

Job Title:	Family Intervention and Educational Welfare Officer
Location:	Greensward Academy
Hours of work:	37 hours per week (Flexible working 5 days per week)
Working Weeks:	39 Weeks includes 1 week during breaks
Reports to:	Vice Principal (Development)

Overall Responsibilities:

To improve school attendance through the effective working with students, families, pastoral support teams and other agencies, analyse data to guide interventions, evaluate their impact and improve on base figures for attendance and punctuality as set by the DfE.

Main Duties

Education Welfare Officer:

- To produce weekly analysis on student attendance and punctuality for Pastoral Leaders and the SLT.
- To initiate and carry out post registration truancy checks and twice termly register sweeps involving spot check home calls/visits.
- In cases of poor school attendance and / or welfare issues, to be proactive in assessing the situation and liaising with the appropriate professionals when pupils may be in need of additional support.
- To produce, monitor and interpret statistical data relating to the attendance patterns of identified groups of students within the Academy.
- Manage own diary.
- To maintain confidentiality of information acquired in the course of undertaking duties related to the post.
- To manage, maintain and support the relationship between the academy, parents, carers, students and other relevant agencies with regard to all attendance and punctuality matters.
- To organise and chair all School Attendance Meetings at the Academy.
- To work with the SLT, the SENDCo, teaching staff and relevant advisers so as to contribute to the review and development of school policies and processes relating to attendance management ensuring adherence to DfE guidelines.
- To share relevant information with other agencies when appropriate and necessary.
- To undertake welfare checks for 'missing' children or those causing concern.

- To conduct home visits to those students and families with severe attendance issues.
- To write reports and prepare evidence for impending legal action and, if requested, to give evidence in a court of law.
- To keep up to date with all relevant legislation and to attend any training courses as and when necessary.
- To ensure child safety is paramount and in line with current legislation and safeguarding procedures.
- To meet with the VP (Development) at least twice a term to discuss all attendance policies and procedures as well as raise any major concerns.

Family Intervention Worker:

- To work alongside families offering practical and emotional support enabling families to help themselves and supporting adults in their role of Parents/Carers.
- To work supportively with families to ensure children's needs are met within the family.
- To build up knowledge of local resources, community and other statutory services – communicating effectively with them in the best interests of the child and family.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person Specification

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> • Minimum 4 GCSE passes C and above including English & Maths • Excellent level of numeracy 	<ul style="list-style-type: none"> • Higher Education - A Levels, degree or similar • Counselling qualification
Knowledge and Experience	Specific knowledge/ Experience required for the role	<ul style="list-style-type: none"> • Experience and knowledge of using systems for monitoring, reporting and recording of attendance • Knowledge and experience of IT packages, Microsoft Word, Excel, CIMIS/SIMS • Experience of working with Children, Young People and Families • Previous experience of working in a School • Education Legislation • Child Protection Legislation 	<ul style="list-style-type: none"> • Having worked with vulnerable students and students with special needs and or learning difficulties
Skills	Line management responsibilities	<ul style="list-style-type: none"> • N/A 	
	Forward and strategic planning	<ul style="list-style-type: none"> • N/A 	
	Budget (size and responsibilities and advice on impact)	<ul style="list-style-type: none"> • N/A 	
	Abilities	<ul style="list-style-type: none"> • Ability to analyse data, record information and write reports in a concise manner • Ability to exchange information clearly in person and by telephone and to deal with situations in a sensitive manner • Ability to adopt a professional, helpful and confident manner • Good verbal and written communication skills 	<ul style="list-style-type: none"> • Able to plan effectively • General ICT skills
Personal Characteristics	Behaviours		

		<ul style="list-style-type: none"> • Ability to work well with and form productive relationships with students, staff and outside agencies • Self-motivated and able to work as part of a team • Be willing to have a flexible approach to working hours when required to carry out meetings with parents and other outside parties • Ability to work to deadlines and a methodical approach to work 	
Special Requirements		<ul style="list-style-type: none"> • Successful candidate will be subject to an enhanced Disclosure and Barring Service Check • Right to work in the UK • Evidence of a commitment to promoting the welfare and safeguarding of children and young people • Ability to travel as required 	<ul style="list-style-type: none"> •