**ATTENDANCE & EDUCATION WELFARE OFFICER**

**required September 2020**

**Vacancy Ref: ES008**

**37 hours per week 52 weeks**

**MAC Band H SCP 28-31**

**£31,371-33,799**

You will be joining St Edmund’s at an exciting time as we are part of the St Francis and St Clare’s Catholic Multi-Academy Company launched in September 2019. Our mission is to nurture the gifts and talents of every student and every member of staff and, as such, is a very supportive, special place to work.

Attendance at school is vital to ensure that students make the very best progress and achieve their full potential. In the role of Attendance & Education Welfare Officer, you will promote the importance of excellent attendance and punctuality across the academy (Years 7-13), provide guidance and support for students and families who may be at risk and liaise with external agencies.

Working closely with pastoral colleagues with liaison across the wider Multi Academy Company and key stakeholders in a multi agency approach. You will also act as a Deputy Designated Safeguarding Lead (DDSL).

**Experience & Skills**

* Experience of taking a lead in strategy discussions and inter-agency meetings.
* The ability to work with, relate to and gain the confidence of a wide range of young people, families and carers with different ethnic and social backgrounds.
* Working collaboratively, relate to and gain the confidence of teaching staff and senior manager and with staff/partners/external agencies.
* Experience of recent involvement in safeguarding casework and ideally safeguarding trained to Level 3.
* Confidence, patience and good communication skills to support students, setting targets to achieve their potential as part of planning for their learning.
* Ideally educated to A Level/NVQ Level 4.
* Access to a vehicle and full driving licence.

**As part of our commitment to safeguarding, this post is subject to an Enhanced Disclosure and Barring Service check.**

Prospective candidates are welcome to talk to Mrs Letheren, Vice Principal about this post.

Application packs can be accessed via our Academy website [www.stedmunds.org](http://www.stedmunds.org) or please telephone the St Francis and St Clare Catholic MAC recruitment line 01902 558709).  **Completed applications can be returned by email to** [recruitment@sfscmac.co.uk](mailto:recruitment@sfscmac.co.uk).

**Closing Date: 10 July 2020, 12 noon.**

**Interviews: tbc 14/15 July 2020**

*St Edmund’s is part of the St Francis and St Clare Catholic Multi Academy Company*with 977 on roll including 116 in the Sixth Form. Situated in Compton Park, a quiet and leafy suburb of Wolverhampton, adjoining St Peter’s Collegiate School and Wolverhampton Wanderers Football Academy. *You can find out more at: Sfscmac.co.uk*