

**JOB DESCRIPTION**

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| **Post:** Education Welfare Officer  **Salary Range:** Matched to NJC Grade 6 Point 18 £24,313 Full time equivalent.  **Paid pro-rota 3 days a week, term time only:** Grade range Point 18-22**.** Annual incremental increase entitlement subject to performance management outcomes.  **Responsible to:** Assistant Principal (Safeguarding, Attendance, Inclusion and Alternative Provision)  **Hours:** 8.00am – 4.30pm (flexibility required) |

**Job Purpose:** Under the guidance of the Senior Leadership Team, be responsible for improving academy attendance and reducing absence

**Purpose:**

* Work with parents/carers to help them understand and fulfil their legal responsibilities in relation to academy attendance
* Meet targets to reduce persistent absence and improve overall academy attendance
* Assist in the development of a partnership between the home and the academy
* Support the academy in fulfilling its statutory duties in relation to attendance and to instigate legal action following appropriate protocols
* Work with the academy and other agencies to reduce persistent absence, improve educational/social inclusion and to support positive behaviours
* To monitor whole academy attendance data and advise key staff of trends, concerns and referrals
* Undertake duties commensurate with the safeguarding agenda for children including representing the academy at Child Protection meetings and conferences where applicable
* To refer cases to the Academy’s Designated Safeguarding Lead
* Work to the demands of the post and meet deadlines
* Handle sensitive information in line with Academy policies

**Main Duties:**

* Meet parents and students (regular and unannounced home visits are an essential task of the job) to agree action to reduce absence and improve attendance
* Attend meetings, contribute to Additional Needs Plans and represent the academy at Team Around The Child meetings
* Monitor and record the outcomes of planning with parents/students to improve attendance, maintaining efficient and contemporaneous notes and records
* Maintain electronic casework records and files
* Be able to produce and interpret various data for maximum impact on raising levels of attendance
* Be computer literate and able to use various applications and software
* Take appropriate and legal action in case of non-compliance/non-cooperation/failure to fulfil responsibilities in relation to unauthorised absence
* Undertake investigations commensurate with the Police and Criminal Evidence Act 1984 and the Codes of Practice thereto, and provide the best evidence as necessary for court action
* Give advice and support the Academy on policies/procedures/strategies in relation to the whole Academy approach of managing attendance
* Monitor the effectiveness of the Academy policies/procedures/strategies in relation to a whole Academy approach to managing attendance
* Report on the effectiveness of Academy policies/procedures/strategies in relation to whole Academy attendance and inclusion
* Undertake attendance/registration inspection and whole academy audits
* Work with agencies within and outside Children’s Services to ensure a coordinated approach to improving academy attendance and alternative provision, in order to support optimal attainment by pupils
* Care owner essential as a willingness to work outside normal hours if necessary

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.