

Education and Welfare Officer - Job Description

Post:	Education Welfare Officer
Accountable to:	Vice Principal: Inclusion and Wellbeing
Responsible for:	Attendance & Data Assistant
Grade Scale Point Range:	Grade P01 SCP 30 - 31
Salary Range:	£41,967 - £42,855 pro-rata Actual salary £38,580 - £39,396
Working Pattern:	Term Time + 10 days (41 weeks)
Location:	The City Academy, Hackney
Disclosure level:	Enhanced

Main Purpose:

To be responsible for the planning, delivery and monitoring of the academy's systems and strategies to raise student attendance; reduce persistent absenteeism; and reduce persistent lateness.

Key Accountabilities

- Maintain accurate and comprehensive sets of student attendance and punctuality data.
- Maintain accurate lists of student absences, and determine (in line with legislation and academy policy) whether this absence is authorised or unauthorised.
- Line manage and lead the work of the attendance data assistant.
- Implement response systems for students with failing or poor attendance or punctuality which include:
 - a robust first day contact procedure for absent students, and
 - an emergency third day contact procedure for absent students when we have not received earlier communication from their family.
- Build supportive working relationships with families which have an impact on raising student attendance or punctuality. Conduct in-school meetings with families and (where appropriate) home visits to investigate and challenge student non-attendance.
- Work with relevant staff to develop individual action plans which improve student attendance or punctuality.
- Raise the profile of high attendance and punctuality throughout the academy.
- Work with relevant staff to develop and implement a reward system for students with excellent or improved attendance and punctuality.
- Maintain accurate and detailed lists of all students who have left the academy (who are 'off-roll') including their destinations and share this information with the local authority as appropriate.

- Produce attendance data reports on both a regular and an ad-hoc basis for a variety of internal and external audiences.
- Work as a member of the safeguarding team (and with the Designated Safeguarding Lead and Safeguarding Officer) to identify where poor attendance is linked to a risk of harm and to put in place appropriate referrals to services for support.
- Undertake work within the safeguarding team for vulnerable students, and manager referrals and relationships with external agencies (e.g. Children's Social Care, the police, or support services).
- Manage referral systems to support and formally challenge student non-attendance.
- Lead and manage the process where the academy has decided to take formal action (including the issuing of penalty notice warnings or parental prosecution) against poor attendance or punctuality.
- Develop specialist knowledge of attendance practice and of best practice models to raise student attendance. Provide advice and guidance to Senior Leaders and Trust colleagues on matters relating to student attendance.
- Ensure that the academy is compliant with all matters of statute relating to attendance.
- Liaise appropriately with parents, staff and students on any matter relating to attendance or punctuality.
- Uphold and implement the academy behaviour policy and decisions made by the school regarding sanctions relating to poor attendance, truancy or punctuality.
- Follow-up and check any post-registration truancy and share information with key pastoral staff.
- Assist in the delivery of the academy's key administrative support services.
- Service meetings as required.
- Undertake tasks as directed by a member of the Senior Leadership Team, which are consistent with the aims of the post.
- To oversee and support the first aid rota and to be a first responder if required. Undertaking any related courses to support this.
- To support the needs of EBSA (Emotionally Based School Avoidance) students and their families.

Safeguarding Children

COLAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

English Duty

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

EWO – Person Specification

Our Values and Vision

The City of London Academies Trust, sponsored by the City of London Corporation, aims to provide high-quality education for students and pioneer educational innovation. We are driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve.

All City of London academies draw upon the traditions, institutions, heritage and historical successes of London to furnish each of their diverse communities with life-transforming learning experiences. In doing so, we believe that the young people we serve develop into successful, compassionate young adults, who make a positive contribution to their local, national and global communities.

Our schools are characterised by a common understanding of what makes outstanding schools, based on five key principles which are known as our 'Foundations of Excellence'.

Our Staff

Our staff have high expectations, are consistent and driven to provide the best teaching and opportunities for our students. Teachers work in a well-disciplined environment where they are able to teach creative and engaging lessons, and all staff are given exciting opportunities to develop and learn from exceptional practitioners.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the COLAT Equalities policies.

	Essential	Desirable
Qualifications		
Educated to degree level or equivalent		✓
Safeguarding Training		✓
Experience		
Ability to use a standard range of ICT packages effectively (including management of spreadsheets)	✓	
Ability to provide high-quality outcomes	✓	
A record of continuous professional and career development		✓
Specialist knowledge of attendance policy.		✓
Experience of working effectively with parents of teenage children	✓	
Experience of working with children and young people	✓	
Personal		
Well organised	✓	
Well presented	✓	
Excellent communication skills and organisational skills	✓	
Ability to analyse data effectively to assess performance	✓	
Ability to work well under pressure while maintaining a positive, professional attitude	✓	
Ability to organise and prioritise workload and work on own initiative	✓	
Good interpersonal skills and the ability to work collaboratively	✓	

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Commitment to personal career development	✓	
Ability to think and plan strategically and manage change		✓
Willingness to engage with parents in order to encourage their close involvement in the education of their children	✓	
Knowledge and understanding		
Positive effective strategies for promoting whole school attendance		✓
Knowledge and understanding of schools' statutory responsibilities regarding the needs and care of students with SEN	✓	
The importance of safeguarding and working together to keep children safe whilst in education.	✓	
Equal opportunities		
Understanding of different social backgrounds of students	✓	
Understanding the needs of students and the appropriate strategies to support them	✓	
Understanding the needs of bilingual students and families	✓	