

***Job Description***

# Post Title: Education Welfare and Attendance Officer

## Hours: 37 hours per week

## Term Time Only plus one week to include inset days

Grade: Grade F Points 17-22, £17,772 - £20,661 pro-rata

## 

# Reporting To: Vice Principal (Pastoral)

|  |
| --- |
| **Key Responsibilities**   * To promote positive attitudes towards regular school attendance on the part of students and their parents/carers in order to ensure maximum benefit and opportunity from their education. * To ensure the Academy fulfils its obligations under all relevant Attendance Legislation. * To take supportive/remedial action in respect of children with socially-related emotional/behavioural difficulties in school and those with special educational needs; and to provide advice and assistance for parents, carers and pupils in all matters related to exclusions from school. |
| **Main Duties**  To manage daily attendance and punctuality monitoring systems and to identify students requiring support and those who should be rewarded.  To consult with, advise and support pastoral leaders and other school staff on issues of attendance and absences.  To consider a range of actions and alternatives in addressing poor attendance and recommend implementation to Line Manager, in accordance with relevant legislation and DFE guidelines.  To devise in-school programmes to promote the attendance of individual pupils. These may include gradual reintegration into schools through part time timetables, in-school meetings with SLT or pastoral staff 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.  To devise and develop a range of alternative actions to promote attendance.  To visit families 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 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 a pupil’s home and school involving other support agencies as appropriate, including social services, education psychologists, medical and counselling services.  To be familiar with the relevant school policies and procedures and provide relevant advice to parent/carers when required.  Where required, to act as a mediator where there are allegations of bullying by pupil/parent/carer and assist in the resolution between parties involved.  On a day to day basis to be knowledgeable on up to date safeguarding guidelines on child protection issues.  Attend Core Group and Strategy Meetings for young people in need or young people in need of protection if required.  To prepare witness statements under s 444 of the Education Act (1996) cases of non-school attendance for Magistrates Court. Attend and give evidence in court if necessary.  To have a working knowledge about special educational needs provision.  To maintain high standards in record keeping, letter and report writing.  To mediate between the school, parents and pupils. This would include initiating and participating in meetings to discuss ways of resolving problems.  To make professional value judgements in circumstances where pursuing legal action would be considered detrimental to the child’s welfare.  To have an understanding of and ability to work with children from different cultures.  To endorse, uphold and promote the Academy’s equal opportunities policy.  To work with staff to identify students that require intensive work and referrals for the administration of legal penalties. |
| **Accountability** |
| Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person.  Ensure an up to date knowledge regarding attendance is maintained. |
| **Other Specific Duties**  All support staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties, in pursuance of raising student achievement and effective team working. Support Staff will also:   * model the ethos and vision for the Academy * to continue personal professional development as required * to actively engage in the performance review process * support whole Academy acts of worship and prayer for the day.   It is important that all staff recognise that they are an integral part of the Academy and have a duty to contribute to its overall effectiveness both within their specific areas and beyond.  It is the vision of the Academy to involve all support staff in the life of the Academy and in particular in supporting students as House Tutors, Mentors and other appropriate ways.  Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job description and to undertake all duties reasonably requested by their line manager in a manner consistent with the vision of All Saints’ Academy.  The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. |

**Person Specification for Education Welfare and Attendance Officer**

|  |  |  |
| --- | --- | --- |
| SELECTION CRITERIA | ESSENTIAL | DESIRABLE |
| **Experience:**  Previous experience as an Education Welfare Officer or related profession.  Previous experience of dealing with members of the public. |  |  |
| **Skills:**  Excellent written and verbal communication skills.  Negotiation skills.  Problem solving skills.  To be able and willing to adopt a flexible and imaginative approach to work.  Ability to work in a demanding environment and meet deadlines.  Ability to prioritise work.  To be able to work as part of a team.  The ability to write complex reports and Court papers.  To be able to participate and lead meetings  Valid driving licence with use of own vehicle for business purposes (reasonable adjustments will be considered for disabled applicants)  To be able to work in multi-agency environments |  |  |
| **Knowledge:**  An understanding of the Education system.  Knowledge of relevant Education legislation and of Children Act.  Knowledge of Child Protection issues.  To recognise and understand the reasons for non-school attendance.  To have an understanding of partner agencies referral procedures and constraints. |  |  |