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| Job title | Education Welfare Officer |
| Grade | G (SCP 23-28) |
| Contract | 36 hours per week. Permanent position and term time only or term time plus (to be discussed at interview) |
| Working pattern | Monday – Thursday, 8am – 4pm and Friday 8am – 3.45pm |
| Actual salary | Term time only- £28,805- £32,752 |
| Responsible to | Senior Leader for Safeguarding & Attendance |

**Job Description**

**Core Purpose**

As an Education Welfare Officer (EWO), you will provide a service for students and their families. You will ensure, with others, that students receive education appropriate to their needs by regular attendance at the school, assisting them to obtain maximum benefit from their education.

**Main Responsibilities**

1. To lead and drive a whole school approach to improving school attendance and therefore the academic outcomes for students.
2. To work as a school-based Education Welfare Officer and to contribute to the objectives of the school in respect of ensuring improved outcomes for students and their families. To work closely with the Senior Leadership Team on all issues connected with welfare and attendance.

1. To develop close and productive relationships with parents and students and recognise that building positive relationships between home and school can be the foundation of good attendance support.
2. To work with families where there are ongoing concerns about student absence from school and establish the underlying causes behind such absences.
3. To develop and implement strategies and interventions which will help ensure regular school attendance and reduce levels of persistent absence.

1. To remove barriers to school attendance and focus particularly upon addressing issues where persistent absence is an expected consequence if no intervention or support is made available.
2. To undertake home visits (both with colleagues and on a lone basis) and make contact with families where absence from school is identified, and to work with parents, families and young people to address these issues.
3. To implement legal interventions in line with statutory guidance.

1. To contribute to effective multi-agency working with all stakeholders and to ensure the appropriate use of EHA and other integrated working tools.
2. To ensure that safeguarding procedures are implemented appropriately and to contribute to meetings and any subsequent timely action plans in respect of students and their families.
3. To ensure accurate record-keeping and reporting and to provide reports to the Senior Leadership Team, in accordance with professional and statutory requirements. To share information with the Senior Attendance Champion about intervention strategies, their impact, the outcome of such interventions, and the students they are working with.
4. To ensure accuracy of registration procedures across the school.
5. To accurately analyse and report on attendance data and trends and to ensure robust tracking of data throughout the school.
6. To interpret statistical data relating to attendance patterns.
7. To liaise with other schools and settings to gain relevant information about the attendance records of new students.
8. To liaise with Tameside Education Welfare Service and other agencies to improve school attendance
9. To take responsibility for the monitoring of students educated offsite.
10. To lead the transition team and link with primary schools to ensure a smooth transition process
11. To contribute to policy development and provide advice and guidance on policies and procedures relating to welfare and attendance including external regulations and legislation as required.

1. To participate in the development of school reward systems in relation to attendance and account for a limited delegated budget in this area.

1. To be aware of and comply with policies and procedures relating to safeguarding child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.

**GENERAL RESPONSIBILITIES**

1. To promote and safeguard the welfare of children and young people you come into contact with.
2. To demonstrate the vision and values of the school in everyday work and practice.
3. To develop and maintain effective relationships with staff, students, parents, local Governors, local businesses, and stakeholders.
4. To attend out-of-hour events as reasonably required.
5. To take responsibility for your own continuing professional development.

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.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.