

# Elm Tree Multi Academy Trust

## Recruitment Information Pack



## Student Study & Welfare Manager

at North Leamington School



# An overview of North Leamington School



Dear Applicant,

Our school is a thriving, popular and inclusive comprehensive school, where we pay particular attention to each individual student by promoting their personal, social and educational development. We have all the advantages of being a large school in that we offer a wide-ranging curriculum to enthuse all learners and at the same time employ dedicated and high-quality staff to support and value each student.

North Leamington School is a part of the Elm Tree Multi Academy Trust (ETMAT), with the aim to work in collaboration delivering excellence and enriching the lives of the young people within the Trust.

We have high expectations of our young people; we expect everyone to work towards the common goal of helping them develop the skills and knowledge required in being successful at North Leamington School and beyond. Our students are encouraged to strive for excellence in all that they do at school and grasp all the wonderful opportunities that will present themselves throughout their years of study. We want our young people to aim high, be happy confident learners, support one another and be proud members of our rich and diverse community.

Our ambition is to be an ever-improving learning environment that offers **opportunities** to enthuse engage and enrich the experiences of all its community. We will continue to instil a **commitment** to growth in a positive, dynamic, and **respectful** environment that expects and supports personal **excellence** in the context of *“everyone mattering equally.”*

## Vision and Values

- **Commitment:** All members of our community are committed to self-improvement, working to achieve both individual and collective goals so all are successful.
- **Opportunity:** Individuals can develop their abilities and talents, and to be successful. We want everyone within our community to be nurtured, challenged, and encouraged to make the most of opportunities.
- **Respect:** Everyone behaves in a respectful and kind way to others. Our school is an inclusive environment where all are valued equally.
- **Excellence:** There is a commitment to excellence in all that we do. We have a culture of high expectations. We expect to do well both as individuals and collectively.

We are extremely fortunate to educate young people in a wonderful environment with state-of-the-art facilities. We have committed, talented teachers and support staff who work hard and deliver excellent outcomes for our young people at all stages. Fundamental to that success is instilling core attributes such as resilience, independence, kindness, progressive thinking and a desire to work hard.

We care deeply about forging positive and strong relationships between all partners – staff, students, parents, carers and governors. Respect for ourselves and each other is at the heart of our school ethos, we want students to work in partnership with our local and global communities and the environment to become positive members of society and role models for our younger students at school.

I would like to thank you for your interest in joining our team here at North Leamington School. If you would like to visit the school, please get in touch with our HR team at [hr@etmat.co.uk](mailto:hr@etmat.co.uk) and we can assure you of a warm welcome.

Kind Regards,

Mr Mike Lowdell

CEO of Elm Tree Multi Academy Trust & Head Teacher of North Leamington School



**For further information about our school, please take a look at our website: -**

[North Leamington School - Home](#) / [www.northleamington.co.uk](http://www.northleamington.co.uk)

# Job Opportunity

<b>Job Title:</b>	<b>Student Study and Welfare Manager</b>
<b>Opportunity:</b>	<p>This is a great opportunity for an enthusiastic, dedicated person that wants to make a difference to the lives and education of young people.</p> <p>You will work with a caseload of students and families to support student attendance, learning and welfare. You will have a key role in raising the attendance of students following periods of absence.</p> <p><b>The role includes:</b></p> <ul style="list-style-type: none"><li>• Encouraging identified students to improve their attendance or return to school using a range of strategies and address barriers to learning</li><li>• Understanding EBSNA (Emotion Based School Non-Attendance) and applying strategies to support students with EBSNA to improve attendance</li><li>• Supporting students with academic learning by identifying and closing gaps in knowledge, through liaising with subject teachers and supporting students in a 1:1 or small group basis</li><li>• Demonstrating excellent organisation, administration and communication skills</li><li>• Liaising with families to discuss the support required and ensure barriers to attendance are addressed</li><li>• Working with the wider school support teams and external agencies where appropriate, to ensure a collaborative approach to support for students</li><li>• Utilising strong interpersonal skills effectively to both support and challenge families</li><li>• Having the confidence and resilience to tackle persistent absenteeism with rigour to ensure excellent attendance of students across the school and offer support to those students on a phased return to school following periods of absence</li><li>• Having the ability to liaise with other professionals, the NLS IEN (Individual Educational Needs) Team and external agencies to address issues around attendance</li><li>• Supporting the welfare of students with medical needs, and where appropriate to act as one of the school's first aiders</li></ul> <p>Working within the wider IEN (Individual Educational Needs) Faculty team you will have a positive impact on student support and be a point of reference for professionals where relevant.</p> <p><b>We would love to hear from you if you:</b></p> <ul style="list-style-type: none"><li>• Think this role will suit your skills, knowledge and experience and you have excellent interpersonal skills with the ability to relate well to both adults and children</li><li>• Have an understanding of young people and education and working with partner agencies/support organisations</li><li>• Have a good working knowledge of common ICT applications, especially Microsoft Word, Excel, PowerPoint and Outlook and be able to present information effectively, both verbally and in writing</li><li>• Are educated to minimum GCSE level, with a recognised qualification or knowledge in at least one curriculum area or SEND</li></ul>

	<ul style="list-style-type: none"> <li>• Hold a full UK driving license</li> <li>• Hold key attributes for this role, such as being a strong communicator, can work under pressure and can maintain confidentiality and sensitivity, while being flexible to support the wider IEN faculty.</li> </ul>
<b>Reporting To:</b>	IEN (Individual Educational Needs) Faculty Leader
<b>Working Relationships With:</b>	SENCOs, Teachers, and other IEN Support staff
<b>Location:</b>	<p><b>North Leamington School</b>  Sandy Lane, Blackdown, Leamington Spa  Warwickshire CV32 6RD</p>
<b>Salary &amp; Hours:</b>	<p>Permanent Role  32.5 hours per week  Term-Time Only + 1 week (39 weeks)  Salary Band H, Points 14-17  (Starting on Point 14 – actual salary starting at <b>£23,437</b> per annum)</p> <p>Required for September 2026</p>
<b>What We Offer:</b>	<ul style="list-style-type: none"> <li>• A fantastic modern school environment with a strong team culture</li> <li>• A very generous pension scheme and access to a range of health and wellbeing services</li> <li>• A first-class commitment to developing individuals through personalised CPD programmes</li> <li>• An easily accessible location with plentiful onsite parking</li> </ul>

# Job Description

<b>Title of Post:</b>	<b>Student Study and Welfare Manager</b>
<b>Location:</b>	North Leamington School
<b>Salary/Grade:</b>	Scale H, Points 14-17
<b>Hours:</b>	32.5 Hours per week, Term-Time Only + 1 Week (39 Weeks)
<b>Responsible to:</b>	IEN (Individual Educational Needs) Faculty Leader
<b>Purpose of Job:</b>	To provide students with academic study and emotional support following periods of non-attendance, alongside the IEN Team. To improve student attendance by supporting students back into school through liaison with families and external agencies. To support a caseload of students to identify / use a range of strategies in addressing barriers to learning and attendance. To re-engage students with their learning and liaise with wider staff to close gaps in learning.

## Key Tasks and Responsibilities:

- To support students with their learning by identifying gaps in knowledge and liaising with subject teachers to support student progress.
- To liaise with parents/carers to discuss attendance, and to set up/ implement action plans to facilitate a return to education.
- To complete home visits, as directed by line manager, to support communication or engagement with families.
- To encourage an active partnership between students/parents/school by working creatively and positively with families to improve attendance and engagement.
- To liaise with other professionals, IEN Team and external agencies to address barriers that may affect attendance and to implement any recommendations.
- To work with an agreed caseload of key students, developing and implementing strategies to target improved attendance. Some of these students could have complex needs, including Autism, SEMH and EBSNA (Emotional School Based Non-Attendance) needs.
- To ensure that academic and emotional support is in place for individual students, regularly reviewing impact - this will include the delivery of intervention for students on caseload.
- To use effective tracking and keep documentation records regarding impact of provision and student progress.
- To work collaboratively within the wider IEN team as required or necessary to support students.
- To ensure that all safeguarding policies and procedures are strictly adhered to.
- To support the settling process for all in-year admissions as directed.
- To support the welfare of students with medical needs where appropriate and to act as one of the school's first aiders.
- Provide welfare support by developing appropriate relationships with students so they can feel open to asking for support.
- To build skills in students that include resilience and involve wellbeing.

## **Budget Management**

- None

## People Management

- None

## General Requirements:

All Elm Tree Multi Academy Trust staff are expected to:

- Maintain confidentiality according to organisation and legal requirements
- Uphold school policies, routines and codes of conduct as set out in the Staff Behaviour Policy or other documentation made available to staff
- Undertake other such reasonable duties as may be required from time to time
- Work towards and support the Trust's vision and objectives
- Be aware of, and follow the Safeguarding and Child Protection Policy
- Support and contribute to the school's responsibility for safeguarding students
- Work within the school's Health and Safety Policy to ensure a safe working environment for staff, students and visitors
- Maintain high professional standards of attendance, punctuality, appearance and conduct, and promote positive and courteous working relationships with students, parents and colleagues
- Engage actively in the performance review process
- Show a willingness to undertake training and professional development either in-house or externally

## Context of Post

This post should be seen in the context of the School Improvement Plan, the Aims and Values of the school, and the latest OFSTED Inspection Report.

## Renegotiation

Elements of this Job Description may be renegotiated at the request of either party and with the agreement of both.

## Safeguarding Statement

Elm Tree Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

# Person Specification

## Skills & Abilities:

	Essential	Desirable
Holds a full UK driving license	✓	
Is sensitive to the needs of students, demonstrating empathy where appropriate	✓	
Is flexible, adaptable, and can work in a fast-paced environment	✓	
Has the ability to acquire new skills and committed to own professional development and to undertaking appropriate training	✓	
Has the confidence and resilience to support the reduction of persistent absenteeism to ensure good attendance of students across the school	✓	
Can remain composed with a consistent approach and in challenging environments	✓	
Have excellent organisation, administration and communication skills to work with families, students and team members positively and constructively	✓	
Able to be supportive and encouraging with students	✓	
Communicates effectively, presenting information well, verbally and in writing	✓	
Confident and resilient to support the reduction of persistent absenteeism to ensure good attendance of students across the school	✓	
Able to encourage identified students and/or families to enter a mutually beneficial partnership with the school, using a range of strategies to address barriers to learning	✓	
Is competent with the use of IT or otherwise willing to undertake training in systems	✓	
Ability to deliver training and support to the other team members and workshops to support parents/carers around barriers to learning and attendance		✓
Has the ability to deliver workshops to support parents and carers		✓

## Qualifications & Attainment:

	Essential	Desirable
Attained GCSE Maths and English Grade C (4) or above	✓	

Educated to A-level / BTEC L3 or equivalent		✓
Have a recognised qualification or knowledge/training with an understanding of at least one area of the curriculum and or SEND	✓	
Have First aid/ Mental First Aid training and/ or qualification		✓

### Experience & Knowledge:

	Essential	Desirable
Has experience of working to support student learning and deliver literacy and numeracy in a KS2 or KS3 setting	✓	
Shows creative approaches to teaching, with the ability to adapt styles and strategies to effectively support and engage students	✓	
Has knowledge and experience of data tracking and monitoring	✓	
Has experience of delivering interventions to support emotional development in a KS2 or KS3 setting	✓	
Has knowledge and experience of supporting students affected by a range of barriers to learning	✓	
Have experience working with students with a range of SEND and mental health challenges		✓
Knowledge or training around EBSA (emotional based school avoidance), and strategies to support		✓
Knowledge of a wider range of factors that support the progress of young people (safeguarding, mental health, family support, trauma)		✓
Experience of working with external professionals		✓
Has experience of working with families or professionals to support improved outcomes for students		✓

### Attitude & Approach:

	Essential	Desirable
Has good interpersonal skills with the ability to communicate	✓	
Smart and professional personal appearance	✓	
Committed to safeguarding and promoting the welfare of young people	✓	
Willing and able to work independently or as part of a team	✓	
Good planning and organisational skills	✓	
Flexible and adaptable	✓	

Able and willing to acquire new skills and committed to own professional development and to undertaking appropriate training	✓	
Trustworthy and able to maintain confidentiality	✓	
Ability to work in a fast-paced and ever-changing environment	✓	

# How To Apply

<b>Closing Date:</b>	<b>Monday 22<sup>nd</sup> June 2026 at 9:00am</b>
<b>Interviews:</b>	Interviews are expected to take place shortly after the closing date; however, we may interview candidates on application.  Therefore, we encourage you to apply at your earliest opportunity.

All applications must be completed and submitted online or by emailing to:

[hr@etmat.co.uk](mailto:hr@etmat.co.uk)

Alternatively post your application to:

**Human Resources  
North Leamington School  
Sandy Lane  
Blackdown  
Leamington Spa  
CV32 6RD**

Alternatively, you can apply via the TES portal online.

If you have any queries regarding the application process, please contact Brian Langley - Trust HR Manager or Eleanor Hancox - HR Officer on:

T: 01926 338711 Ext 8488 / Ext 8408

E: [hr@etmat.co.uk](mailto:hr@etmat.co.uk)

*Elm Tree Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*All appointments are made subject to receipt of a completed application form, satisfactory references, an enhanced DBS disclosure, online search checks and the right to work in the UK.*