



ADVANTAGE
S C H O O L S

WHY WORK FOR ADVANTAGE SCHOOLS?

ABOUT ADVANTAGE SCHOOLS

- 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

ABOUT THE ROLE AND YOUR APPLICATION

This post would suit a highly motivated individual whose values are aligned with ours.

You need to want this school to be the best, full stop.

You will be well supported in developing your competencies as a valued member of our team and you'll be working alongside a smart group of friendly and supportive colleagues in order to achieve our ambitions collectively.

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.

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



SAFEGUARDING

'The safeguarding and welfare of children is paramount and all our staff share this view. Applicants must be willing to undergo safeguarding and child protection checks including with past employers and the Disclosure and Barring Service.

INTEGRITY, AMBITION, EXCELLENCE

Welcome to Advantage Schools; a high-performing family of ten schools.

We unashamedly believe in high attainment. Our schools seek to transform the life-chances of the young people in our care. We do this through very high expectations – of behaviour and conduct, of hard work and of determination and perseverance – alongside the very best knowledge-based curriculum.

At Advantage Schools, we commit to ensuring that pupils will be able to learn in an environment that is free from disruption so that they can chase their dreams and fulfil the aspirations they share with parents and colleagues. A broad curriculum places pupils in a strong position to question and debate the world around them, making them intellectually resilient and prepares them for citizenship in a democratic society. We believe this is a right of all pupils and one which is empowering.

We also pride ourselves on the additional opportunities available to pupils outside of the classroom. Our extensive extra-curricular programmes include residentials, sports and music so that we develop well-rounded young people.

Our schools work together to provide teachers and support staff with the best possible training. In partnership with families, we work hard to ensure that pupils have the widest possible opportunities in their lives.

Our schools' doors are open in every sense:

- we are in the centre of our communities, inviting them in regularly and celebrating the richness of our local area and those we serve;
- we collaborate with other professionals and schools, sharing our work to benefit pupils across the country;
- we celebrate what we do while maintaining humility in accepting feedback so that we can continue to improve.

We run our schools in the best interests of the pupils, guided by our principle that *"it must be good enough for our own children or those that we care deeply about to be good enough for our pupils"*.

"Educating children, serving the community, achieving exceptional outcomes."

Stuart Lock
Chief Executive



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



Refer a friend £500 bonus scheme



Staff recognition with reward shopping vouchers



Enhanced pension employer's contribution & death in service payment



Green car salary sacrifice scheme



Support for all staff with an experienced licensed counsellor



Cycle to work scheme

EDUCATIONAL PARTNERSHIPS



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!



All colleagues have access to Perkbox, our Employee Benefits Programme, offering them a huge range of perks from vouchers, hot drinks, cinema tickets, gym classes and so much more. It also offers a substantial **wellbeing package**.



MEDICAL

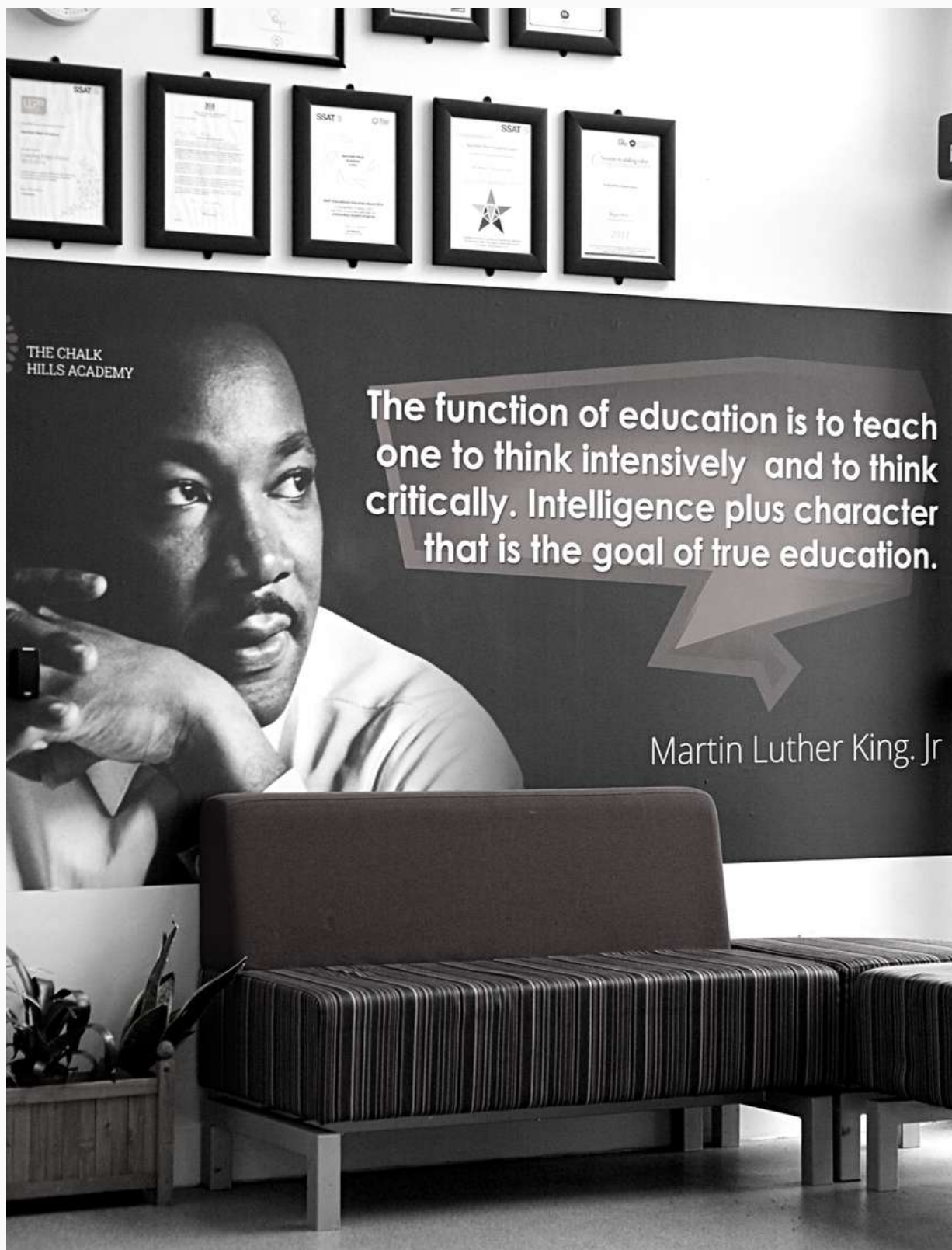
Perkbox also provides 24/7 access to GP appointments, confidential support and guidance through the Employee Assistance Programme.

Colleagues have access to a team of fully qualified counsellors and advisors, with support for a range of emotional, legal and financial issues, along with a wellbeing portal, full of resources and videos

RECRUITMENT BOOKLET



ADVANTAGE
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THE CHALK
HILLS ACADEMY

The function of education is to teach
one to think intensively and to think
critically. Intelligence plus character
that is the goal of true education.

Martin Luther King. Jr

SEE MORE AT

WWW.ADVANTAGESCHOOLSUK



Education Welfare Officer

At Advantage Schools, we believe that **every child deserves the opportunity to thrive**, and that excellent attendance is built through strong relationships, early intervention and high-quality professional practice. We're looking for an exceptional **Education Welfare Officer** to join our established Central Attendance & Welfare Team. This is an exciting opportunity to work across our family of schools, supporting children, young people and families to overcome barriers to education through compassionate, evidence-informed and legally compliant practice.

As one of our Education Welfare Officers, you'll work alongside school leaders, safeguarding teams and external professionals to deliver meaningful interventions, undertake home visits, lead multi-agency working, support statutory attendance processes and help shape positive outcomes for some of our most vulnerable pupils.

You'll join a supportive Trust that values professional development, collaborative working and continuous improvement. You'll receive ongoing guidance from an experienced central team, work within clear policies and procedures, and have the opportunity to make a genuine difference every single day.

If you're passionate about improving children's life chances, confident in building positive relationships with families, and ready to be part of a forward-thinking Attendance & Welfare Team, we'd love to hear from you.

The successful candidate will have

- Have experience working with children, young people and families, particularly those facing complex barriers to education.
- Be confident building positive, professional relationships whilst maintaining clear boundaries.
- Have a sound understanding of attendance legislation, safeguarding responsibilities and multi-agency working.
- Be able to undertake sensitive conversations, home visits and complex casework with professionalism and empathy.
- Be organised, resilient and able to manage a varied caseload across multiple academies.
- Be committed to achieving positive outcomes through early intervention, restorative practice and partnership working.
- Be confident analysing attendance information and using it to identify concerns and plan targeted support.
- Be an excellent communicator with the ability to work effectively with pupils, families, school leaders and external agencies.
- Demonstrate integrity, professionalism and a solution-focused approach in all aspects of their work.
- Share our commitment to safeguarding, inclusion and ensuring every child has the opportunity to achieve their full potential
- Understanding of confidentiality, data protection, and information-sharing protocols.
- Competent IT skills and ability to accurately update systems such as Arbor, CPOMS, and central tracking tools in a timely manner.

Above all, we are looking for someone who genuinely wants to make a difference. Every conversation, every home visit and every intervention has the potential to change a child's educational journey, and you'll play a vital role in helping them succeed.



Job Specifics

Start date	asap
Salary	AS 18-24 FTE £31,846-£35,722 actual pro rata £29,053-£32,589 dependent on experience
Contract	Permanent, Full-time, Term time + INSET plus 2 weeks, 41 weeks per year, 37 hours per week, Mon-Thu 8am-4pm, Fri 8am-3:30pm. Advantage Schools Attendance & 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.

The Trust reserves the right to interview and appoint a suitable candidate before the deadline date.



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 support and interventions, which may include one-to-one work and support for pupils returning following a prolonged absence.
- To undertake high-quality 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 timely referrals to outside agencies including, but not limited to, MASH, CAMHS, the School Nursing Team and Access to Education, according to the level of pupil/family need, ensuring a joint multi-agency approach in line with the relevant Local Authority processes.
- 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 school 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 quality assure all arrangements relating to pupils on part-time or modified timetables, or attending alternative provision, ensuring that each academy or school complies with the relevant Local Authority code of conduct, uses the correct attendance coding, maintains appropriate records and escalates any concerns to the DoAW.
- 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 fortnightly 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, the highest standards are maintained, and the Trust's safeguarding policies and procedures are implemented.
- To maintain an up-to-date knowledge of Health and Safety legislation relevant to the role, ensuring the Trust's Health and Safety policies and procedures are fully implemented and adhered to.
- 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	- 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 continuing professional development (CPD) relevant to the role. - Experience working in a school or educational setting.	- Professional qualification in social care, education, youth work, or a related field. - Training in attendance legislation and statutory intervention. - Level 3 safeguarding training.
Experience	- 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).	- 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	- 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.	- Knowledge of local Early Help frameworks. - Familiarity with multi-agency working models and contextual safeguarding.



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	• Understanding of confidentiality, data protection, and information-sharing protocols.	
Skills and Abilities	• 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.	• Ability to produce high-quality written reports for senior leaders and external agencies. • Skilled in restorative or family-support approaches.
Special Requirements	• Must have a valid driving licence and use of a car.	