



Education Welfare Officer

Information for Applicants

June 2026





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Cavendish School
Eldon Road
Eastbourne
BN21 1UE

01323 731340

www.cavendish.cet.uk
www.cet.uk

Facebook: @TheCavendishSch
Instagram: @TheCavendishSch

About Cavendish Education Trust

Cavendish Education Trust (CET) is a growing family of primary and secondary schools. Our mission is to deliver the very best learning experiences and environment which inspires the highest outcomes for everyone within the Trust community.

The Cavendish Education Trust offers an exciting and dynamic workplace environment. We believe that staff make a difference to children and place staff development at the centre of our strategic planning.

Promoting the continuous professional development of our staff is one of our highest priorities as we believe this is a vitally important part of improving outcomes for young people. Cavendish Education Trust is proud of its record in developing staff and on the quality of CPD more widely.



Letter from our Chief Executive Officer

Dear Applicant,

Cavendish Education Trust (CET) is a growing family of primary and secondary schools. Our mission is to deliver the very best learning experiences and environment which inspires the highest outcomes for everyone within the Trust community.

We encompass more than 2,000 pupils between the ages of 2 and 16 years in Infant, Junior and all-through settings. As well as achieving excellent academic results, CET schools are deeply committed to the personal development of our young people. We are proud to contribute to our local community with our pupils having opportunities to support local projects.

I strongly believe in the power of an outstanding education to transform lives. It is a great privilege for me to lead CET and I work tirelessly to make sure we deliver our vision of working collaboratively to inspire learners to demonstrate the knowledge, skills and values required for lifelong learning and to be successful, active members of the Trust and wider community.

The Trust has three shared key values which are Respect, Responsibility and Resilience. They underpin everything that we do across the Trust, from planning and delivering our curriculum to personal development of individuals. Through our values, a caring and supportive environment is created to promote learning.

Our schools promote excellence in everything they do. In every school, the entire staff team works in partnership with parents and the local community in nurturing today's young people and inspiring tomorrow's leaders.

CET employs the very best staff and invests heavily in their continuing professional development. CET has a talented and dedicated team of staff, Local Governors and Trustees. Each of our schools receives strong support from parents and the local community. We work together, united in a common goal to enable pupils with the knowledge and skills to become successful lifelong learners.

Thank you for your interest in working with us.

Peter Marchant

Chief Executive Officer (CEO)

About Cavendish School

Cavendish School was established on this site in 1979, but the building was first opened as a girls' high school in 1939. An extension was built in 1982 and further programmes of building and refurbishment have been completed in the intervening years. The school opened as a 5-16 all through school in 2015, with two reception classes. The major extension for the primary phase was opened in 2016.

Today Cavendish is an oversubscribed School, catering for the 2-16 age range. We have a planned admission number of 60 in each year group in the primary phase and 180 for each year group in the secondary phase. The pre-school has 30 spaces available on each school day.

Pupil outcomes in both phases are consistently significantly above national averages for attainment and progress. The school has been named in the Times newspaper "Best 500 schools nationally". OFSTED noted "the ethos, combined with the very effective education provided here, enables pupils to achieve exceptional well"

In 2025, Cavendish School proudly achieved OUTSTANDING ratings from Ofsted in all areas. Inspectors noted at the time, "The school developed a highly ambitious curriculum. It took full advantage of the all – through model by setting out what pupils should learn from the early years to Year 11.' This recognition highlighted our commitment to a seamless and exceptional educational journey for every pupil."

Staff development and wellbeing is a priority of the Trust and was again noted by Ofsted. "The schools leadership is highly strategic". Teachers are proud to belong to the school and feel valued because of the priority it places on their professional development"



Staff Wellbeing

Staff Wellbeing is our priority at Cavendish Education Trust and are always investigating new initiatives to promote wellbeing as part of our schools' priority to develop and implement a CET mental health and wellbeing strategy. We offer our staff the following:

- Wellbeing groups are set up at each school to discuss and enhance staff wellbeing;
- Free Flu Vaccinations are offered annually;
- An Employee Assistance Programme (counselling service) is available to staff and their family members for confidential support and advice on financial and welfare issues;
- Childcare vouchers are available as part of a salary sacrifice scheme;
- A cycle to work bike scheme, to save and spread out the cost of a new bicycle as part of a salary sacrifice scheme;
- A welcoming staff room with complimentary tea and coffee;
- Support and mentoring by Senior Leadership Team and other experienced leaders;
- Tailored CPD and staff development;
- A 50% contribution to the cost of Benenden Private Health Care;
- Local Government Pension Scheme / Teachers Pension Scheme.





JOB DESCRIPTION

JOB TITLE Education Welfare Officer

GRADE Single Status 9

RESPONSIBLE TO Assistant Headteacher

JOB PURPOSE

To devise and implement strategies to achieve and maintain good levels of school attendance across Cavendish all-through school, including assisting parents to fulfil their legal responsibilities in this respect so that children are able to receive an education appropriate to their age, aptitude and ability and any special educational needs they might have.

To ensure the school meets the legal requirements regarding school attendance set out in a number of legislative Acts including the Education Act, The Children Act, the Crime and Disorder Act and the Anti-Social Behaviour Act.

To liaise with the Team Around the School and Setting (TASS) at the Local Authority to ensure appropriate intervention is implemented for those pupils that are 'severely absent'.

KEY TASKS

- Provide expertise, manage a referral system, devise and implement attendance related projects (e.g small group work, 'late-gates', 'truancy sweeps' etc), and mediate between staff, parents/carers and pupils to establish and maintain high levels of pupil attendance
- Implement assertively and accurately the administration of fixed penalty notices and referrals to the Local Authority
- Ensure accurate and appropriate recording of casework which may lead to referral to the Local Authority for consideration for legal proceedings
- Attend and give evidence in Magistrates court as required by the Local Authority
- Liaise with and advise key staff with respect to attendance data management systems; and to ensure that such systems are fit for purpose and run efficiently
- Monitor whole school attendance data and advise key staff of trends, concerns and referrals
- Engage parents/carers directly, often in the context of their own homes, using a variety and range of skills to enable them to understand and fulfil their legal responsibilities in relation to their children's school attendance. Also, with parental permission, to engage school children, encouraging and enabling them to develop a positive attitude to school; this will include regularly collecting

pupils from home to support their attendance in school, when required

- Process all 'Absence Request forms'
- Work with Heads of Year to agree, if appropriate, requests for part-time timetable (PTT) as part of a pastoral support programme (PSP)
- Support key individuals during examination periods to ensure their attendance at examination
- Track attendance of vulnerable groups in liaison with key pastoral staff to ensure they maintain a good level of attendance. Where attendance falls below what is expected a clear action plan is initiated to address individual needs.
- Consult with and provide information and advice to other agencies and school staff to ensure the child's needs are met and that she/he receives an appropriate education.
- Represent the school at Child Protection Conferences and to contribute to quorate decision making, where appropriate.
- Refer cases to the School's Designated Safeguarding Lead (child Protection) and work jointly with Social Work teams for the safety and protection of children within the context of the School and Local Authority Child Protection Procedures.
- Compile and maintain casework files and facilitate regular case reviews to ensure that short- and long-term casework plans are realistic and achievable and administration is kept up to date.
- Produce regular reports on progress and achievements to Governors/Trustees.
- Conduct 'Home visits' where appropriate, keeping a record of these visits.
- To undertake performance management of staff and have line management meetings as required
- Coordinate and oversee all medical needs within the secondary phase and maintain the medical room
- Oversee and monitor on-site medication for pupils, and update and distribute the medical list to staff, advising them of medical needs throughout the school year
- Maintain health records and health care plans for pupils
- Be a first aider and respond to accidents/incidents/emergencies when required and coordinate and liaise with emergency services, hospitals and parents when required
- Oversee first aid provision in the school and ensure fire aid equipment/kits are strategically located, identified, logged and fully stocked
- Arrange and co-ordinate all in school inoculations for the secondary phase
- Attend meetings and training with medical professionals where required
- Support other Trust schools when required, such as providing advice and guidance, training or supporting colleagues from other Trust schools.

This job description sets out the duties of the post at the time it was published. The hours and the job description may be modified depending on the needs of the Trust. The post holder may be required from time to time to undertake other duties within the Trust as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post. The priorities for each year will be reviewed against this job description annually through performance management meetings. Please note that we are committed to safeguarding and promoting the welfare of our staff and pupils and expect all those who work with us to share this commitment. Successful applicants will need to undertake a DBS Enhanced Clearance check (Disclosure and Barring Service). We give high priority to promoting diversity throughout the Trust.

PERSON SPECIFICATION

Education Welfare Officer

	Essential Criteria
Education & Qualifications	<ul style="list-style-type: none">• QCF level 2 in English and Maths or ability to pass assessment at interview• Evidence of further and relevant training• First Aid at Work
Key Skills & Abilities	<ul style="list-style-type: none">• Ability to prioritise workloads and manage time effectively• Demonstrable negotiating and problem-solving skills• Ability to communicate effectively with senior school staff and negotiate on behalf of individual pupils to ensure access to education• Ability to relate to and communicate effectively with parents and carers and to encourage their active participation in the educational process• Ability to assimilate, analyse and action information from a variety of sources• Ability to work as an effective team member and independently• Oral and written communication skills• IT skills and ability to create reports using the Trust's IT systems and Management Information System
Knowledge & Experience	<ul style="list-style-type: none">• Experience of working with pupils and families in the context of school attendance• Experience of working in a child protection capacity• Experience of managing staff including the appraisal process• Experience of preparing statements for Court
Personal Attributes	<ul style="list-style-type: none">• Ability to work under pressure and remain calm in stressful situations• Ability to work to tight deadlines and schedules• Understanding the importance of maintaining confidentiality
Other	<ul style="list-style-type: none">• Full driving licence and be able to travel on trust business (e.g. pupil homes)

	Desirable Criteria
Knowledge & Experience	<ul style="list-style-type: none">• Experience of giving oral evidence in Court

Staff Testimonials

From day one, I felt welcomed, there is a real sense of community here, and everyone is committed to creating the best possible learning environment for our pupils. I truly appreciate the collaborative atmosphere and the opportunities for professional growth.

- Primary Teacher

Working at this school has been an incredibly rewarding experience. I feel empowered to innovate and make a real difference to the lives of our pupils knowing I have a strong team backing me up.

- Secondary Teacher

The resources and support provided are excellent, I appreciate the open communication and the feeling that my voice is heard.

- Teaching Assistant



How to Apply

Once again, thank you for your interest in this role at Cavendish Education Trust.

Please note that applications will be considered as they are received and you are therefore advised to submit your application as early as possible, as some interviews may take place, and an appointment may be made, before the closing date is reached for this position.

If, like us, you are passionate about providing the best possible education for all pupils in an outstanding school with a culture of high expectations and ambition, please ensure you apply for this position.

Cavendish Education Trust is committed to providing the best possible care and education to its students and to safeguarding and promoting the welfare of children and young people.

If you wish to arrange a visit or have an opportunity to discuss this post informally, please contact our HR department on:

01323 731340, or email hr@cet.uk



Cavendish School

Eldon Road, Eastbourne, BN21 1UE

Email: office@cavendish.cet.uk

Telephone: 01323 731340

