



Education Welfare Officer &
LAC Coordinator
Full time (Permanent)
Application Pack

Sutton Community Academy,
Sutton-in-Ashfield, Nottinghamshire

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Improving Education



01. About Academy Transformation Trust

We're on a mission

Our mission is to provide the very best education for all pupils and the highest level of support for our staff to ensure every pupil leaves our academies with everything they need to reach their full potential.

These are the things we hold dear

Transparency

As a charity founded on strong ethical practices, Academy Transformation Trust takes pride in being open, honest and crystal clear in everything we do.

Innovation

We are constantly striving to do all we can to make education the best it possibly can be. We are brave in our actions and do everything we can to have a positive impact on whole child development.

Collaboration

We believe the future of education relies upon effective collaboration between academies, and better collaboration between academies and their local communities.

Ambition

We are determined to improve education nationwide by encouraging collaboration and

We believe every child matters and deserves a first class education.

Our team knows first-hand how to make education better for schools, pupils and their teachers.

For us, the future of UK education relies upon schools working closely together to share best practices, giving every child the best chance in life. We set up ATT to make this vision a reality.

As a not for profit trust, we work with our growing family of primary and secondary academies, and further education providers in the Midlands, East of England and South East.



02. Sutton Community Academy Information

Sutton Community Academy is part of the Academy Transformation Trust family of academies.

At Sutton Community Academy, we provide the best opportunities for all our pupils toward helping them to achieve excellent academic qualifications.

We are a unique and highly successful academy and are proud of our students' achievements in GCSE and AS/A-level, alongside our great vocational offering. We ensure our curriculum is kept broad enabling every child to have full opportunity to reach their full potential.



This success is built upon valuing and nurturing the talents of all our pupils, which is supported by our brilliant academic, vocational and leisure activities, equipping all our students with the tools needed for Higher Education, apprenticeships and employment.

The academy is renowned nationally for its work and impact upon the local community, which have played a major role in creating a lifelong community resource in Sutton-in-Ashfield. Community really does sit at the heart of what we do; developing and nurturing the future generations is something we're very proud of and always strive for.

To find out more, please visit www.suttonacademy.attrust.org.uk

03. Job Description

Education Welfare Officer & LAC Co-ordinator. 37 hours per week, Term Time only

Purpose

To actively promote good attendance, working with students, parents/carers and staff and to ensure statutory LAC process is undertaken.

ROLES AND RESPONSIBILITIES

- Building good relationships with students and parents/carers
- Identify attendance problems and possible solutions
- Making home visits or meeting students and parents/carers in school to provide on-going support
- Explaining to parents/carers about legal responsibilities to make sure that their children receive an education up to the age of 16
- Taking action through the magistrates' court if necessary
- Referrals to other agencies and professionals such as social services and educational psychologists
- Helping to arrange other education for students who are excluded from school
- Liaising with the student support team
- Helping families get benefits, such as free school meals, transport etc.
- Administration tasks, such as writing case notes, writing to parents and preparing court reports.
- Working closely with the Designated Safeguarding Team in school
- Liaising with the SENCO as necessary
- Ensuring that child employment meets regulations
- Collation of information from teaching staff regarding LAC pupils both before and after the LAC review
- Have a knowledge of all LAC students to include conduction of interviews in preparation for LAC. Monitor the progress of these LAC pupils and inform staff if there are movements from the agreed targets
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.



04. How to apply

Sutton Community Academy,
Sutton-in-Ashfield, Nottinghamshire

Salary:

Support Staff Pay Scale Grade 5, Point 15-22:

£22,911-£26,317 FTE

(£19,241-£22,101 actual)

37 hours per week, term time only

Closing date:

Midday on Wednesday 30th October 2019

Interviews:

w/c 4th November 2019

Start Date:

ASAP

Visits to the school:

For further information about the role and the academy, or if applicants wish to visit prior to completing their application, please the academy on 01623 980055.

Applying

Please apply by visiting

www.academytransformationtrust.co.uk/vacancies

Forward as one. Improving Education Together.

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