



We are His body, living and learning as one.

Education Welfare Officer

Role: Education Welfare Officer
Salary: Grade 7 scp. 26 to 30 pro rata £34,834 - £38,223 pro rata to 41 weeks per year
Actual: £31,500 - £35,341
Hours: Full Time. Term Time plus insets plus 2 weeks – 41 weeks per year
Required: As soon as possible
Contract: Permanent

Closing Date: Friday 2nd February 2024 at 12 noon
Shortlisting: Tuesday 6th February 2024
Interviews: Wednesday 21st February 2024

Corpus Christi Catholic Academy Trust wishes to appoint an Education Welfare Officer to support All Saints Catholic College to ensure high attendance and achieve the best possible outcomes for pupils

The main duties of the role are:

- To provide a comprehensive and high quality support service to the school to improve overall school attendance
- To assist in the planning, development, design, organisation and monitoring of whole academy, procedures and policies to ensure a consistent school-wide focus on students' attendance, using data and benchmarks to measure and monitor progress and set targets which will promote and sustain school improvement
- To work with vulnerable students and families to devise and develop a range of alternative strategies and actions to promote attendance

The successful candidate will:

- Provide a high quality and comprehensive school attendance service.
- To advise the SLT on current and new legislation and best practice in accordance with attendance legislation and DfE guidelines
- To assist with the safeguarding and welfare of children to ensure compliance with KCSiE 2023
- Be able to work with parents, carers and students in a friendly and understanding manner.
- Be able to adapt and respond appropriately to challenging situations
- Be open to new ideas, committed to working as part of a team and of course have a good sense of humour.
- Have strong moral and ethical principles and values.

We can offer the successful candidate:

- An opportunity to work within a welcoming and enthusiastic environment with wonderful children, supportive staff, governors and parents
- Close links and group support from other schools in this forward thinking Catholic multi-academy trust in this exciting time in our development
- An opportunity to be part of a team of dedicated, talented and hardworking individuals
- Entry into the Local Government Pension Scheme which is one of the most competitive on the market, with employer contributions of 18.5%
- A true commitment to Continuing Professional Development with access to a library of on-line training courses and fully accredited qualifications and opportunities to access other relevant paid training.
- A range of employee benefits which support your well-being that includes:
 - A confidential Employee Assistance Programme which is extended to members of your family
 - A Health Cash Plan which is paid for by the Trust and gives access to a range of benefits which include covering the costs towards optical, dental, alternative therapy treatments, health screening and discounted gym memberships and a large range of retail discounts. Some benefits are also available to family members
 - Flu vaccination clinics
 - Eyecare Vouchers

Prospective candidates are warmly invited to visit the school and meet with a member of the school's senior leadership team. Please contact Lisa Jones (Headteacher's PA) on 0161 338 2120 or e-mail: ljones@allsaintscatholiccollege.com to make arrangements.

If you would like to apply for the position, application packs are available from the Trust's website www.corpuschristitrust.co.uk/vacancies/. You should complete the CES Support Staff Application Form and return it by e-mail to recruitment@corpuschristitrust.co.uk. You will need to read the Application Form Notes, Privacy Notice, Job Description, Person Specification and Disclosure Form.

Corpus Christi Catholic Academy Trust is an Equal Opportunities employer and we positively welcome applications from all candidates regardless of age, disability, religion, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, sex and sexual orientation.

The Corpus Christi Catholic Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post will be subject to enhanced DBS and barred list checks, satisfactory references, health checks, satisfactory online/social media checks, and appropriate overseas checks (where applicable) and will be exempt from the provisions of the Rehabilitation of Offenders Act 1974. The applicant will be required to safeguard and promote the welfare of children and young people.

Applicants are advised that schools and colleges designated with a religious character in England and Wales are permitted by law to require certain posts to be filled by practising Catholics or individuals who hold a Catholic Certificate in Religious Studies.

Where it is not a requirement of the role to be a practising Catholic, applications are invited from individuals committed to supporting the Catholic ethos of the school.

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Please note CVs and agency referrals will not be accepted