up to 640 learners of 14-19 years of age from Coventry, Warwickshire, Solihull and Birmingham. The WMG Academy initiates and supports the development of well-educated and industry trained learners who not only have the qualifications but also the functional skills, knowledge and personal qualities to make an impact in the worlds of work, further and higher education.

WMG Academy Coventry was rated 'Good' by Ofsted in 2017 and WMG Academy Solihull was rated 'Good' by Ofsted in 2019.

As well as a core curriculum at Key Stage 4, which includes GCSEs in the core subjects maths, science, English and Engineering Manufacture, students can select from options which include a modern foreign language, a humanities subject and free option subjects, such as art, computer science and business studies. In addition, all Key Stage 4 students can follow an additional Level 2 Cambridge Nationals course in Engineering worth a further 2 GCSEs equivalent.

Students at Key Stage 5 can follow a flexible pathway bespoke to their needs. Students can opt to study 3 A Level subjects, Level 3 OCR Technical in Engineering worth the equivalent of 1 A-Level or a Level 3 BTEC Engineering qualification at Certificate Diploma or Extended Diploma level. Further BTEC qualifications are available in Art, Business, ICT and Science and students can mix qualifications to suit their individual needs.

Our vision

We will ensure that our learners have raised aspirations that will provide the motivational drive to succeed. Strong employer and further and higher education links, as well as a professional ethos and culture, will ensure the learners will be in demand from employers.

Our unique status of working very closely with some of the biggest employers in the region means that we have shaped the curriculum from day one to ensure we produce learners with a professional ethos and culture that is in high demand in today's working world.

Team working is the norm and learners work together to develop the skills that employers value. We are committed to developing team working, problem solving, creativity, leadership, communication, resilience and an ability to respond to change. As staff, it is our role to model those skills and behaviours to our learners in everything that we do.

WMG Academy for Young Engineers Coventry

Opened in September 2014 by Ratan Tata, the Coventry Academy has over 450 students on roll. Located close to the Westwood area in Canley and the University of Warwick, the Coventry Academy was designed with a large Engineering Hall filled with over £1M worth of specialist equipment. Three additional dedicated CAD/CAM areas allow industry standard software to be used by students in their Engineering projects.

WMG Academy Coventry has a highly successful sixth form, which is consistently at the top of the post-16 performance tables for the city.

Students at the Coventry Academy come from a wide catchment area which includes Solihull in the north through to Kenilworth, Warwick and Rugby in the south.

The Academy follows an 8.30am – 4.30pm timetable (Tuesday – Thursday) with enrichment opportunities offered to students that include football, F1 in schools, GreenPower and Engineering clubs, including the Royal Navy Engineering Challenge and the European Space Agency's CanSat project. Students also have access to resources at Warwick University. On Mondays and Fridays students leave at 3.20pm.

WMG Academy for Young Engineers Solihull

Opened in September 2016, the Solihull Academy boasts over £2M of specialist equipment and ICT and currently has over 400 students on roll. Developed along a similar open plan design to Coventry, the Solihull Academy occupies a slightly bigger footprint. The Academy is thriving on successful recruitment and currently has provision for five year groups including Year 10 to 13 and a Post-18 HNC cohort.

Dedicated ICT facilities include 3 CAD suites and student PC access in all teaching rooms giving unrivalled access to industry standard software. These facilities allow innovative teaching pedagogy through digital technologies. A large Engineering Hall, complemented by 'Make and Do' areas above, allows a flexible group-work approach to learning.

The Academy occupies land adjacent to the Chelmsley Wood shopping Centre, North Solihull, and draws from a wide catchment of East Birmingham, Solihull and North Warwickshire. The Solihull Academy follows the

template of the 8.30am – 4.30pm working day used in the Coventry Academy (Tuesday – Thursday) and has the additional flexibility of incorporating some enrichment into the Academy day due to its close proximity to North Solihull Sports Centre and having its own multi-use games area and activity hall.

The Role

The WMG Academy is looking for an outstanding Attendance and Welfare Officer to join the Pastoral Team at WMG Academy Solihull. The successful candidate will be passionate about supporting young people and determined to see all students achieve their best.

The Academy believes that all young people deserve to become world-class learners - to learn, enjoy, succeed and thrive in a first rate educational environment with excellent facilities, outstanding teaching and the most up-to-date resources available to them. You will benefit from visionary, inspirational and dynamic leadership and be empowered to develop your own skills.

This is a unique opportunity to be involved in an exciting academy; designing and leading an innovative approach to learning and ensuring that learners achieve the highest outcomes and opportunities.