



THE WELLS ACADEMY

Integrity Resilience Ambition

Welcome from the Principal

I feel incredibly privileged to be the Principal of The Wells Academy.

At Wells, our motto is 'Be Kind, Work Hard, Achieve Greatness'. This philosophy describes who we are and influences everything we do. We believe all children are entitled to an exceptional quality of education that is built upon a culture of high expectations, an ambitious and inclusive knowledge rich curriculum and teachers that are inspirational subject experts.

Our mission at The Wells Academy is to provide students with an education that allows them to live a life of meaning and purpose. By the end of Year 11, we want each of our students to be equipped with the knowledge, character and qualifications required to make a positive and lasting contribution to their family, community and the world.

Thank you for taking an interest in our Academy, we look forward to meeting you.

George Coles
Principal, The Wells Academy



Who we are

Why do we exist?

We exist to provide our students with an education that allows them to live a life of meaning and purpose. By the end of Year 11, we want each of our students to be equipped with the knowledge, character and qualifications required to make a positive and lasting contribution to their family, community and the world.

What do we do?

We teach students a knowledge rich curriculum and support them to gain the very best qualifications.

How will we succeed?

1. Uphold a culture of high expectations
2. Develop an ambitious and inclusive knowledge-rich curriculum
3. Raise standards of expert, evidence-informed teaching

How do we behave?



Integrity

We are honest and do the right thing, even when no one is watching. We are always kind and courteous in our words and actions. We are courageous and stand up for what is right.



Resilience

We work hard and are self disciplined. We persevere when things get difficult. We embrace challenges as an opportunity to grow.



Ambition

We hold high expectations of ourselves. We resist making excuses. We form positive habits to achieve greatness.



Inclusion Officer

The Wells Academy is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Salary: GAT 6 – 7 (£24,496 - £29,439)

Hours: 37

Contract type: Full time

Reporting to: Vice Principal: Inclusion

Main purpose

- Manage, implement and review the strategy for the child and family work within the academy
- Identify and address the needs of children and families who need help to overcome barriers to learning and engagement with education
- Support families so that they can support their child's learning and well-being; including supporting families to increase resilience and independence in accessing support and participating in academy and community life
- Promote the safeguarding of all students at the academy
- Support the wider SEND team with ensuring the graduated response is embedded, including the administrative element of the process

Duties and responsibilities

- Promote high quality family engagement and links between home and school
- Empower families to overcome issues and find sustainable solutions to their problems, providing guidance, information and support to families
- Support families of children with early signs of risk factors and work with them, academy staff and other support agencies to prevent problems worsening
- Support the day to day safeguarding routines at the academy, responding to staff, family and student concerns to resolve issues and seek early intervention and support where required
- Conduct home visits and safe and well checks, supporting students into school when needed
- Build positive relationships with all external agencies and liaise where appropriate.
- Work with Child Protection teams and carry out referrals on behalf of families, where appropriate
- Work with the wider academy SEND team and support referrals to agencies and assessment pathways
- Support with EHCP and LAC processes including gathering information and managing arrangements for statutory meetings and reviews
- Attend internal and multi-agency meetings and act as lead professional when required

- Fulfil all administration duties for the above and work in line with Trust's standards and procedures, including the referral processes for issuing fixed penalty notices in relation to attendance
- Liaise with senior leaders and class teachers to identify those children who would benefit most from learning
- Mentor intervention and/or family support work and create an appropriate action plan.
- Help identify and prioritise vulnerable children through information shared during student progress meeting, family meetings, from outside agencies and an on-going dialogue with the safeguarding team and senior leaders
- Ensure records and files are regularly updated to show the work undertaken and to ensure that these are kept confidential following effective information sharing protocol, including electronic logs on CPOMS
- Attend child protection, child in need and other agency meetings and to ensure the right referrals and support is in place afterwards
- Run supportive family groups and workshops for vulnerable families and to maintain contact with the families of the vulnerable students who have been identified for support, to gain insight into the family providing parenting tips when required
- Evaluate plans put in place for the needs of families and to work alongside the child, class teacher and families to set achievable goals
- Ensure that relevant activities and resources are provided and developed to create and maintain an attractive, stimulating, safe and secure environment for work with children and families
- Work collaboratively with the attendance team to jointly support families, carrying out home visits alongside the attendance team where relevant
- Attend training as appropriate
- Any other duties as deemed appropriate

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the DSL to promote the best interests of students, including sharing concerns where necessary
- Promote the safeguarding of all students in the academy

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that may be carried out. The postholder may be required to do other duties appropriate to the level of the role.

Person specification

Criteria	Qualities
Qualifications and training	<ul style="list-style-type: none"> • Educated to GCSE grade C standard in English and mathematics • Further qualifications related to the role
Experience	<ul style="list-style-type: none"> • Proven track record across a range of educational settings, demonstrating a wealth of experience and knowledge in securing sustainable improvements.
Skills and knowledge	<ul style="list-style-type: none"> • Ability to build effective working relationships with staff and other stakeholders • Ability to adapt teaching to meet students' needs

	<ul style="list-style-type: none">• Ability to build effective working relationships with students• Knowledge of guidance and requirements around safeguarding children• Good IT skills• Effective communication and interpersonal skills• Ability to communicate a vision and inspire others
Personal qualities	<ul style="list-style-type: none">• Uphold and promote the ethos and values of the academy• Ability to work under pressure and prioritise effectively• Maintain confidentiality at all times• Commitment to safeguarding and equality