



# THE WELLS ACADEMY

Integrity   Resilience   Ambition

# Welcome from the Principal

I feel incredibly privileged to be the Principal of The Wells Academy.

Education has the power to transform lives and it is our mission at Wells to provide our students with an education that allows them to live a life of meaning and purpose. By the end of Year 11, we want each of our students to be equipped with the knowledge, character and qualifications required to make a positive and lasting contribution to their family, community and the world.

At Wells, we strive for excellence and believe all children are entitled to an exceptional quality of education that is built upon a culture of high expectations, an ambitious and inclusive knowledge-rich curriculum and teachers that are inspirational subject experts. We are confident that this approach will empower our students to reach their full potential.

What makes Wells truly brilliant is our talented and dedicated staff and we are always keen to find people that are aligned to our mission. We extend an open invitation to colleagues wishing to visit us during the day to witness our academy 'in action' and are more than happy to meet with and talk to prospective candidates.

Thank you for taking an interest in our academy. We look forward to hearing from you.



**George Coles**  
Principal, The Wells Academy



# Who we are

## Why do we exist?

We exist to provide our students with an education that allows them to live a life of meaning and purpose. By the end of Year 11, we want each of our students to be equipped with the knowledge, character and qualifications required to make a positive and lasting contribution to their family, community and the world.

## What do we do?

We teach students a knowledge rich curriculum and support them to gain the very best qualifications.

## How will we succeed?

1. Uphold a culture of high expectations
2. Develop an ambitious and inclusive knowledge-rich curriculum
3. Raise standards of expert, evidence-informed teaching

## How do we behave?



### Integrity

We are honest and do the right thing, even when no one is watching. We are always kind and courteous in our words and actions. We are courageous and stand up for what is right.



### Resilience

We work hard and are self disciplined. We persevere when things get difficult. We embrace challenges as an opportunity to grow.



### Ambition

We hold high expectations of ourselves. We resist making excuses. We form positive habits to achieve greatness.



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## Education Welfare Officer

The Wells Academy is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

### Job details

**Salary:** GAT-8

**Hours:** 37

**Contract type:** Full time, permanent (term time only)

**Reporting to:** Attendance Lead

### Main purpose

- Conduct daily home visits
- Conduct safe and well checks, supporting students into the academy when needed
- Signpost services to families
- Promote attendance and punctuality for all students
- Support families to develop good attendance habits with their children

### Duties and responsibilities

- Promote high quality family engagement and links between home and the academy
- Empower families to overcome issues and find sustainable solutions to their problems, providing guidance, information and support to families
- Manage and develop relationships with families to enable early identification and prevention of student absence habits, working closely with the Attendance Lead as well as Local Authority agencies such as the Education Welfare Officer
- Build positive relationships with all external agencies and liaise where appropriate
- Fulfil all administration duties for the above and work in line with Trust's standards and procedures, including the referral processes for issuing fixed penalty notices in relation to attendance
- Support daily attendance monitoring and tracking including contact with families when students are absent, first day responses and notifying linked agencies of any vulnerable student absences
- Lead on punctuality systems including running late gates and supporting student into the academy on time
- Attend training as appropriate

### Other areas of responsibility

#### Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the DSL to promote the best interests of students, including sharing concerns where necessary
- Promote the safeguarding of all students in the academy

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that may be carried out. The postholder may be required to do other duties appropriate to the level of the role.

#### Person specification

Criteria	Qualities
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Educated to GCSE grade C standard in English and mathematics</li> <li>• Further qualifications related to the role</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven track record across a range of educational settings, demonstrating a wealth of experience and knowledge in securing sustainable improvements.</li> <li>• Worked within an educational setting.</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to build effective working relationships with staff and other stakeholders</li> <li>• Ability to build effective working relationships with students</li> <li>• Knowledge of guidance and requirements around safeguarding children</li> <li>• Good IT skills</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Uphold and promote the ethos and values of the academy</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Maintain confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> </ul>