

Athena School

South Park Avenue

Lincoln

LN5 8EL

Tel: 01522 534559

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Headteacher – Michelle Bunn

Deputy Headteacher – Christopher Mills



Education Welfare Officer

Athena School, Lincoln

Grade G6 – Fixed term for 1 year Star 1st September 2026 (with a possibility of becoming permanent)

Salary - £8,520.32

12 hours at Athena + 2 hours at Fortuna (14 hours total)

Closing date: 8 July 2026

Interviews: w/c 13 July 2026

Athena School is a dynamic, nurturing and highly supportive setting, committed to ensuring every child thrives. We are seeking a dedicated and proactive **Education Welfare Officer** to join our team and play a key role in promoting excellent attendance and supporting the wider educational welfare of our pupils.

This is an exciting opportunity for someone who is passionate about improving outcomes for children and families, and who can work collaboratively with school leaders to make a real difference.

About the Role

The successful candidate will:

- **Monitor whole-school attendance** alongside senior leaders, identifying persistent absence and vulnerable groups.
- **Analyse attendance data** and provide regular reports to the Headteacher.
- **Implement effective strategies** to improve individual attendance, including reduced timetables, school attendance panels and home visits.
- **Support wider welfare concerns** that impact pupils' education.
- Where necessary, **invoke supervision orders, initiate legal proceedings**, and manage court-issued orders.
- Provide **advice and guidance** relating to child employment and child entertainment regulations.

Full responsibilities are detailed in the job description.



Hours & Working Pattern

- **Athena School:** 12 hours per week (2 days, 6 hours each)
- **Fortuna School:** 2 hours per week
- Specific days and working patterns will be discussed at interview.

What We Offer

- A warm, nurturing and inclusive school ethos
- Supportive senior leaders and a collaborative staff team

- A role where you can genuinely influence children's life chances
- Opportunities to develop professionally within a caring federation

We warmly invite prospective candidates to visit the school and see our ethos in action.

To apply: Please submit your application by **8 July**. Interviews will take place during the week commencing **13 July**.