

## JOB DESCRIPTION

<b>Job Title:</b> Education Welfare Officer	<b>Scale: SR1 (7-11)</b>
<b>Department:</b> Student Care	
<b>Terms of employment:</b> Permanent/ One year fixed term	<b>Hours:</b> 35 hours per week/39 weeks per year (term time plus 1 week)

## JOB PURPOSE

The Education Welfare Officer will work alongside key school staff in school to be responsible for excellent attendance, reduce levels of absence and work with children and families directly to promote high levels of attendance.

It is important to:

- Promote and support high levels of attendance through active work with students directly.
- To support students in achieving their full academic potential.
- Promote a positive attendance and punctuality culture.
- Form strong relationships with parents/carers.
- To contact and liaise with pupils and their families where there are concerns about school attendance to help develop and support strategies to bring about improvement.
- Fulfil the legal obligations of monitoring and tracking attendance, reporting attendance directly to the DFE and the Local Authority as requested.

## DESIGNATION OF POST AND POSITION WITHIN CURRICULUM STRUCTURE

Reports to Senior Leader responsible for attendance and liaises with each DOY/ADOY to improve attendance within each year group strand

## MAIN DUTIES AND RESPONSIBILITIES

### Principal Accountabilities:

- To identify and work with individuals and groups of students, using regular attendance checks.
- To work closely with parents/carers and students to improve levels of attendance.
- To collate information with regard to the attendance of students who may be experiencing attendance difficulties in order to inform school, and parents/carers and the Local Authority using the systems in place to monitor attendance, including, but not limited to SIMS and Go for Schools.
- Responsible for the legal requirements of the day to day reporting of attendance and non attendance through the EIPT and Local Authority.
- Responsible for updating the DFE and LA on attendance returns.
- Responsible for ensuring the reporting of safeguarding concerns for children not attending school are following the procedures as set out by the safeguarding policies in place, and that any children missing in education are reported to the Local Authority.
- Responsible for the correspondence between the school, the Local Authority and parents/carers if attendance of a child becomes below the expected 96%.
- Liaison with external agencies to arrange attendance at TAF, CIN, CP conference as requested by Senior Leader responsible for safeguarding. Reports to be provided for court proceedings where requested.

### Duties:

- To work with groups of students to improve levels of attendance, by directly impacting on student attendance to school.
- To work with parents/carers and other agencies in improving their child's attendance record and coordinating parental support and training where appropriate
- To undertake home and school visits as designated by the school, including supporting students whose attendance may limit them from attending public exams.
- To interpret information relating to attendance patterns and identify key areas of concern for Directors of Year and Assistant Principal

- To ensure all registers are completed and no missing marks or unexplained absences remain.
- To assist with the identification of students who will receive support in improving their attendance record.
- To follow School Policy to contact parents and careers for each absence by phone call.
- To check and remind any necessary staff to complete registers.
- To ensure all unexplained absences are accounted for or send letter requesting an explanation.
- To assist and check records prior to the Census to ensure school attendance is accurate and up to date.
- To monitor the attendance of vulnerable groups of students and liaise with staff/SEND department
- To produce termly reports for the relevant Assistant Principal.
- To liaise with the safeguarding team regarding child protection.
- To input timely information i.e. exams, music trips, sporting events, workbased learning appointments, absence reports etc and to keep form tutors, teachers and staff updated.
- To check accuracy and correct coding on registers before printing off official registers and filing away on a term basis.
- To print off official registers daily and explained absences to ensure at hand in event of a fire.
- To follow Attendance policy and send out letters as required.
- To provide updates for staff on student attendance.
- To collate, maintain and update attendance data.
- To keep up to date with SIMs training and any additional training as requested by the Senior Leadership team.
- Develop strategies to bring about improved attendance including action planning for individual pupils.
- Assist in promoting the importance of regular school attendance.
- Meet pupils and their families in order to discuss the issues and identify barriers to attendance, offering counselling where appropriate.
- Contact parents/guardians of pupils who are not on the concern list but who have notified the school in the first 48 hours about the reason for absence.
- Act as point of contact for the parents/guardians on attendance issues but share timely information with Directors of Year.
- Assist in the production of information in a variety of formats related to the attendance of individual pupils and / or groups of pupils.
- Carry out truancy monitoring.
- Write and maintain appropriate case records.

This document is not necessarily a comprehensive definition of the post. The jobholder may be required to undertake duties from time to time as requested by the SLT in connection with the post.

This job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder

## PERSON SPECIFICATION

<b>Job Title: EWO</b>
<b>Department: Support Staff</b>

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>▪ Educated to GCSE level or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• School First Aider</li> </ul>
<b>Competence Summary</b> (Knowledge, Abilities, Skills, Experience)	<ul style="list-style-type: none"> <li>▪ Ability to relate to young people and to engage them in strategies designed to improve their attendance.</li> <li>▪ Ability to communicate effectively both orally and in writing.</li> <li>▪ Demonstrate ability to work effectively and successfully with staff at all levels and external contacts.</li> <li>▪ Ability to prepare written reports to be kept as a file record.</li> <li>▪ Ability to promote the benefits of education to parents/guardians.</li> </ul>	
<b>Work Related Personal Requirements</b>	<ul style="list-style-type: none"> <li>▪ Ability to work with confidential and sensitive matters and information.</li> <li>▪ Ability to effectively organise personal workload.</li> <li>▪ Understand and has experience of working in a team.</li> <li>▪ Willingness to develop professional skills through further training.</li> <li>▪ Able to demonstrate commitment to the Council's Equal Opportunities Policy.</li> <li>▪ Some knowledge of the statutory legislation relating to school attendance, Child Protection and other legislation relating to the Education Welfare Service.</li> <li>▪ Experience gained in an environment involving children and / or young people.</li> <li>▪ Experience of using manual and computerised systems</li> <li>▪ Knowledge and work based application of office computer package, eg SIMS, MS Word, Excel.</li> </ul>	<ul style="list-style-type: none"> <li>▪ A full current driving licence and /or use of a car.</li> </ul>

**The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**