



# CANDIDATE PACK

Welfare Officer



**Start date:**  
ASAP

**Location:**  
Lensbury Way  
Abbey Wood  
London  
SE2 9TA



# About Us

Horizons Academy Bexley, every decision that we make is made with the best interests of the child in mind and focused on ensuring that all of our children and young people have the best possible experience whilst attending the school.

We do this by creating a positive learning environment, where each pupil feels safe and happy to contribute to the wider school community. We ensure that all pupils that attend Horizons Academy receive support to achieve their goals, whether that be towards positive outcomes at the end of Key stage 4 and successful transition into Year 12 or an opportunity to be re-integrated back into a mainstream or specialist setting.

HORIZONS  
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BEXLEY





# About the Trust

Our school is part of London South East Academies Trust - a multi academy trust sponsored by London South East Colleges. In 2024 the Trust was formally recognised and awarded as the TES Small Trust of the Year.

Our vision is to create a future where every child, in every school, can flourish every day.

- Give all children an inspirational school offer
- Ensure the educational achievement of every child and young person entrusted to us.
- Have a relentless focus on accelerating learning
- Reward ambition and high aspirations through all of our schools

Read more on the trust website:  
[LSEAT.co.uk](https://LSEAT.co.uk)



# Values and vision

## We CARE

As a staff team, we live our values everyday. We show that we CARE because we will: Commit to supporting you no matter what, Adapt to meet your needs, Respect every person's background, culture and perspective and Encourage you to be a confident learner.

## You CARE

We believe in working together to make our school a positive and safe place. We will help you to be: Cooperative with us and others to build a happy, supportive school community, Accountable for your actions, decisions and efforts, Resilient so you can face the challenges that will keep you moving forward and Empowered to learn, to lead, to speak up and to succeed.

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# Job Description

**Job title: Welfare Officer**

**Salary: H23 on the LSEAT Harmonised Payscale**

**Contractual Hours: 37 hours per week**

**Contractual Weeks: 39 weeks per year**

**Position Status: Maternity Cover**

## MAIN PURPOSE OF THE JOB:

- To achieve the highest possible levels of safeguarding, attendance and well-being for all pupils at Horizons Academy.
- To support the Senior Leadership Team in creating lasting improvement in the quality of provision through leading on safeguarding and attendance with professionalism and high expectations.
- To embed systems to ensure all key performance indicators are able to be measured appropriately on a regular basis.

We offer a bespoke CPD programme throughout the year and have a strong track record of developing and upskilling staff at all levels.

This role would particularly suit candidates with experience in secondary schools or Alternative Provision settings who are confident supporting young people who may have experienced barriers to learning or difficulties in mainstream education.

This is an excellent opportunity for professionals who enjoy working collaboratively within a supportive and ambitious team and who are committed to helping young people develop resilience, confidence, and positive engagement with education.

We are particularly keen to hear from candidates who have experience in building strong relationships with pupils, supporting behaviour and engagement, and contributing to personalised approaches that help students succeed within an Alternative Provision environment.





# Job Description

## Safeguarding and Attendance

- To work in collaboration with SLT on student Safeguarding and Attendance.
- To be a trained Deputy Designated Safeguarding Lead
- To manage and lead on all multi agency working concerning student welfare within academy, liaising directly with SLT when required including making voluntary and statutory referrals.
- To monitor the attendance of all pupils in academy daily and liaise directly with SLT/ external agencies when required using relevant data to report to key personnel.
- To carry out daily attendance calls, prioritising CLA, CP and CiN pupils.
- Work with complex families, providing necessary support and signposting to provide pathways to specific multi agency teams.
- Meet with EWO when necessary and present appropriate information to ensure Fixed Penalty and Prosecution processes can be utilised.
- Responsible for attendance letters and rewards associated with attendance.
- To monitor and respond to Safeguarding concerns within academy on a daily basis, liaising directly with SLT/ external agencies when required.
- Be the initial point of contact for safeguarding issues for pupils, parents/ carers, staff and other key stakeholders.
- To liaise with parents/ carers as point of contact for support/ welfare issues and attendance issues, including Early Intervention and Social Care issues within academy.
- Collaborate with SLT/ external agencies on any action that may be required regarding any pupil within academy.
- To be available for pupils/ parents/ carers in academy before and after school each day.
- Support induction of new staff.
- To attend necessary training to support CPD for their role within the academy.
- Attending all meetings both in academy and externally.
- Covering for absent colleagues when necessary.





# Working with parents and carers

- Act as a point of contact for the parents/carers of pupils receiving additional support
- Maintain regular communication with specific parents/carers and provide personalised support for families through issues as they arise
- Put interventions in place to encourage parents/carers' involvement in supporting pupils' development and progress
- Keep up to date on the latest services available in the local area so you can promote and signpost parents/carers to these via a range of communication channels (e.g. social media, newsletters, in meetings, etc)
- Carry out home visits, where required
- Implement and monitor progress of action plans, working with parents/carers to make adjustments to support as necessary
- Provide personalised support for parents/carers to help manage transition for their child
- Support parents/carers through the application process for accessing local services and help them attend relevant meetings

## Contacts & Relationships

- To work in partnership with a range of agencies and providers as appropriate to deliver an outstanding provision in regard to safeguarding and attendance.
- To work with the SLT on Horizon Academy school improvement plans and any other academy wide plans as directed.
- To attend team meetings and participate in activities that support the senior leadership team in the maintenance of discipline and ethos.
- To assist and support other members of staff to ensure the smooth running of the academy including involvement in offsite activities.





## General

- To work across the academy as directed by Headteacher and Assistant Head for Attendance and Safeguarding.
- To carry out the duties and responsibilities of the post in accordance with Horizon Academy policies and relevant to health and safety guidance and legislation.
- To use IT systems as required to carry out duties of the post in the most effective manner including Arbor and CPOMS.
- To participate in performance management and undertake training and professional development as appropriate.
- To undertake other duties appropriate to the post that may reasonably be required by SLT.
- To ensure that all services within the areas of responsibility are provided in accordance with Horizon Academy commitment to high quality provision.
- At all times carry out the responsibilities of the post with regard to LSEAT Equal opportunity policies.
- Attend school-based meetings and complete relevant administrative tasks.
- Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of Horizons Academy.
- Be physically fit and prepared to undertake positive handling training with all staff as required by the SLT.
- Be prepared to use, and support other staff, using positive handling techniques as a last resort in conflict management.

The scope of this profile reflects the needs of the academy at the present time; it is not intended to be a fully inclusive or exhaustive list. The post holder may therefore be expected to work flexibly and perform such other duties other than those given in the job description.

The duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. The profile will be subject to continuous review as the needs and requirements of the academy change over time.



# General Requirements

**Safeguarding:** Demonstrate a clear commitment to safeguarding and promoting the welfare of children and young people, adhering to all policies and statutory guidance, and reporting concerns promptly in line with our procedures.

**Equity, Diversity and Inclusion:** Promote an inclusive culture that values diversity, ensures equality of opportunity, and challenges discrimination in all its forms.

**Health and Safety:** Take reasonable care for your own health and safety and that of others, complying with all relevant policies, procedures and risk assessments.

**STARS Values:** Consistently model and promote the our STARS values, contributing positively to our culture and reputation.

**Sustainability:** Support our commitment to environmental sustainability through responsible use of resources and sustainable working practices.

This job description may be amended at any time following discussion between the Head Teacher, Senior Leader and member of staff, and will be reviewed annually.

The scope of this profile reflects the needs of the academy at the present time; it is not intended to be a fully inclusive or exhaustive list. The post holder may therefore be expected to work flexibly and perform such other duties other than those given in the job description.

The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. The profile will be subject to continuous review as the needs and requirements of the academy change over time

# What We Offer

- Friendly, enthusiastic, delightful pupils and students who teach us something new every day
- A committed and caring staff team who support and develop each other
- A proactive and supportive SLT who are actively mindful of workload
- A collaborative approach to planning and problem-solving
- A comprehensive induction and an ongoing extensive CPD programme
- Opportunities to develop your skills and talents
- Small class sizes with high staff/pupil ratio
- Advantages of belonging to a multi-academy trust, e.g. discounts on gym and wellbeing services, access to free and confidential
- Occupational Health and Employee Assistance Programmes
- Excellent Pension Schemes - Including employer contributions to the Teachers' Pension Scheme, Local Government Pension Scheme, or Nest.
- Professional Development - Access to high-quality training, leadership development, and career progression opportunities
- Free out of hours access to Horizon Academy's onsite gym
- Employee Assistance Programme - Providing free, confidential support.
- Travel Support - annual season ticket loan and cycle-to-work scheme.
- Well-being and Lifestyle Benefits - including access to gym discounts, discounts in our in-house college restaurant, and reduced-price hair and beauty treatments.
- Free Onsite Parking - available at our schools.
- Free mortgage and financial advice - Get 15% off wills with Radnew and Mortgages.

Skills, qualities, experience	Essential	Desirable
Qualifications/ Experience in safeguarding	X	
Experience of leading on attendance within an educational provision	X	
Excellent communication skills	X	
Experience of working with young people within a school environment	X	
Ability to interpret data	X	
The ability to take appropriate action with identified poor attending or vulnerable pupils	X	
To be flexible and adaptable	X	
Willingness to undertake training as required to fulfil role	X	
Ability to present to different audiences	X	
Ability to promote the ethos of the academy	X	
To be positive and committed to inclusive education	X	
Competent IT skills	X	
Proficient in ARBOR/CPOMS		X







# How to apply

If you wish to discover more about this exciting opportunity, request a copy of this candidate pack or an application form, please view our vacancies page [here](#).

