



Educational Welfare Officer

Candidate Information Pack



Sackville School

TOGETHER WE ACHIEVE

Dear Applicant,

We are delighted that you are looking to join our team.

Sackville is a vibrant school, with supportive families, colleagues and students who behave well and are a genuine delight to be around. This is a harmonious and happy place to work, with colleagues who want the very best for our students and work hard to achieve it. Our motto of 'Together We Achieve' very much resonates throughout the school.

Our academic standards are high, and our students make good progress with Progress 8 consistently being above average. We regularly have students achieve places at Oxbridge, with many more going on to Russell Group and other universities. However, as a truly inclusive and comprehensive school, we are equally proud of the students who successfully move on to apprenticeships, and into employment or training to meet their personal ambitions.

Pastoral care and the support we give students to achieve in life and in learning is of equal importance to us. We believe that every member of our team has a part to play in this and is central to the success of our new smaller Communities system, putting student engagement, wellbeing and success at the heart of all that we do and aspire to.

We believe in offering a broad and balanced curriculum in which trips, visits, clubs, charity work and competitions play a vital part. Our ambition is for our students to leave us with the best grades possible to support the next step of their journey, but we will only have fully achieved our vision if they also leave as well rounded, confident and curious young adults who believe in themselves, that anything is possible and go on to achieve great things in their future.

We offer a wide variety of extra-curricular provision. Art, drama, music, sport and debating are all very strong at Sackville and we are very proud of the level of success that has been achieved in these valuable curriculum areas, as well as the opportunities given to provide inclusive and enriching activities for all.

We are a 'Leading Edge' school, with recent awards from the SSAT for our work on Professional Learning, Principled Curriculum Design, Engaging with Evidence and Research and Leadership Through Moral Purpose. The provision of high quality teaching and learning is fundamental to our success and staff really value the collaborative opportunities for professional dialogue and training, both within our own school, across our Federation of schools and through national networks such as the SSAT, Challenge Partners and PiXL.

"Our vision is for a safe and inclusive community that enables every student to reach their full potential and develop a love of learning, by living our values every day".

Our fundamental belief is that every student has potential, gifts, and talents. It is our job, no matter what role we have in school, to provide the opportunities, challenge, guidance, and support that enables them to truly flourish. We have high expectations of our students who we expect to work hard, live our values and fully engage in school life every day.

If you think this could be the role for you, we encourage you to come and visit to see for yourself or arrange to have an informal conversation with us. Visits can be arranged by contacting kdawson@sackvilleschool.org.uk or telephoning 01342 414900. An application pack is available from our school website at www.sackvilleschool.org.uk.

Yours faithfully



Jo Meloni
Headteacher

Education Welfare Officer

37 hours per week, term time only

Grade 5 £25,584 - £25,992 (pro rata £21,549.60 - £21,893)

An exciting opportunity has arisen for us to appoint an Education Welfare Officer to join our attendance and safeguarding team. We believe that any support that we can give students to attend school every day provides a key to them achieving their full potential. As such this is a central role and the successful person will be joining an experienced team with the one aim of seeing our young people truly thrive.

We have recently expanded our team, helping ensure we have an even greater impact with more students, enabling them to have the best possible start in life.

This is an important role for us and the ideal candidate will have experience in school attendance, however don't let this put you off if you don't. You will receive full training on our management information system where attendance is recorded and where reports are generated. What is most important to us are the qualities of excellent communication and interpersonal skills, confidence in using IT and a positive relentless approach to supporting young people and their families.

The successful candidate would work closely with students, parents/carers, school staff and external agencies and play a key role in ensuring students safety and wellbeing, such that they attend school regularly and are supported to overcome personal challenges and barriers. They will play a key role in promoting excellent attendance and punctuality, and reducing levels of absenteeism.

Sackville is an exceptionally friendly and supportive community built on extraordinarily strong relationships which allow every student to thrive. We have acquired a deserved reputation for fighting for every child, no matter how challenging that sometimes is, without compromising our ambition to encourage every student to be the best they can be.

Our academic standards are high and we are rated as a 'Good' school by Ofsted. Students' attitudes and behaviour are very good. Our excellent pastoral system underpins everything we do and you will be working alongside an exceptionally dedicated and caring team. We are keen to hear from candidates who have the passion to support student's welfare and are able to work calmly to help us ensure every child succeeds.

Experience of working in an environment with young people and having a working knowledge of safeguarding would be an advantage. Your own transport will be required.

Hours: 37 per week, term time only

Salary range: Grade 5 £25,584 - £25,992 (pro rata £21,549.60 - £21,893) based on 37 hrs/pw

If you think this could be the role for you, we encourage you to come and visit to see for yourself or arrange to have an informal conversation with us.

Closing date: Thursday 3 July at 8.00 am. **Interview date:** Friday 11 July

Start date: 1 September 2025

We reserve the right to shortlist and interview prior to the closing date, so early applications are encouraged.

Please address your letter of application to Ms Jo Meloni Headteacher, explaining how your experience has prepared you for this role, on no more than two sides of A4. Send this together with the application form and safer recruitment form to hr@sackvilleschool.org.uk



JOB DESCRIPTION

Education Welfare Officer

You will be required to have full commitment to safeguarding and protecting the welfare of children and young people

Purpose of Job

To work closely with the school's Child Protection Officer and Attendance Officer, as well as the Senior Leadership Team (SLT), governing body and Community Leads to monitor attendance, work with students and families to improve attendance and punctuality and provide up-to-date information about the attendance and welfare of all students.

Main Areas of Responsibility

- To work with staff, parents/carers and students to establish and maintain high levels of student attendance
- To check absence data to identify students with attendance difficulties
- Collate authorised and unauthorised absences evidence
- Prepare reports as requested by the SLT and CPWO , or by local or central government, including by student groups (for example, PP, SEND)
- To track attendance of vulnerable groups (including EBSA) and work with relevant colleagues and external agencies to ensure they maintain a good level of attendance
- To liaise with and advise senior and middle leaders regarding attendance trends/concerns
- To follow up cases of lesson truancy, session truancy and poor punctuality by working with staff, students and parents/carers
- Work with Community Teams to ensure the recording of accurate lesson attendance is maintained on days where the usual lesson schedule is interrupted/changed (for example during CEW, Enrichment days and revision sessions during study leave)
- To provide expertise, manage a referral system and devise and implement attendance related projects
- Ensure that the school's Emotional Based School Avoidance (EBSA) protocol is followed by key stakeholders.
- To assist in the management of individual cases causing concern regarding school attendance, following up individual cases by means of correspondence, meetings, home visits and other appropriate measures with a particular focus (although not exclusively) on persistent absentees
- To keep up to date registers for use in an emergency situation along side the attendance officer
- To contribute to the monitoring of attendance rates
- To monitor attendance of Sackville students educated at other institutions
- To work with parents/carers to enable them to understand and fulfil their parental responsibilities in relation to their child's attendance at school
- To work collaboratively with Community Teams and new Senior leadership links to plan necessary short term timetable adjustments
- To consult with and provide information and advice to these agencies and school staff to ensure the child's needs are met and that the student accesses an appropriate education
- To support/implement the EHP process
- To promote contacts and liaise with agencies in the four counties that serve the school
- Undertake duties commensurate with the Safeguarding agenda for children including representing the school at Child Protection meetings and conferences in order to contribute to quorate decision making
- To refer cases to the designated members of staff for safeguarding and work jointly with internal and external colleagues to ensure the safety and protection of children within the context of the Child Protection procedures
- To carry out any other administrative duties in connection with attendance, including phoning parents/carers to clear absences
- To work closely with the CPO, to discuss students who are causing concern
- To carry out any other administration duties as directed by the Headteacher

Safeguarding Children

- The school is committed to the safeguarding of the children in its care. To this end all employees will need to undergo pre-employment checks including references, a check of any relevant qualifications, photo and address identification
- All posts in a school are deemed to have a high degree of contact with children and are, therefore, exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the pre- employment checking process

Additional Information

- All employees are expected to contribute to and support the overall aims and ethos of the school and to participate in training, performance management and personal development
- This is a 'job description' only and is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment, after consultation with the holder of the post.

To be alert to issues of safeguarding child protection ensuring that the welfare and safety of children attending School is promoted and safeguarded and to report any child protection concerns to the designated Child Protection Officer using safeguarding policies, procedures and practice. Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed.

Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.

This job description may be amended at any time following discussion between the Headteacher and member of staff and will be reviewed annually. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. The Post Holder must be prepared to carry out additional duties, which may reasonably be required by the Headteacher.

PERSON SPECIFICATION

Education Welfare Officer

You will be required to have full commitment to all school policies and to safeguarding and protecting the welfare of children and young people.

Education and Training	Essential	Desirable
A good level of education to GCSE standard in Mathematics and English or equivalent	✓	
Additional qualifications in administration, marketing or communications		✓
Willingness to develop own expertise	✓	
Recent relevant in-service training		✓
EBSA training		✓
Experience		
Previous experience of working as an administrator, PA or HR administrator in a busy office environment	✓	
Successfully working as part of a team	✓	
Working in a secondary school or other educational setting		✓
Working within a safeguarding capacity		✓
Working with students with SEND		✓
Abilities and aptitudes		
Attention to detail and ability to work to a high degree of accuracy	✓	
Clear communication skills (spoken, written and use of ICT)	✓	
Ability to plan effectively	✓	
Very good interpersonal skills	✓	
Ability to work under pressure and to prioritise	✓	
Ability to use initiative and to problem solve	✓	
Willingness to make a positive contribution to the wider life of the school	✓	
Confidentiality	✓	
Ability to work sensitively with a wide variety of people	✓	
Confident use of IT including Google Drive and our MIS (training will be provided)	✓	
Other requirements		
Commitment to promoting our school vision and values	✓	
Commitment to the school and Local Authorities Equal Opportunities Policy and Practice	✓	
Excellent attendance and punctuality record	✓	
A commitment to ongoing personal development and willingness to undertake appropriate training	✓	
Own use of a vehicle to assist with home visits	✓	

Appointment to the post is subject to a satisfactory enhanced DBS check. The post is exempt from section 4(2) of the Rehabilitation of Offenders Act 1974, as the duties give access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes.

Why Sackville?



CONTINUED PROFESSIONAL DEVELOPMENT

- We are committed to developing all of our staff
- Comprehensive programme of CPD is available to all staff
- Tailored approach to fit the individual and their own needs and ambitions
- Membership of a number of external organisations designed to aid training and development across the school



COMMUNITY

- A supportive and friendly staff group who will always go the extra mile for each other
- Weekly 'Staff tea' to bring colleagues from across the school together
- The school plays an important part in the local community, and is committed to working with local groups and charities



STAFF WELFARE

- We subscribe to the Employee Assistance Programme
- Supportive community based on support and wellbeing
- Full free access to our fitness suite



MID SUSSEX FEDERATION of SCHOOLS

- We work in close collaboration with our Federation schools including
 - Joint INSET
 - Cross federation coaching to support leaders & teachers



LOCATION

- Beautiful historic town with a positive town identity
- East access to London, Brighton and Tunbridge Wells
- On the doorstep of the South Downs National Park and the Surrey hills
- A few minutes from the stunning Ashdown Forest, home of Winnie the Pooh and friends.



FINANCIAL

- We offer competitive salaries at all levels
- Staff have access to the Teacher's pension or Local Government Pension Scheme
- Access to the West Sussex Choices platform with an array of discounts and savings across major brands



Sackville School

TOGETHER WE ACHIEVE

Our vision is for a **safe** and **inclusive community** which enables every student to reach their full **potential** and develop a **love of learning**, by living our **values** every day.

Our
Vision

Our
Purpose

- ✓ To ensure students develop a **lifelong love of learning**
- ✓ To provide an engaging, broad, and knowledge-rich curriculum through **high quality teaching and assessment**
- ✓ To ensure all students achieve their **potential** regardless of their ability, we **fight for every child**
- ✓ To plan an **ambitious** programme of professional learning for all staff, using **research** and evidence to guide their development
- ✓ To prepare students for the **world of work** and to live fulfilling adult lives as **global citizens**
- ✓ To work closely with other professionals and agencies to serve the needs of our **community**

Together
We
Achieve

Sackville
Way

Our
Values

#SWAY

- ✓ RESPECT
- ✓ KINDNESS
- ✓ PREPARED



Sackville School
on a page

CURIO **S** ITY
A **A** MBITION
C **C** OMMUNITY
TEAMWOR **K**
POSITI **V** ITY
INTEGR **I** TY
RESI **L** ENCE
EXCE **L** ENCE
E QUITY



Sackville School

TOGETHER WE ACHIEVE