



ADVANTAGE
SCHOOLS

WHY WORK FOR ADVANTAGE SCHOOLS?

ABOUT US

- At Advantage Schools, we aim to provide all children with the highest quality of teaching of an excellent curriculum, which enables them to become highly educated and active participants of society.
- You'll be working alongside a collaborative, forward thinking, friendly and supportive trust
- Unparalleled CPD opportunities with The National College catered to your development needs
- Excellent opportunities to develop and grow in a successful and expanding trust
- Fantastic children with a wonderful desire to learn
- Employee of the month scheme, winning shopping vouchers
- Fantastic staff benefits that make a difference to your work-life balance

WE LOOK FORWARD TO HEARING FROM YOU

Please read the information in this pack. If you are interested in this job opportunity, please apply online today via our career site on: www.advantageschools.co.uk/join-us/work-for-us

If you have any questions about our vacancies or would like to visit our trust, please contact **HR Recruitment, Jay Powell on 01582 211 226** or j.powell@advantageschools.co.uk

If you decide to apply, you should include a letter with your application form on no more than two sides of A4, giving your reasons to for applying for the post, addressing information you have read in the pack with particular reference to the person specification and outline any relevant experience you would bring to the trust. Please do not send a generic letter; we really are looking for someone who is prepared to respond to us as an individual trust. You can be sure we will take time and care in reading your letter; we appreciate how much energy goes into it.

SAFEGUARDING

"We believe in the safeguarding and welfare of children and expect all staff to share this view."

The academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service. We are an equal opportunities employer.

The Department of Education (DfE) has set out statutory guidance 'Keeping Children Safe in Education' for schools and colleges on safeguarding.

Safeguarding is defined in paragraph 4 as: "Protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes."

The definition of 'children' includes everyone under the age of 18.



OUR LEADERSHIP

Thank you for taking the time to read our information pack and finding out more about Advantage Schools.

I am very proud of our family of schools. Together we are determined to maximise educational provision in this region, ending educational disadvantage.

At Advantage Schools, we 'punch above our weight'. Despite being a medium-sized trust we have been involved in national policy. We are a delivery partner for the National Professional Qualifications, the Early Career Framework. We deliver very large amounts of bespoke training via the Advantage Schools Knowledge Exchange. We share our work with other like-minded schools and trusts, and work towards being an 'outlier' organisation

Our collaborative partnership of schools provide exceptional educational provision inside and outside of the classroom for all of our children. Our schools ensure that pupils are supported, monitored and encouraged, ensuring that their learning experience will be challenging, rewarding and memorable. Pupils enjoy their time at our academies and give back to the wider community.



Stuart Lock,
CEO

I am one of the Department for Education's National Behaviour Advisors, and at Advantage Schools, we have a national reputation for excellent behaviour and a focus on strong outcomes. We take behaviour and curriculum really seriously. Our teachers must be able to teach, and pupils able to learn. Our curriculum is an entitlement for all – we do not make exceptions in our high aspirations. But our families, colleagues and trustees are hungry for more. We will, therefore, recruit a colleague who is hungry for the school and trust to be better still; who will not tolerate mediocrity; who will challenge when required and inspire regularly. This will be underpinned by substantial knowledge about education.

We expect hard work, but we support and manage workload so that you can do the job sustainably.

If you are interested in the post but are unsure whether you have the skills and expertise that would make you ready to apply, please do get in touch for an informal, honest conversation. We can arrange tours of our schools and are happy to put you in touch with relevant colleagues. We will ensure that the right candidate is fully supported with training and through our established support network.

I very much hope that we receive your application.

With best wishes, Stuart Lock



VALUES



INTEGRITY, AMBITION, EXCELLENCE

We are a unique family of schools, sharing our practice and beliefs to enable young people to achieve the very highest standards.

At Advantage Schools, we provide exceptional opportunities for all to be knowledgeable with experiences that broaden horizons. We ensure our children, students and adults cultivate a strong self-belief so that they can flourish and develop into successful, well-rounded, self-respecting people.

Our commitment to this vision can be demonstrated by our values.



INTEGRITY

We provide a caring, nurturing environment where children and young adults feel happy, healthy and supported. Our academies will be places of safety, enabling pupils to develop courage, strong ambition and be the best that they can be.

We act honestly and transparently, advocating for pupils even when this causes difficulties.

We work together to share innovative practice and to provide a wealth of opportunities for all pupils and staff.

We focus on the development of all our colleagues through quality recruitment and retention, with excellent opportunities for clear and dynamic career progression.



AMBITION

We provide exceptional lessons enabling our pupils to be highly successful.

We share the most impactful approaches to teaching, curriculum and assessment, ensuring an interesting, inclusive and challenging education is on offer in each of our schools.

Our aim is to guarantee excellent 2-19 provision, with clear progression routes for all. You can expect excellent behaviour and conduct at all times, allowing all to make progress and achieve.

EXCELLENCE

We enable all of our pupils to develop and flourish, through close working and regular communication with our families and local community.

Our Cross-Trust focus is to ensure children are supported to meet ambitious targets and to provide exciting opportunities both inside and outside of the classroom.

STAFF BENEFITS

We offer a fantastic range of benefits across our trust, supporting our staff in a variety of ways. Ranging from an extensive **Wellbeing package**, to free tea and coffee, you can be reassured that we have your best interests at heart.



Whole trust training events



Free eye test vouchers



Staff recognition with reward shopping vouchers



Enhanced pension employer's contribution & death in service payment



Refer a friend £500 bonus scheme



Support for all staff with an experienced licensed counsellor



Cycle to work scheme



We are in the process of a big benefit review. Watch this space!

CAREER PROGRESSION

At Advantage Schools, we are committed to helping every colleague grow, thrive, and achieve their full potential. Supporting career progression is at the heart of what we do.

To empower our staff, we provide fully funded opportunities to study for NPQs, along with tailored middle leader training for eligible colleagues. Additionally, we offer a wide range of CPD training through various platforms, including The National College, giving all staff access to an extensive selection of professional development courses.

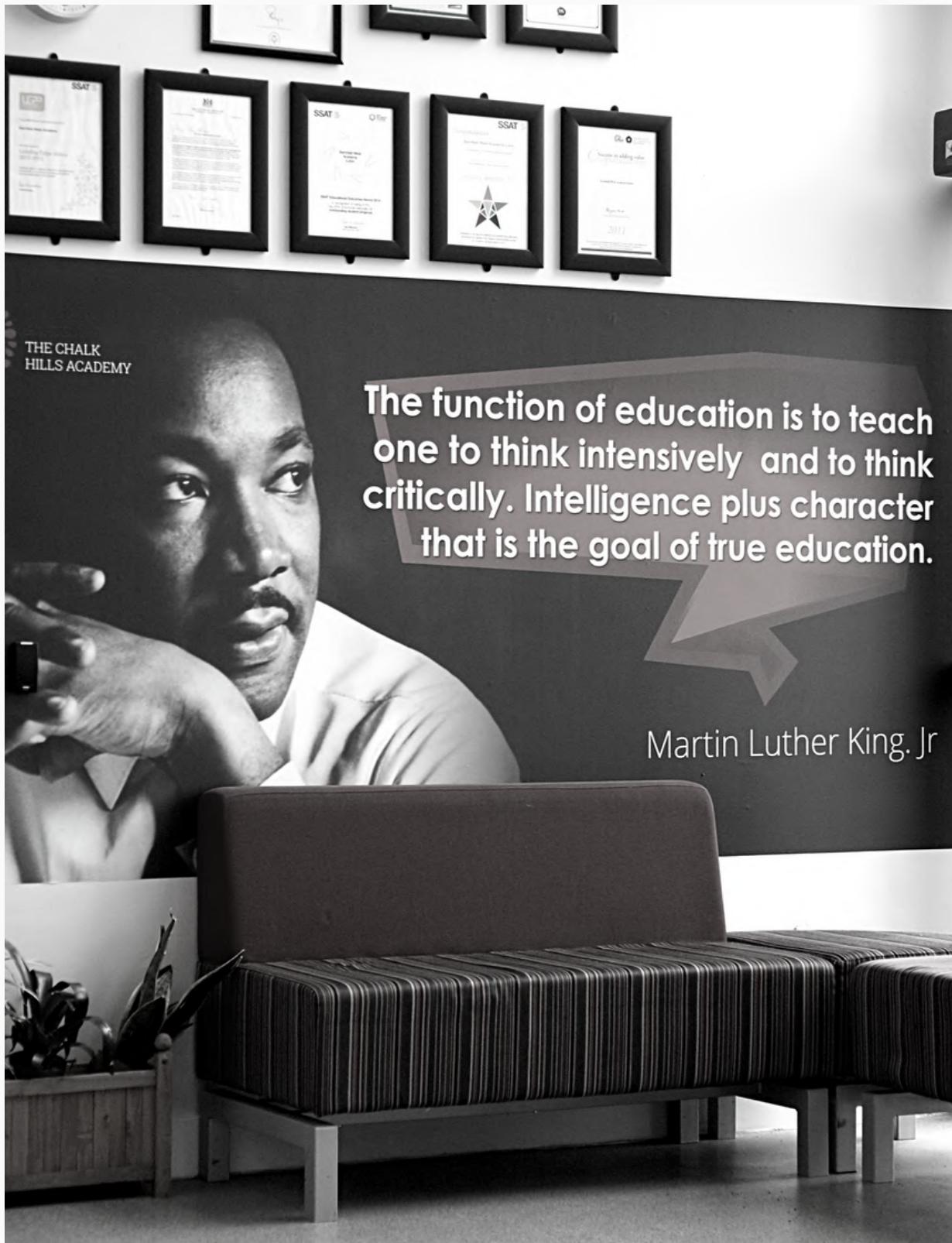
Join us and take your career to the next level with our exceptional development opportunities!



RECRUITMENT BOOKLET



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SEE MORE AT

WWW.ADVANTAGESCHOOLSUK



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Education Welfare Officer

Advantage Schools is seeking a self-motivated and dedicated Education Welfare Officer (EWO) to support the delivery of the Advantage Schools Tiered Attendance Strategy by providing high-quality attendance casework, safeguarding support, and statutory intervention across all academies and schools within the Trust.

Working as part of the Central Attendance and Welfare Team, you will ensure consistent practice, robust monitoring, and coordinated support for pupils and families to improve attendance and life chances.

The successful candidate will have

- English and Maths at GCSE grade A-C or equivalent
- NVQ 3 or equivalent in a relevant field such as health and social care, family support.
- Experience supporting children, young people, and families in an educational, social care, or community setting.
- Experience conducting home visits and managing challenging or sensitive conversations.
- Experience maintaining accurate casework records in line with safeguarding expectations.
- Experience working collaboratively with multi-agency partners (e.g., Early Help, Social Care, Police, Health).
- Excellent communication skills (both written and verbal) —able to adapt communication to a range of audiences including parents, pupils, and professionals.
- Strong understanding of attendance legislation, statutory responsibilities, and legal thresholds.
- Understanding of safeguarding principles, thresholds of need, and escalation pathways.
- Knowledge of barriers that affect pupil attendance and effective strategies to overcome them.
- Understanding of confidentiality, data protection, and information-sharing protocols.
- Ability to build strong, trusting relationships while maintaining professional boundaries.
- Confident in challenging conversations, including discussing legal processes where necessary.
- Strong organisational skills with the ability to prioritise a caseload across multiple schools.
- Ability to analyse data, identify patterns, and use this to inform targeted action.
- Competent IT skills and ability to accurately update systems such as Arbor, CPOMS, and central tracking tools in a timely manner.
- Ability to work both independently and as part of a wider team.
- Patience, resilience and willingness to reflect on own practice to continually improve.
- Be energetic, well-motivated and flexible.
- Must have a valid driving licence and use of a car.

Job Specifics

Start date asap

Salary AS 18 – 24 FTE £31,846 – £35,722 dependent on experience, actual pro rata salary £29,053- £32,589

Contract Permanent, Full time, Term time + INSET plus 2 weeks, 41 weeks per year, 37 hours per week, Monday-Thursday 8am – 4pm, Friday 8am-3:30pm. Advantage Schools Attendance and Welfare base is at The Chalk Hills Academy however, you will be required to attend, and support, any of our academies or schools on a day-to-day basis.



JOB DESCRIPTION

Job Title	Education Welfare Officer
Reporting to	Advantage Schools Director of Attendance and Welfare (DoAW)
Location	Advantage Schools Attendance and Welfare base is at The Chalk Hills Academy however, you will be required to attend, and support, any of our academies or schools on a day-to-day basis.
Salary and Grade	AS 18 – 24

Job Purpose

The Education Welfare Officer (EWO) supports the delivery of the Advantage Schools Tiered Attendance Strategy by providing high-quality attendance casework, safeguarding support, and statutory intervention across all academies and schools within the Trust.

Working as part of the **Central Attendance and Welfare Team**, the postholder will ensure consistent practice, robust monitoring, and coordinated support for pupils and families to improve attendance and life chances.

Main Duties and Responsibilities

To assist in supporting the attendance and welfare of students and pupils of the Trust Academies and schools and supporting the Trust attendance target by undertaking the following, under the direction of DoAW:

- Promote high levels of attendance, to support students in achieving to their full potential.
- Support our colleagues and schools to promote a positive attendance and punctuality culture.
- Check accuracy and correct use of coding on registers before printing off official reports liaising directly with the academy attendance officer.
- To offer practical advice, support and guidance to parents and pupils in order to overcome identified difficulties
- Advise on appropriate resources which may include 1-1 work including supporting those returning after a prolonged absence.
- To undertake intervention and casework with pupils and families, referred by appropriate academy staff, after triage by the Central Attendance and Welfare Team.
- Liaise closely with the DSL in each academy to ensure best outcomes for pupils and their families – utilising CPOMS to ensure that all information is shared promptly.
- Carry out announced and unannounced home visits either with an appropriate member of academy staff/attendance officer or alone dependent upon reason and need.
- To make time appropriate referrals to outside agencies including MASH, CAMHs, School nursing Team, Access to Education as per level of pupil/family need. Ensure a joint multi agency working approach.
- To investigate barriers to attendance and create support packages for persistent absentees, enabling these students to improve attendance and thereby reduce the overall percentage of young people who fall into this category.



- To collate and maintain accurate records of intervention and support in a timely fashion ensuring that all information is shared with the appropriate academy and schools' colleagues whilst adding all initiatives to Arbor and full overviews to CPOMS.
- Liaise with Attendance Leads, Pastoral staff, SENCOs and other relevant colleagues in order to organise, co-ordinate, or attend meetings between school, parents and pupils ensuring comprehensive notes are taken and where necessary create Attendance contracts with clear actions, outcomes and timely reviews.
- Complete all necessary investigations and finalise referrals to the appropriate Local Authority for CME and EHE processes ensuring these are logged and tracked on the centralised tracker.
- Monitor, track and check that all information pertaining to pupils who are on a part time, modified, timetable or are attending alternative provision has been shared by each academy or school with the relevant Local authority as per their code of conduct, the correct coding is being used, and discussions are held with the DoAW where concerns arise.
- Lead parental meetings alongside the appropriate academy or school staff member where it is evident that there may be legal proceedings instigated by the relevant Local Authority to secure a pupil's attendance. Ensure that all meetings and associated evidence is fully documented and prepared for the Local Authority.
- Dependent upon which Local authority an academy or school is located within you may be required to ensure all legal documentation is collated and completed with associated evidence, to issue Notices to Improve on behalf of the DoAW, request penalty notices for unauthorised absence or holidays, and/or request legal intervention in line with the relevant Local Authority code of conduct.
- As part of the Attendance and Welfare Team you will be a point of contact for Local Authority Attendance Support Teams and, where requested, to attend Targeted Support Meetings alongside the Academy or School Attendance Lead whilst quality assuring the documentation beforehand.
- To manage own workload and use own initiative to solve problems and complete tasks.
- To attend and contribute to weekly Attendance and Welfare Team meetings led by the DoAW.
- Where requested attend and contribute to Advantage Schools Attendance Lead meetings.
- To ensure compliance with, and application of, all current legislation and policies and to keep abreast of new government guidance and policy.
- To maintain confidentiality at all times in respect of Academy related matters and to prevent disclosure of confidential and sensitive information in line with GDPR.
- Ensure compliance with and application of the academy's requirements with regard to data equality and diversity and health and safety, including demonstrating respect for others, fair and impartial behaviour in dealing with all people and maintaining a healthy and safe environment by taking reasonable care of their own health and safety and that of other persons.
- To maintain an up-to-date knowledge of Attendance and Safeguarding legislation, ensuring that statutory requirements are fulfilled, highest standards are maintained, and trust Safeguarding policies and procedures are implemented,
- To ensure that an up-to-date knowledge of Health and Safety legislation as applicable to the role is maintained and that trust Health and Safety policies and procedures are fully implemented and adhered to as applicable.
- In line with the Trust's policies to: act as a role model for our values both within the team and the wider trust.



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- Behave in ways consistent with the staff code of conduct and the Trust's competencies; integrate sustainable development into all areas of work; manage personal and career development.
- To attend staff meetings, participate in professional development reviews and undertake training and development activities.
- To maintain confidentiality at all times in respect of academy-related matters and to prevent disclosure of confidential or sensitive information.
- To liaise with all stakeholders internal and external to the organisation as required, promoting the best interests of Advantage Schools at all times.

The above lists are by no means exhaustive; it is more of a guide of expected duties. The post holder may therefore be directed by the Trust Central Team to undertake any other duties commensurate with this role.



PERSON SPECIFICATION

Job Title: Education Welfare Officer

	Essential	Desirable
Qualifications/Training	<ul style="list-style-type: none">• English and Maths at GCSE grade A-C or equivalent• NVQ 3 or equivalent in a relevant field such as health and social care, family support.• Evidence of relevant CPD (Continuing Professional Development) relevant to the role• Experience working in a school or educational setting	<ul style="list-style-type: none">• Professional qualification in social care, education, youth work, or related field.• Training in attendance legislation and statutory intervention.• Level 3 safeguarding training.
Experience	<ul style="list-style-type: none">• Experience supporting children, young people, and families in an educational, social care, or community setting.• Experience conducting home visits and managing challenging or sensitive conversations.• Experience maintaining accurate casework records in line with safeguarding expectations.• Experience working collaboratively with multi-agency partners (e.g., Early Help, Social Care, Police, Health).	<ul style="list-style-type: none">• Experience delivering attendance casework in a school, MAT, or local authority context.• Experience using attendance platforms such as Arbor and safeguarding systems such as CPOMS.• Experience preparing documentation for statutory processes (e.g., penalty notices, legal intervention).
Knowledge and Understanding	<ul style="list-style-type: none">• Strong understanding of attendance legislation, statutory responsibilities, and legal thresholds.• Understanding of safeguarding principles, thresholds of need, and escalation pathways.• Knowledge of barriers that affect pupil attendance and effective strategies to overcome them.• Understanding of confidentiality, data protection, and information-sharing protocols.	<ul style="list-style-type: none">• Knowledge of local Early Help frameworks.• Familiarity with multi-agency working models and contextual safeguarding.



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Skills and Abilities	<ul style="list-style-type: none">• Excellent communication skills—able to adapt communication to a range of audiences including parents, pupils, and professionals.• Ability to build strong, trusting relationships while maintaining professional boundaries.• Confident in challenging conversations, including discussing legal processes where necessary.• Strong organisational skills with the ability to prioritise a caseload across multiple schools.• Ability to analyse data, identify patterns, and use this to inform targeted action.• Competent IT skills and ability to accurately update systems such as Arbor, CPOMS, and central tracking tools in a timely manner.• Ability to work both independently and as part of a wider team.	<ul style="list-style-type: none">• Ability to produce high-quality written reports for senior leaders and external agencies.• Skilled in restorative or family-support approaches.
Special Requirements	<ul style="list-style-type: none">• Must have a valid driving licence and use of a car.	