**JOB DESCRIPTION – SCHOOL BASED SOCIAL WORKER**

37 hours per week, term time

Grade 9 - £23,866-£28,221

**Main Job Purpose:**

* To champion issues relating to attendance to ensure that the children and young people are enabled to and maximise their success in public examinations and fulfil their true potential.
* To develop and deliver multi-agency interventions to support vulnerable children, young people and their families.
* To undertake statutory tasks related to attendance issues.
* To train as a Deputy DSL and complete appropriate training.

**Main Responsibilities and Duties:**

1. To undertake statutory tasks related to the responsibilities of this role in accordance with disability, human rights and other relevant legislation and work with colleagues in carrying out statutory duties, as required.
2. To recommend and prepare for legal proceedings under Section 36 of the Children Act, 1989, and Section 444 of the Education Act, 1996.
3. When necessary to attend court.
4. To undertake statutory responsibilities on behalf of The Grange School with regard to pupils subject to Education Supervision Orders, including consultations, planning and issuing directions to pupils and parents and case reviews.
5. To work with children, young people and their families, including home visits to ensure appropriate services and interventions are in place to enable positive outcomes.
6. Where appropriate to provide advice and training to school staff on effective policies and practices on attendance.
7. To provide reports as required.
8. To maintain essential records, input and maintain records on core computer system as required and to undertake IT training as necessary.
9. To make available any records for statistical purposes or inspection.
10. To liaise effectively with colleagues in other statutory, voluntary and independent sector agencies, as required.
11. To attend team meetings, Multi-Professional meetings and other relevant meetings.
12. To lead on the attendance meeting and for students involved in the TAC (Team around the child) and TAF (Team around the family) process, where attendance is a concern.
13. To be the lead professional in the CAF process as required.
14. To undertake training as required including on-going post qualification professional development.
15. To undertake specific projects in relation to service development as agreed with the Team Leader.
16. Lead on GP scheme.
17. Deputy designated safeguarding lead - Responsible for promoting and safeguarding the welfare of children and young people. Attend CIN and conferences if needed.
18. Responsible for ensuring data quality and as such the integrity of management information through the proper use and safekeeping of data and record systems both manual and computerised.
19. Any other duties as required.

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