



JOB DESCRIPTION

Post title	Student Welfare Officer
School/Organisation	Avanti Hall School
Location	Exeter
Grade	Grade 6, £24,290 – £26,083 per annum pro rata
Hours	Full time (37.5 hours per week)
Contract Type	Term Time
Preferred Start Date	5 January 2021

MAIN PURPOSES OF THE JOB

To provide general advice to schools, parents, carers, stakeholders and partners regarding all issues that impact on children and young people's ability and opportunities to access education (e.g. child employment, elective home education, term time holidays, medical needs etc.)

For the improvement of attendance and welfare of children across the Trust Schools and to provide family liaison/support at the Early Help stage of intervention, in order to improve attendance and reduce lateness

RESPONSIBILITIES OF THE JOB

- In each school, to monitor whole school attendance data and advise key staff of trends, concerns and referrals.
- Provide each school with a termly report, highlighting key information/trends and advice on next steps.
- To make arrangements for, and to lead on, meetings with regards to individual pupils experiencing attendance issues whilst adhering to the requirements of the Local Authority's formal processes (e.g. Fixed Penalty Notices; parenting contracts, stage 3 referrals etc).
- To contribute to multi-agency/multi-disciplinary meetings, groups, interventions, plans and strategies as necessary and to maintain effective liaison with other services in the Children, Families and Adult services, as well as other services and agencies concerned with the education and welfare of children, especially with regard to cases of Child Protection.
- To plan and implement regular meetings to support, advise, evaluate and challenge Senior Leaders on the effectiveness of school procedures for the monitoring of overall and persistent absence rates for different groups of learners.
- To plan and implement regular meetings to support, advise and challenge schools in developing a robust attendance strategy (including early intervention approaches) and policy for their school, contributing to their action plan for improvement, including the



application of the Education (Pupil Registration) (England) Regulations 2006 (Amended Sept 2013).

- To support schools in fulfilling their legal obligations in relation to Children Missing in Education, supporting them in completing the necessary paperwork and advising on when this should be done, working in line with the Local Authority's procedure.
- Support the regulations pertaining to the employment of school children and children in entertainment and to support those families who choose to home educate their child (EHE).
- To prepare Section 9 statements for Magistrates' Court in relation to proceedings under the Education Act 1996 for irregular school attendance and to appear as a witness in Magistrates' Court and Family Proceedings in respect of irregular school attendance as required.
- Work with parents to help them understand and fulfil their legal responsibilities in respect of attendance under the Education Act 1996.
- Implement Early Intervention strategies when a child first shows signs of becoming a persistent absentee (EI meetings, TAC meetings, referrals to other agencies)
- Ensure that any relevant cases are referred to the Designated Safeguarding Lead within the school and that appropriate referrals are carried out.
- Work with the school to advise on, and complete referrals (e.g. Early Help, MASH, CAMHS, TAC etc.)
- Assist in the development of the relationship between family home and school, encouraging a positive relationship between parents and school.
- Carry out announced and unannounced home visits as necessary in order to engage parents, agree action and to improve engagement and attendance.
- Monitor and record outcomes of all meetings attended.
- Work with agencies within and outside of Children's Services to ensure a co-ordinated approach to improving attendance, considering Alternative Provisions where relevant
- Support the schools in seeking Alternative Provisions for a pupil where necessary.
- Keep up to date with all new legislation and updates relating to attendance, lateness and wellbeing

General Responsibilities:

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, confidentiality and data protection (GDPR), reporting all concerns to an appropriate person.
- Maintain high quality working relationships with staff, students and parents/carers that contribute to creating a productive and happy working environment.
- As a member of staff who works in partnership with other organisations, to contribute to the development and sharing of good practice into partnerships with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations.
- Participate in training and other learning activities as required.
- Attend and participate in meetings as required.
- Perform all other reasonable requests as required within the grading of your post.



- Respect confidentiality at all times.

The post holder will be expected to carry out all duties in the context of and in compliance with all Trust's policies and procedures and in compliance with our Equalities Policy and Code of Conduct.

Person Specification

Criteria		Requirement	
		<i>Essential</i>	<i>Desirable</i>
1.	Educated to A level standard or NVQ3	X	
2.	First degree or equivalent		X
3.	Level 1 + safeguarding qualification	X	
4.	Knowledge and application of the legislation that applies to the attendance for pupils including the Education (Pupil Registration) (England) Regulations 2006 (Amended Sept 2013) and the DFE School Attendance Guidance (July 2019)	X	
5.	Understanding of factors that impact on attendance, including CME, CSE, exclusion and other barriers to learning.	X	
6.	Experience of working within an educational context as an Educational Welfare Officer	X	
7.	Ability to plan and implement effective actions to support students with poor attendance or punctuality.	X	
8.	Excellent numeracy and literacy skills	X	
9.	Communicate clearly in fluent English with all sections of the School community both orally and in writing.	X	
10.	Highly organised with good time management skills and the ability to work under pressure and independently	X	
11.	Adaptability and flexibility in working practices and the ability to use their initiative	X	
12.	A high degree of professionalism in their approach to work and tasks set	X	
13.	Displays commitment to the protection and safeguarding of children and young people	X	
14.	Ability to handle sensitive issues keeping confidentiality as required.	X	



Person Specification			
Criteria		Requirement	
		Essential	Desirable
15.	Be able and willing to undertake staff training and development courses, some of which may be outside of normal working hours, to develop and maintain technical qualifications for the role.	X	
16.	Ability to adhere to working procedures and policies within the School environment.	X	
17.	Ability to form good working relationships with colleagues, students and parents and work as part of a team	X	
18.	An understanding of basic health and safety requirements.	X	
19.	Demonstrate a positive, active and cooperative outlook	X	
20.	An approachable, accommodating attitude relating well to children and adults	X	
21.	High standards embracing honesty, integrity, loyalty and trustworthiness	X	
22.	Ability to be flexible, adaptable and know when to use own initiative	X	
23.	Able to remain calm and act sensibly under pressure	X	
24.	A good team player and collaborative worker, understanding and appreciating the designations of roles and responsibilities	X	
25.	Present a good role model to students	X	

FURTHER INFORMATION
<p>Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.</p>