



Three
Spires
TRUST

'Life in all its fullness'

**ATTENDANCE & WELFARE TEAM
FOR THE SOUTHERN HUB
RECRUITMENT INFORMATION**

Welcome from our CEO



Three Spires Trust is a Church of England Multi Academy Trust which is committed to working within a respectful and compassionate environment. We welcome schools of all faiths and none, all educational phases and all Ofsted judgments. The heart of the Trust's vision is our commitment that all children should experience 'life in all its fullness'.

Three Spires exists to nurture a culture which values the essence of education, academic and vocational, as much as the whole person, the human being.

Service on behalf of all our communities and young people flows from an ambition to provide an enriching holistic experience; never compromising educational excellence but recognising that at the heart of education lies the pursuit of the spiritual, ethical, intellectual, relational flourishing of children, teachers and communities.

As a Trust we plan for the future with hope and optimism – we draw on the wonderful skills of our workforce and listen continually and with commitment to the voices of our young people. We underpin our conversations with compassion and consideration but never underestimate the need to be courageous advocates for positive change which will impact on the lives of our young people.

Emily Verou

Chief Executive Officer

Enabling 'life in all its fullness' through courageous and future-ready education for everyone.

Welcome from the team

Thank you for your interest in joining our attendance and welfare team for the Three Spires Trust academies in the southern hub (Wolverhampton). This new team will serve the communities of St Peter's Collegiate Academy, St Regis Church of England Academy and St Michael's Church of England Primary Academy - all based within a couple of miles of one another in the Tettenhall and Compton areas of Wolverhampton.

We are really excited to be expanding our attendance team. Currently the dedicated attendance team includes:

- An attendance champion on the Senior Leadership Team in each academy (primary and secondary),
- An attendance officer in each academy (primary and secondary),
- An attendance and welfare manager in each secondary academy,
- A trust strategic attendance lead,
- The wider safeguarding team.

Enhancing this existing team with a 'trust attendance and welfare team' will further strengthen the support available to our children and their families. You would be joining a flourishing team of adults who are committed to the children entrusted to their care.

The two roles advertised are:

- Trust Home School Link Worker
- Trust Attendance and Welfare Officer

These roles will include work out in the community: visiting family homes, engaging with networks, visiting the Family Hubs, holding meetings in school and so much more.

If you are committed to working with children and families, exploring barriers and working together with others to improve outcomes for children, then we can't wait to hear from you!

Thank you once again for your interest and I look forward to receiving your application.

Sarah C Milne

Director of Safeguarding and SEND, Trust Strategic Attendance Lead



Our Vision

Our vision is to enable 'life in all its fullness' for every learner through a courageous, future-ready education shaped by Christian hope (John 10:10). We are committed to forming communities where all are invited to be **transformed** through renewed minds and hearts (Romans 12:2), to **serve** with humility and compassion following the example of Jesus (Mark 10:45), and to **thrive** in God's abundant grace, growing spiritually, emotionally, and together in purpose.

Our Values

Transform →

“Be Transformed in Christ”

Serve →

“Serve as Jesus Served”

Thrive →

“Thrive in God's Grace”





Professional Growth
AT THREE SPIRES TRUST



Three Spires Trust is deeply committed to fostering staff development and professional growth.

The Trust's approach emphasises continuous professional development, encouraging staff to engage in reflective practices and self-evaluation to identify areas for improvement and celebrate achievements. Through structured professional growth initiatives, including industry placements and experiential learning opportunities, staff are equipped to deliver career-focused education effectively, thereby enriching the learning experience for all students.

The *Three Spires Institute of Education* is a comprehensive professional development programme that is entirely inclusive to Three Spires Trust and complements the Department for Education's 'golden thread' initiative, providing high quality support, training and development available throughout the entirety of one's career in education - be that as a teacher or a member of the wider team of adults around our schools.





Joining Us

How to Apply

To apply for a job at Three Spires Trust or one of its academies, you will need to apply through [MyNewTerm](#). Three Spires Trust and its academies will not accept a CV alone.

Safer Recruitment

Three Spires Trust and its academies are committed to safeguarding and promoting the welfare of children and expect all staff and to share this commitment.

We comply with the Disclosure & Barring Service (DBS) code of practice, and if successfully shortlisted, candidates will be subject to all necessary pre-employment checks, including: online checks, an enhanced DBS; Prohibition check; Section 128 direction check (if applicable); Childcare Disqualification (where applicable); qualifications (where applicable); medical fitness; identity and right to work. All applicants will be required to provide two suitable references.

In addition, you will need to bring to interview documents with photographic identity, such as your passport, and we will compare this against your likeness. The Trust and its academies will not accept documents that are not in the candidate's current name as recorded on the application form.

If, unfortunately, you are not offered the post, please be assured that the details taken regarding your personal documentation will be **destroyed**.

Please note that references will be sought for all the shortlisted candidates prior to interview. References will always be requested directly from the referee and from the headteacher, if your current post is in a school. Open references, e.g. 'to whom it may concern' testimonials, and unverified information will not be relied upon.

Equality, Diversity and Inclusion

Three Spires Trust and its academies are committed to promoting equality and diversity opportunities among our community of staff and students. Ensuring best practice in our recruitment processes is essential to this commitment. We will seek to ensure that all job applications and staff are treated fairly, with respect and without bias. No applicant or member of staff will be treated less favourably than another because of their age, disability, ethnic origin, gender, gender identity, sexual orientation, marital status, caring or parental responsibilities, racial group, religious or philosophical beliefs.

Disability and Accessibility

Three Spires Trust is committed to ensuring that applicants with disabilities or impairment receive equal opportunities and treatment. If you have a disability or impairment and would like our HR Team to make adjustments or arrangements to assist if you are called for an interview, please be sure to state these on your MyNewTerm application form.

Job Description



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Academy	Central team
Position	Trust Home School Link Worker
Salary	TST Grade 6 SCP 9-15
Contract	20hrs term time only, permanent
Responsible to	Director of Safeguarding and SEND

All staff have a pivotal role to play in every student's spiritual, moral, social and cultural development. Through our mission to ensure that every student experience's life in all its fullness, we ensure that we support each student through the promotion of our Christian values. This mission and our values underpin the work of every member of staff in all of our academies.

The duties outlined in this job description will be reviewed with the post holder on an annual basis in line with the academy's performance management procedures. It may be modified with the agreement of the post holder, to reflect or anticipate changes in the job commensurate with the salary and job title.

Statement of Purpose

To provide a complementary service to existing teachers and staff in the trust, addressing the needs of children and families who need help to overcome barriers to learning both inside and outside school in order to achieve their full potential, and enable school to raise standards of achievement, improve attendance and raise standards of behaviour.

Support to Pupils and Staff

- To liaise with other school staff and agencies to identify pupils whose engagement in education is not regular.
- To recommend and develop strategies within the school intended to improve the attendance of particular pupils.
- To work with identified children and families.
- To work with a relational, restorative and trauma-informed lens.
- To line manage the Trust Attendance and Welfare Officer.

Administration Support

- To have knowledge and appreciation of the range of activities, courses, organisations and individuals that could be drawn upon to provide further support for pupils.
- To jointly organise, implement, monitor and evaluate projects involving families, to report to the trust attendance leads on the impact of these.
- To keep up-to-date records, notes or minutes about particular cases, whilst maintaining confidentiality at all times.

Support to Families and Community

- To develop positive home-school relationships –acting as a link between home and school including making home visits and holding attendance clinics.
- To develop the role with parents and carers, building good relationships with staff and children and to devise, implement and evaluate individual support plans and small group projects.
- To forge and maintain regular contact with identified families of children in need of extra support at home and at school and to secure positive family support and involvement.
- To signpost a range of support services to children and families identified as requiring support.

Operational Responsibilities

- To support and uphold trust policies and the distinctive Christian ethos.

- To attend and participate in relevant meetings as required.
- To support and uphold academy and trust policies.
- To promote and safeguard the welfare of children and young persons.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the trust.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with student needs as appropriate during the academy day.

Post holder signature	
Line manager signature	
Date	

Person Specification

Essential Criteria	Measured by
Experience <ul style="list-style-type: none"> • Hold a full, clean driving licence. • Experience of working to support children • Experience of working with children experiencing a range of difficulties 	Application form / interview / references
Qualifications/Training <ul style="list-style-type: none"> • Very good numeracy/literacy skills equivalent to GCSE C / 4 and above. • Training in the relevant strategies e.g. emotional wellbeing, attendance, EBSNA etc. 	Application form / interview
Knowledge/Skills <ul style="list-style-type: none"> • Excellent interpersonal skills to be able to relate well to a wide range of people. • Full working knowledge of relevant policies/codes of practice. • In depth understanding of attendance matters • Understanding of principles of child development and learning processes and in particular, barriers to learning. • Ability to plan effective actions for pupils at risk of underachieving. • Ability to self-evaluate learning needs and actively seek learning opportunities. • Effective use of ICT to support learning. • Use of other equipment technology – video, photocopier. • Work constructively as part of a team whilst being able to demonstrate initiative. • Good communication skills. 	Application form / interview
Behavioural Attributes <ul style="list-style-type: none"> • Child focussed • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	Application form / interview

Note 1: In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- *Motivation to work with children and young people.*
- *Ability to form and maintain appropriate relationships and personal boundaries with children and young people.*
- *Emotional resilience in working with challenging behaviours and*
- *Attitudes to use of authority and maintaining discipline.*

Job Description

Academy	Central team
Position	Trust Attendance & Welfare Officer
Salary	TST Grade 5, SCP 6 - 9
Contract	16 hours Permanent, Term time
Responsible to	Trust Home School Link Worker

All staff have a pivotal role to play in every student's spiritual, moral, social and cultural development. Through our mission to ensure that every student experience's life in all its fullness, we ensure that we support each student through the promotion of our Christian values. This mission and our values underpin the work of every member of staff in all of our academies.

The duties outlined in this job description will be reviewed with the post holder on an annual basis in line with the academy's performance management procedures. It may be modified with the agreement of the post holder, to reflect or anticipate changes in the job commensurate with the salary and job title.

Statement of Purpose

To work under the guidance of the Trust Home School Link Worker to provide support to the southern hub academies in relation to attendance and absence, and to provide welfare support to families and students who need particular help in overcoming barriers to attending.

Support to Pupils and Parents

- To telephone parents to ascertain the reasons for children's absences.
- Follow up outstanding absences in liaison with staff and families.
- Support families and students in crisis, liaising with identified personnel.
- To monitor the attendance of students.
- To provide students and parents with an effective advice on attendance
- To conduct home welfare visits for absent students as necessary.

Support to Organisation

- To produce attendance letters to inform parents, of individual students' attendance as part of effective lines of communication between school and home.
- To liaise with the relevant staff on actions to be taken – Inclusion Manager, Heads of Year etc
- To develop strategies to improve the attendance of particular pupils.
- To organise attendance clinics
- Contribute to the planning/development/organisation of support service/ procedures/policies in relation to attendance.
- To keep up-to-date records, notes or minutes about particular cases, whilst maintaining confidentiality at all times

Administrative Support

- Maintain manual and computerised records/management information systems.
- Produce regular attendance reports.

- Produce lists/information/data as required, e.g. Absence data.
- To ensure timely production of attendance statistics.

Support to Southern Hub

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the trust.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise.
- Assist with student needs as appropriate during the school day.

Operational Responsibilities

- To support and uphold trust policies and the distinctive Christian ethos.
- Promote and safeguard the welfare of children and young persons you come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the academy.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with student needs as appropriate during the academy day.

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Person Specification

Essential Criteria	Measured by
Experience <ul style="list-style-type: none"> • Hold a full, clean driving licence • Experience of working to support children • Experience of working with children experiencing a range of difficulties 	Application form / interview / references
Qualifications/Training <ul style="list-style-type: none"> • Very good numeracy/literacy skills equivalent to GCSE C / 4 and above. • Training in the relevant strategies e.g. emotional wellbeing, attendance, EBSNA etc. 	Application form / interview
Knowledge/Skills <ul style="list-style-type: none"> • Very good numeracy/literacy skills. • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation. • Very good ICT skills. • Ability to relate well to children and adults. • Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these. • Good organising, planning and prioritising skills. • Methodical with a good attention to detail. • Good interpersonal skills. 	Application form / interview
Behavioural Attributes <ul style="list-style-type: none"> • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	Application form / interview

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- *Motivation to work with children and young people.*
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- *Emotional resilience in working with challenging behaviours and*
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Recruitment Timeline

Date	Action
16 March 2026	Recruitment campaign live
27 March 2026	Closing date at midday
13 April 2026	Interviews
asap	Start date



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Three Spires Trust and all its academies are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. The successful candidate will be subject to all necessary pre-employment checks, including; an enhanced DBS; Prohibition check; Section 128 direction check (if applicable); Childcare Disqualification (where applicable); qualifications (where applicable).