

JOB DESCRIPTION

JOB TITLE:	Educational Welfare/Attendance Officer
LOCATION:	Swindon
GRADE:	N
SALARY:	£25,902 - £29,483 FTE per annum
HOURS:	35
WEEKS PER YEAR:	39
RESPONSIBLE TO:	AD – Pupil and Business Services
DATE:	
Successful candidate's signature to confirm understanding of the requirements of the post:	

SAFEGUARDING COMMITMENT

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful in being appointed to a post you will be expected to apply for a disclosure from the Disclosure and Barring Service as well as other employment checks before your appointment is confirmed.

Job Purpose:

To improve school attendance through the effective working with students, families, pastoral support teams and other agencies, analysing data to guide interventions and evaluating their impact.

Main Duties and Responsibilities:

- To advise and support schools in the implementation of School Attendance Regulations and in the use of attendance statistics for the monitoring and management of school attendance.
- To act as children's education advocate and to facilitate the educational partnership between home, school, community and Local Authority, by support, liaison and negotiation; and where conflict arises to give paramount consideration to the interests of the child.

- To take supportive/remedial action in respect of individual absentees to secure their regular attendance at school or other education provision.
- To take statutory action over non-attendance cases when necessary, including presentation of cases in court, under the Education Act 1996 and the Children Act 1989; and to be the designated supervisor for Education Supervision Orders.
- 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.
- To visit schools regularly and provide guidance and support to staff, parents, carers and pupils in accordance with service agreements negotiated with the school.
- To contribute pro-actively and with a preventative emphasis to relevant areas of school policy and planning including the development of a whole school attendance policy and liaison with governors as appropriate.
- To invoke and participate in child protection procedures, as appropriate, including making education social work contribution to design and implementation of child protection plans; to provide child protection advice, information and support to school staff.
- To make referral to, to liaise and collaborate in joint work with other practitioners, educational colleagues, local agencies and community groups in relation both to individual cases and aspects of children's general welfare.
- To provide advice and support to parents, schools and children on welfare matters, and to mobilise financial and other material resources from voluntary and statutory sources where required to further educational opportunities.
- To submit invoices for purchase of materials and small equipment and to claim reimbursement from Area Office petty cash, as necessary.
- To implement aspects of the legislation governing the employment of children and children in entertainment.
- To initiate developments and acquire knowledge/expertise in agreed specialist area(s) of education social work practice and to establish associated Area databases.
- To provide consultation and contribute to training for other Education Welfare Service staff and for student/staff on placement from other agencies.
- To supervise, assess and evaluate social work and other students on placement in the service, as required.
- To maintain appropriate records, prepare assessments and reports; and provide statistics as required.
- To assist schools, parents and carers in applying for places on the Derbyshire Education Leisure Time Activities Scheme and supporting pupils places on the Scheme.
- The post holder will carry out any other reasonable duties within the overall function commensurate with the grading and level of responsibilities of the post.

General:

- To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
- It will be necessary to work with information technology and associated systems in accordance with County Council policies.
- To co-operate with the council in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.

- To carry out the duties and responsibilities of the post in compliance with the County Council's equal opportunities policies.
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- To understand and comply with the County Council's environmental policies.
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

Work Environment:

- This post will involve visits to schools, pupils' homes and meetings held at different venues with in the Hub.

Work Dimensions:

- The post involves working with staff in schools and other settings, working with a range of multi-agency practitioners and Local Authority partners.
- The post involves work with children, young people and their families.

PERSON SPECIFICATION

JOB TITLE: Educational Welfare/Attendance Officer



Method of Assessment	Essential or Desirable	Application Form	Interview
The table indicates the method by which the skills/knowledge/level of competence in each area will be assessed.			
Qualifications, Education and Training.			
GCSE C or above (or equivalent) in English and Maths	E	X	X
Have, or be willing to work towards, NVQ 3 in learning and support services for children, young people and those who care for them	E	X	X
A qualification in the following is desirable but not essential: <ul style="list-style-type: none"> • Counselling qualification • Dip SW or CQSW • Education degree/diploma level • Teaching qualification • Youth and Community Qualification 	D	X	X
Relevant Experience			
Considerable experience of working in one or more of: <ul style="list-style-type: none"> • Working with Children, Young People and Families • Teacher with Pastoral experience or work in a comparable Profession • Education Welfare Work • Social Work 	E	X	X

<ul style="list-style-type: none"> Working in Education setting 			
Having worked with vulnerable pupils	D	X	X
Specialist Knowledge and Skills			
Understanding of the legislation surrounding Education and Child Protection	E	X	X
Experience of working with multiple agencies	E	X	X
Excellent interpersonal and communication skills (written and verbal)	E	X	X
Ability to liaise with School Principals and Senior Staff	E	X	X
Practical skills relating to planning and utilising individual learning programmes	E	X	X
Experience in the following is desirable but not essential: <ul style="list-style-type: none"> Counselling Mediation/Conciliation Freedom of Information 	D	X	X
Skills & Abilities.			
Ability to work to deadlines and have a methodical approach to work	E	X	X
Ability to travel both in and out of the area in accordance with the requirements of the post	E		X
Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people	E	X	X
Self-motivated and able to work constructively as part of a team	E		X
Ability to relate well to children and adults	E		X
Understanding of principles of child development and learning processes	E		X
IT literate	E		X
Attention to detail	E		X

Other duties

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

