



Three
Spires
TRUST

'Life in all its fullness'



**EDUCATION WELFARE OFFICER
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



Academy	Working across St Peter's Collegiate Academy, St Regis Church of England Academy and St Michael's Church of England Academy – all in Wolverhampton
Position	Education Welfare Officer (EWO)
Salary	TST Grade 7 SCP 15-22 (FTE £30,024 - £33,699), actual salary starting at £22,520
Contract	32 hours per week, term time only, permanent
Responsible to	Director of Safeguarding & 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 child's 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 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 by the CEO 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, staff and leaders in the Trust, promoting regular school attendance and supporting children, parents and staff in overcoming barriers to learning related to attendance, punctuality, and welfare. The Education Welfare Officer will work proactively to ensure all children have access to education, reduce persistent absence, and fulfil each school's statutory duties regarding attendance and safeguarding.

Attendance Monitoring and Intervention

- To monitor and analyse attendance and punctuality data, identifying patterns and concerns.
- To work closely with Attendance Officers, the Attendance Champions and the Trust Strategic Attendance Lead to implement interventions for children with poor attendance.
- To conduct home visits to discuss attendance concerns and support families in improving attendance.
- To lead on communication with parents regarding attendance, including issuing warning letters and conducting attendance panels.
- To chair attendance meetings to promote our 'support first' approach
- To be familiar with and have an ability to gather, record and report accurate evidence, and to be able to present it in a court of law or other formal setting.

Support for Children

- To build effective relationships with children and families to understand and address barriers to attendance.
- To provide early help support to families experience social, emotional, or practical difficulties affecting school attendance.
- To liaise with external agencies (e.g. Social Care, CAMHS, Youth Services, Early Help, Police) to coordinate support plans.
- To advise and assist families in understanding their statutory responsibilities relating to school attendance.

Safeguarding and Welfare

- To work in line with the Trust's Safeguarding and Child Protection Policies to identify and report concerns.
- To contribute to multi-agency meetings and safeguarding plans where attendance or welfare is a concern.
- To maintain accurate and timely records of interventions, visits, and outcomes in accordance with GDPR and safeguarding protocols.

Collaboration and Reporting

- To work alongside the Attendance Officers, Attendance Champions and other leaders, and the Trust Strategic Attendance Lead to set and achieve attendance targets for individual children.
- Contribute to attendance strategies, policy reviews, and attendance improvement initiatives.
- To provide regular reports and analysis for Leaders and Governors.
- To support reintegration plans for children returning from long-term absence or exclusion.

Operational Responsibilities

- To support and uphold Trust policies.
- To promote and safeguard the welfare of children and young persons you come into contact with.
- To 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.
- To be aware of, support and ensure equal opportunities for all.
- To contribute to the overall ethos/work/aims of the trust.
- To appreciate and support the role of other professionals.
- To attend and participate in relevant meetings as required.
- To participate in training and other learning activities and performance development as required.
- To assist with student needs as appropriate during the academy day.

Post holder signature	
Principal signature	
Date	

Person Specification

Essential Criteria	Measured by
<p>Experience</p> <ul style="list-style-type: none"> • Level 3 qualifications relating to SEN, attendance or psychology or significant equivalent experience within the area of work of attendance or the identification of barriers to learning. • Experience working with children, young people, and families in an educational or social care setting. 	Application form / Interview
<p>Qualifications/Training</p> <ul style="list-style-type: none"> • Clean and valid driving license held to undertake home visits inline with our Attendance Strategy 	Application form / Interview
<p>Knowledge/Skills</p> <ul style="list-style-type: none"> • Good ICT and record keeping skills. • Good numeracy and literacy skills. • Understanding of legislation and statutory guidance relating to school attendance and safeguarding. • Ability to work constructively as part of a team. • Ability to relate well to children and to adults. • Excellent communication skills. • Ability to deal with sensitive issues in a professional manner. • Good organisation skills. • Ability to prioritise effectively. • Influencing skills. • Understand the need for confidentiality when appropriate and to ensure clear and sensitive communication. 	Application form / Interview
<p>Behavioural Attributes</p> <ul style="list-style-type: none"> • Builds personal relationships with stakeholders, through regular contact and consultation • Accepts, supports and quickly implements change • Identifies and promotes best practice and encourage the sharing of ideas. • Can work independently • Proactively seek opportunities to increase job knowledge and understanding • Values the diversity of individuals, adaptable approach to meet individual needs and effectively utilise the diversity of team members. • Works with others to resolve differences of opinion and resolve conflict • Requires minimum supervision • Takes responsibility for own and team actions • Identifies and overcomes barriers and manage risks • Takes quick and effective action • Demonstrates focused implementation of role • Builds strong team ethos where everyone feels valued • Provides timely, sensitive and honest feedback on performance • Is accountable for own development and encourages the ownership of development needs amongst team members. 	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.*



Recruitment Timeline

Date	Action
5th May 2026	Recruitment campaign live
26th May 2026	Closing date at midday
W/b 1 st June 2026	Interviews
ASAP	Start date



'Life in all its fullness'

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).