

## Job Description

**Post Title:** Education Welfare Officer

**Pay Scale:** Point 21

**Responsible to:** Senior Leadership Team (SLT) Link

### Main Purpose of Post:

**To work with Academy staff and other agencies to support attendance.**

- 1. To take supportive/remedial action in respect of individual absentees to secure their regular attendance at school or other education provision**
  - Ensure regular tracking of all students allows early identification of attendance concerns
  - Work with parents to help them understand and fulfil their responsibilities in relation to school attendance
  - Support the School to fulfil its statutory duties in relation to school attendance
  - Work with schools and other agencies to reduce persistent absence
  - Meet parents and students (via regular and unannounced home visits)
  - To maintain appropriate records, prepare assessments and reports; and provide statistics as required.
  
- 2. Undertake the preparation of paperwork required to refer cases to the legal section of the Education Welfare Service**
  - Monitor, record and respond to persistent absence and unauthorised absence
  - Issue warning letters and maintain student records
  - Issue penalty notices and maintain student records
  - Prepare panel paperwork
  - Prepare prosecution paperwork
  - Referral form to EWS for school attendance enforcement procedures
  
- 3. Provide attendance and/or advice and in depth guidance to students on a one to one basis**
  - Conduct individual guidance interviews to assess personal characteristics, skills and interest and encourage students to relate them to suitable opportunities.
  - Assist students and their Head of Year to formulate an individual action plan to enable them to reach goals (IBPs, PSPs, PEPs)
  - Raise aspirations of students and encourage them to overcome barriers to attendance, education, employment or training
  - Promote equality of opportunity in career decision making
  - Identify students who have Special Educational Needs, and provide information and support to enable them to progress to providers who can support their needs as outline on Individual Education Plan (IEPs)
  - Liaise with SENCO and Curriculum Leaders and Pastoral Managers over Alternative Learning Programmes
  - Support the tracking of all Vulnerable Groups, including Children In Care, Free School Meals
  
- 4. Relationship with Parents and the Wider Community**
  - Attend parents events and options evening to enable parents to access information relating to attendance – as necessary

# THE EDUCATION ALLIANCE

- Liaise with parents and Heads of Year of SEN students to address their concerns regarding barriers to regular attendance and eventual transition
- Liaise with all relevant agencies responsible for students' welfare
- Attend multi-agency and inter-agency meetings/panels
- Liaise with other staff in the School to engage them in the Attendance process
- Work with support staff within their area to ensure rigorous pursuit of excellent attendance and inclusion
- Work with the whole school staff to ensure the smooth running of the school
- Respond to the needs of children in their care
- Support the involvement of parents in their child's education and progression
- Liaise with other agencies in conjunction with other school staff (SENCo, CPC, etc) to meet the needs of the children in their care.

## 5. Attendance Support

- Supporting Schools to develop and implement attendance policies
- Project work in schools, for example strategies to target persistently absent students
- Work undertaken with parents, for example group and one to one support undertaken as part of parenting contracts/orders
- Supporting Schools with use of attendance codes
- Supporting Schools with the Penalty Notice Procedure
- Providing training to school staff
- Supporting School to manage Child Protection referrals
- Supporting Looked After Children
- Supporting Designated Teachers
- Supporting Pregnant School Girls and Teenage Parents
- Supporting Travelling Families
- Supporting students on Alternative Learning Packages
- Re-integration for children who are/have been electively home educated for example, flexi-schooling
- Supporting the development and implementation of Re-integration plans
- Support with school systems and managing Children Missing Education
- Supporting Children and Young People involved with the Youth Offending Team
- Supporting Children and Young people involved with Children's' Adolescents Mental Health Service
- Support with the Common Assessment Framework (CAF) and other assessments of young people and their families

## 6. Parenting Support

One to one parenting support, voluntary, as part of a child care plan, statutory (parenting order)

- Parenting assessments
- Providing conflict resolution, coping skills, partner support
- Family links – nurturing groups
- Family links – working with Adolescent
- Preparation/befriending/mentoring
- Prevention and intervention programme
- Delivery of family parenting support (working with the whole family)
- Young people support
  - Anger management
  - Self esteem
  - Accessing education

**7. Statutory Duties**

- The Education Welfare Officer will carry out intervention work including initial enquiries as identified within the school attendance policy. Data should be recorded and made available to the Senior Leadership Team showing the analysis, monitoring and evaluation of whole school attendance as well as written referrals where appropriate.
- Statutory duties will be actioned by the Education Welfare Service who will undertake legal proceedings against parents including prosecutions where appropriate. The service will commence legal proceedings where it determines that there is a reasonable chance of successful action and has the right to decline cases where there is insufficient evidence. However, it will remain the Education Welfare Officer's responsibility to provide sufficient evidence of a hierarchical and appropriately timed response to significant attendance problems before a referral is made to Education Welfare Services. This will include preparing and presenting evidence to the Magistrates Court.
- The post holder will be expected to work within the schools' policies and procedures. Performing other such duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

**General**

This job description is not intended to be a complete list of duties and responsibilities, but indicates the major requirements of the post. It may be amended at a future time, to take account of the developing needs of the service. The postholder will undertake any other duties at the request of the Headteacher appropriate to the remit.

It should also be noted that South Hunsley Support staff work a rotation system to ensure maximum efficiency and job satisfaction.

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.

The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the potholders' responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.

The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.

*The Education Alliance is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are carefully screened prior to appointment.*

Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_