

**JOB TITLE:** Education Welfare Officer

**GRADE/SALARY:** SCP 23, £25,834.38 (actual salary)/£35,577 FTE

**CONTRACT:** Permanent

**WORKING HOURS:** 28.80 hours per week (4 days), Term time plus one week

**REPORTING TO:** DSL in both schools

## **JOB PURPOSE**

To be responsible for the planning, development, design, organisation and monitoring of whole academy, procedures and policies to ensure a consistent school-wide focus on students' attendance, using data and benchmarks to measure and monitor progress and set targets which will promote and sustain school improvement.

## **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

Reporting to the Deputy Headteacher (NHSG Pastoral and Behaviour) and Deputy Headteacher (KAPS), this post holder will be accountable for

- To implement a programme of regular monitoring of all school attendance. To consult, advise and support the Headteacher and other school staff on issues of attendance and absence. To consider a range of actions and alternatives and recommend implementation to the Headteacher, in accordance with relevant legislation and DfE guidelines.
- To understand and analyse school attendance, challenge and assist when appropriate.
- To devise in-school programmes to promote the attendance of individual pupils. These may include gradual re-integration into schools through part-time timetables, in-school meetings with the Pastoral team / Phase Leaders and facilitating support groups of problematic attendees, and other appropriate activities suitable to individual circumstances.
- To investigate the underlying causes of poor attendance in individual cases and target resources by effective intervention to maximise attendance. Effective intervention will involve liaison with parents/carers and may involve social services to address the specific needs of children. Devise and develop a range of alternative actions to promote attendance.
- To conduct home visits in order to pursue concerns about attendance and other welfare issues. To formulate during such visits strategies as appropriate to the family and to deal with the consequences.

- To have a working knowledge of relevant Education and Child Care Legislations that has a significant influence on the functions of the Trust. Be able to advise the Headteacher, staff and parents/carers on the implications of such legislation and its practical application.
- To be up to date with Ofsted criteria and judgements associated with school attendance.
- To provide pupils and parents with an effective advice and support service. Liaise between pupil's home and school involving other support agencies as appropriate, including social services, education psychologists, tuition services, medical and counselling services.
- Attend Core Group and Strategy Meetings for young people in need or young people in need of protection.
- To prepare witness statements for cases of non-school attendance for Magistrates Court.
- Have an up to date knowledge of legal proceedings and lead any statutory action over on-attendance cases when necessary, including presentation of cases in court. (As defined by the Education Act 1996 and other relevant legislation).
- Ensure any prosecution orders are followed, deliver cautions and act as education officer with the relevant legal frameworks.
- To have working knowledge about special educational needs provisions.
- To mediate between school, parents and pupils. This would include initiating and participating in meetings to discuss ways of resolving presenting problems.
- To have to make value judgements in circumstances where pursuing legal action could be considered detrimental to the child's welfare.
- To have an understanding of and ability to work with children from different cultures.
- To identify and work with refugee/asylum seeking families, to ensure children access and benefit from education.
- Record and maintain accurate student records, in line with Data Protection/GDPR legislation and academy policy and procedures.
- Invoke and participate in Child Protection procedures, as appropriate, including making an education contribution at case conferences, multi-agency meetings and other
- Use, model and evaluate effective practice and quality assure the processes and systems relating to student attendance and work with other staff and agencies who support

students (including Local Authority and Government Agencies, Health and Children's Services, Voluntary Groups, Parent & Carer Organisations) to ensure effective communication concerning the maintenance of students wellbeing.

- Remain informed and up to date around national initiatives and good practice as it relates to students and attendance and education welfare, and provide relevant advice, information and support to colleagues and other partners.
- Comply with, and assist, with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

### **Work Context**

- To maintain a safe and secure environment and follow school procedures on behaviour management, child protection, GDPR and health and safety
- To play a full part in the life of the school community, to support its mission and ethos and to encourage staff and students to follow this example.
- To have professional regard for the ethos, policies and practices of the school in which you work and maintain high standards in your own attendance and punctuality
- To commit to the Trust performance management programme, reviewing your own contribution to the organisation and participating in CPD as required to meet the requirements of your job role and meet legislative requirements.
- Perform any reasonable duties as requested by the headteacher or your line manager.

The duties and responsibilities highlighted in this description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.



<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Willingness to provide the best possible opportunities for all pupils</li> <li>• Organised, proactive and self-motivated</li> <li>• Good time management skills</li> <li>• Commitment to upholding and promoting the ethos and values of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Ability to maintain confidentiality at all times</li> <li>• Committed to safeguarding, equality, diversity and inclusion</li> </ul>	E  E E E  E E E
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