

Education Welfare & Family Support Officer

For Spring 2020
Candidate Information Pack



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**We believe in
ourselves.
We believe in each
other.**

Welcome from the Chief Executive Officer



Dear Candidate,

I am delighted that you are interested in joining our growing Welfare service team, an integral part of Folio Education Trust.

Our Multi Academy Trust (MAT) has two secondary and two primary schools, and currently supports approximately 2500 students and 250 staff. In the next five years, we intend to double the current numbers. Our Education Welfare and Family Support Officer will be a key professional within our team, supporting our students and potentially broadening the reach of our shared services, ensuring that the service provision is something any new partners will want to join.

Over the past year this successful 4-school, cross-phase, multi-academy trust (MAT) in South London has been on an exciting journey building a welfare service for use by our schools, as well as offering this to other local schools interested in our bespoke service, to offer a high quality, flexible and cost-effective alternative to the other options available.

We are committed to the health and well-being of learners from Early Years through to the end of the Sixth Form, and as such are seeking a qualified professional to of this service.

If you have it in you to be entrepreneurial and use your qualifications, background and experience to contribute to Folio's aim to enhance the life chances of young people, then read on and I look forward to receiving your application.

Mr Jonathan Wilden

Chief Executive Officer
Folio Education Trust



The Education Welfare and Family Support Officer a summary of your responsibilities will include:

- Providing schools with the support they need to tackle attendance issues, punctuality and advising key staff of trends, concerns and referrals.
- Keeping up to date with all new legislation and updates relating to attendance, lateness and wellbeing so that schools remain well informed and consistent with best practice.
- Working with parents to help them understand and fulfil their legal responsibilities in respect of attendance under the Education Act 1996.

School information:

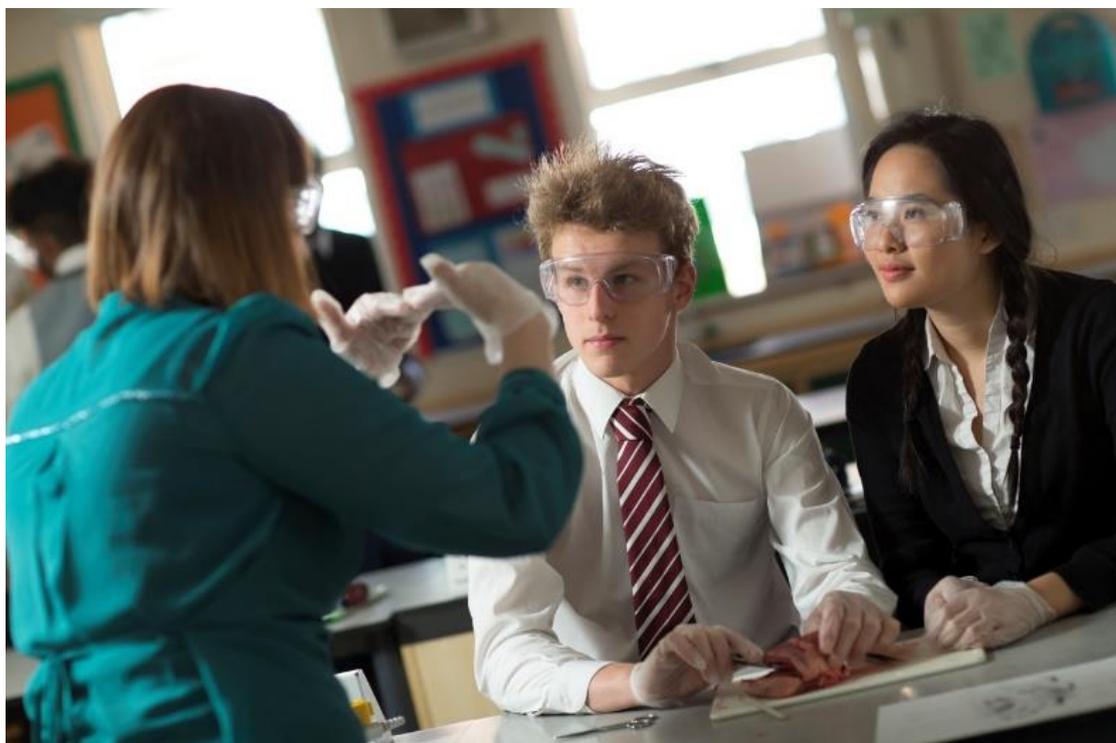
Name & acronym	Type of school Numbers	Brief outline of the school	Summary profile of student categories	Numbers of staff and pupils
Wallington County Grammar School WCGS	Secondary 11-18 Grammar, Selective boys school with mixed Sixth Form	Founded in 1927, graded 'outstanding' by Ofsted in January 2017, aims to blend best of tradition with innovation. High performing school.	EHCP 0.1% SEN support 2.5% EAL 41% FSM 10% Pressures can differ because of the high aspirational nature of the families	132 staff (63 teachers) 1,095 students
Park Hill Junior School PHJS	Junior 7-11 South Croydon 3 form entry	Opened in 1968, now a successful, oversubscribed Junior School, rated 'Good' by Ofsted, broad range of ethnicity among pupils.	EHCP 0.8 SEN support 20% EAL 49% FSM 18%	31 staff (20 teachers) 366 pupils
St Peter's Primary School SPPS	Primary 4-11 South Croydon 2 form entry	Opened in 1952. Co-headship in place, curriculum based on international model. Variety of ethnic backgrounds.	EHCP 2% SEN support 8% EAL 21% FSM 18% A number of the children are supported through the ABA programme	73 staff (20 teachers) 415 pupils
Coombe Wood School CWS	Secondary 11-18 Comprehensive South Croydon	One cohort so far, curriculum is underpinned by Health Related Fitness core ethos and values.	Stats for Y7 only. EHCP 3% SEN support 21% EAL 10% FSM 20%	<i>Currently</i> 16 staff (12 teachers) 180 students
Folio Education Trust Central Team	Central Team	Senior team, shared services including Finance, IT, some catering and sports partnership staff	N/A	26 staff

There is a Central Team of Folio Trust employees, the majority of whom are currently based at WCGS but others are located across the schools and work on a hot desk arrangement. The expectation is that most staff will have a base in the final new building at Coombe Wood School towards the end of 2020.

Folio's current 'office' accommodation is in the converted caretaker's house at PHJS, where some senior staff can work and also used by Croydon Schools Sports Partnership, with whom we have established links and are in our employ.

The Trust was created through an academy conversion of Wallington County Grammar School and granted Single Academy Trust status in April 2011. As two primary schools were brought into the Trust in April 2017, this coincided with the change to Multi Academy Trust (MAT) status and the Trust sponsored the development of the new Free School, Coombe Wood School, which opened in temporary accommodation in September 2018. Building the £35m new building on the same site in South Croydon is underway and the expectation is that this will be ready for occupancy later during 2020.

Application Procedure



For a confidential discussion on current vacancies please contact Zoe Harris, Primary Executive Head, within the Trust, primexehead@foliotrust.uk

Please complete the Trust's application form – available for download at <http://www.folio-education.co.uk/Current-Employment-Opportunities> and return to Jacqueline Baker, Trust HR Lead jbaker@foliotrust.uk

In compliance with Safer Recruitment Guidelines CVs will not be accepted.

Closing date: **10am Monday 10th February**

Interviews: **Thursday 13th February**

Shortlisted candidates will be contacted with details of the interview process. If you have not heard from us within two weeks of the closing date, please assume your application has been unsuccessful.

Safer Recruitment

Folio Education Trust is an equal opportunities employer and welcomes applications from all sectors of the community. We are committed to protecting our students and staff and therefore have a rigorous recruitment process which includes assessing candidates' suitability to work with children. All staff will be required to hold an enhanced DBS Disclosure.

Equal Opportunities

At Folio Education Trust we believe that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in the school have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation and religion or belief.

The Candidate Privacy Notice can be viewed on the website at:
<http://www.folio-education.co.uk/Current-Employment-Opportunities>

The schools within Folio Education Trust are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Appendix 1 Job Description – Education Welfare and Family Support Officer

Main Aim: For the improvement of attendance and welfare of children across the Folio Education Trust Schools (including those commissioning the service) and to provide family liaison/support at the Early Help stage of intervention, in order to improve attendance and reduce lateness.

Main Purpose

To provide general advice to schools, parents, carers, stakeholders and partners regarding all issues that impact on children and young people's ability and opportunities to access education (e.g. child employment, elective home education, term time holidays, medical needs etc.)

Salary

Grade 8/9 Point range 28-30

Working Pattern

Term time only 20 hours per week – working pattern to be agreed.

Responsible to

- Director of Inclusion
- Headteachers

Core Accountabilities

- In each school, to monitor whole school attendance data and advise key staff of trends, concerns and referrals.
- Provide each school with a termly report, highlighting key information/trends and advice on next steps.
- To make arrangements for, and to lead on, meetings with regards to individual pupils experiencing attendance issues whilst adhering to the requirements of the Local Authority's formal processes (e.g. Fixed Penalty Notices; parenting contracts, stage 3 referrals etc).
- To contribute to multi-agency/multi-disciplinary meetings, groups, interventions, plans and strategies as necessary and to maintain effective liaison with other services in the Children, Families and Adult services, as well as other services and agencies concerned with the education and welfare of children, especially with regard to cases of Child Protection.
- To plan and implement regular visits to support, advise, evaluate and challenge Senior Leaders on the effectiveness of school procedures for the monitoring of overall and persistent absence rates for different groups of learners.
- To plan and implement regular visits to support, advise and challenge schools in developing a robust attendance strategy (including early

intervention approaches) and policy for their school, contributing to their action plan for improvement, including the application of the Education (Pupil Registration) (England) Regulations 2006 (Amended Sept 2013).

- To support schools in fulfilling their legal obligations in relation to Children Missing in Education, supporting them in completing the necessary paperwork and advising on when this should be done, working in line with the Local Authority's procedure.
- Support the regulations pertaining to the employment of school children and children in entertainment and to support those families who choose to home educate their child (EHE).
- To prepare Section 9 statements for Magistrates' Court in relation to proceedings under the Education Act 1996 for irregular school attendance and to appear as a witness in Magistrates' Court and Family Proceedings in respect of irregular school attendance as required.
- Work with parents to help them understand and fulfil their legal responsibilities in respect of attendance under the Education Act 1996.
- Implement Early Intervention strategies when a child first shows signs of becoming a persistent absentee (EI meetings, TAF meetings, referrals to other agencies)
- Ensure that any relevant cases are referred to the Designated Safeguarding Lead within the school and that appropriate referrals are carried out.
- Work with the school to advise on, and complete referrals (e.g. SPOC Early Help, MASH, CAMHS etc.)
- Assist in the development of the relationship between family home and school, encouraging a positive relationship between parents and school.
- Carry out announced and unannounced home visits as necessary in order to engage parents, agree action and to improve engagement and attendance.
- Monitor and record outcomes of all meetings attended.
- Work with agencies within and outside of Children's Services to ensure a co-ordinated approach to improving attendance, considering Alternative Provisions where relevant
- Support the schools in seeking Alternative Provisions for a pupil where necessary.
- Adhere to all obligations contained in the Service Learning Agreement signed by EWO and school
- Keep up to date with all new legislation and updates relating to attendance, lateness and wellbeing
- To promote the Folio Welfare Services through the use of social media, website and word of mouth.

Effective Day to Day Management

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, confidentiality and data protection (GDPR), reporting all concerns to an appropriate person.
- Maintain high quality working relationships with staff, students and parents/carers that contribute to creating a productive and happy working environment.
- As a member of staff who works in partnership with other organisations, to contribute to the development and sharing of good practice into partnerships with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations.

The post holder will be expected to carry out all duties in the context of and in compliance with all Trust's policies and procedures and in compliance with our Equal Opportunities Policies and Code of Conduct.

Other Duties

- Participate in training and other learning activities as required.
- Attend and participate in meetings as required.
- Perform all other reasonable requests as required within the grading of your post.
- Respect confidentiality at all times.

Outcomes

Folio Education Trust teaching and non-teaching staff will work closely together across many different areas within our schools to ensure the best possible learning experiences for our students.

This role helps the smooth and efficient running of the schools to support raising student motivation, aspiration and achievement, improving behaviour and contributing to a wide range of school objectives within the School Development Plans (SDP).

Alignment with Folio's ethos and our core values is expected at all times.

The duties described in the Job Description may vary or be amended from time to time without changing the level of responsibility associated with the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the postholder.

Appendix 2

Person Specification

Criteria	Essential	Preferred
Please note that training in school systems will be provided.		
Qualifications		
Educated to A level standard or NVQ3	x	
First degree or equivalent		x
Level 1 + safeguarding qualification	x	
Knowledge, Skills and Experience		
Knowledge and application of the legislation that applies to the attendance for pupils including the Education (Pupil Registration) (England) Regulations 2006 (Amended Sept 2013) and the DFE School Attendance Guidance (July 2019)	x	
Understanding of factors that impact on attendance, including CME, CSE, exclusion and other barriers to learning.	x	
Experience of working within an educational context as an Educational Welfare Officer	x	
Ability to plan and implement effective actions to support students with poor attendance or punctuality.	x	
Excellent numeracy and literacy skills	x	
Communicate clearly in fluent English with all sections of the School community both orally and in writing.	x	
Highly organised with good time management skills and the ability to work under pressure and independently	x	
Adaptability and flexibility in working practices and the ability to use their initiative	x	
A high degree of professionalism in their approach to work and tasks set	x	
Displays commitment to the protection and safeguarding of children and young people	x	
Ability to handle sensitive issues keeping confidentiality as required.	x	
Be able and willing to undertake staff training and development courses, some of which may be outside of normal working hours, to develop and maintain technical qualifications for the role.	x	
Ability to adhere to working procedures and policies within the School environment.	x	
Ability to form good working relationships with colleagues, students and parents and work as part of a team	x	
An understanding of basic health and safety requirements.	x	

Attributes

- Demonstrate a positive, active and cooperative outlook
- An approachable, accommodating attitude relating well to children and adults
- High standards embracing honesty, integrity, loyalty and trustworthiness
- Ability to be flexible, adaptable and know when to use own initiative
- Able to remain calm and act sensibly under pressure
- A good team player and collaborative worker, understanding and appreciating the designations of roles and responsibilities
- Present a good role model to students
- Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children
- Grasp of the Folio ethos.

Appendix 3

Folio Education Trust, Values and Aims

What do we believe as an organisation?

We believe in the power of collaboration and the importance of developing schools who instil ambition and the desire in every staff member and every young person to discover and achieve their personal best, overcoming any challenge they may face. The Trust is committed to the pursuit of excellence, with young people at the heart of everything we do and personal wellbeing prioritised at every stage. We believe in ourselves. We believe in each other.

Our Mission and Purpose – why do we exist?

To provide inspiring and safe places to learn, where young people are respected, their talents nurtured and where they are able to thrive. Folio Schools offer young people the best chance to lead happy, healthy lives and to be responsible, active citizens.

In Folio Schools;

Young people are healthy and happy.

Young people feel safe.

Young people have good relationships.

Young people become active and involved in school life and the wider world.

Our Vision and Goals – where will we be by 2025?

By 2025, we aim to establish a wider family of collaborative Primary and Secondary Schools supporting over 5,000 young people and 500 staff all working towards the following outcomes;

- Goal #1 - We will deliver outstanding educational standards across all Folio Schools ensuring we have the capacity to create a sustainable and collaborative model of school improvement which continually evaluates, develops and celebrates success.
- Goal #2 - We will recognise the rights of all young people ensuring that daily school life gives children the best chance to lead happy, healthy lives and the opportunity to become responsible, active citizens.
- Goal #3 - We will be an employer of choice, providing good people management, transformational leadership and opportunities for all staff to fulfil their potential. We will recognise the importance of investing in staff and focussing upon people's well-being.
- Goal #4 - We will provide a shared services model for all Folio Schools which listens, understands and anticipates the needs of the people that are being served. Through a process of identifying and mitigating risks we will deliver excellent value for money and efficient resource management.



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