

Job Description Education Welfare Officer

Post: Education Welfare Officer

Accountable to: VP Curriculum & Assessment

Salary: PO1 – Point Range 30 – 31 £39,615 – £40,503 (FTE) Pro Rata Salary: £36,457 - £37, 274

Working Pattern: 37 Hours per week - Term Time Only

Location: City of London Academy, Shoreditch Park

Disclosure level: Enhanced

Main Purpose

- To be responsible for the operation and delivery of the school's systems and strategies to raise student attendance and reduce persistent absenteeism and persistent lateness.
- To be responsible for the planning, development and monitoring of student attendance and punctuality.

Key Accountabilities

- Responsibility for the planning, development, organisation and monitoring of student attendance and punctuality.
- Responsibility for the implementation of school systems, procedures and policies in relation to attendance and punctuality. Develop and monitor the information system for the registration process and persistent absenteeism.
- Responsible for the design and effective operation of all aspects of attendance and punctuality data monitoring in consultation with Heads of Year and appropriate staff.
- Responsibility for a response system for failing or poor attendance and punctuality including the development of first day contact procedures for absent students.
- Responsible for challenging condoned absence including the responsibility for home visits to investigate and challenge non-attendance.
- Manage the interface and referral systems for Education Welfare Service and formal non-attendance procedures.
- Work with appropriate staff to develop individual action plans to improve attendance with individual students where their attendance gives cause for concern.
- Work to raise the profile of improved attendance and behaviour throughout the Academy.
- Responsible for the development and implementation of a reward system for excellent and improved attendance.
- Responsible for the timely submission of relevant information to Heads of Year, SLT, Governing Body and other outside agencies.
- Responsible for all enquiries relating to attendance – students, parents/carers and staff in conjunction with the Attendance Officer
- To take appropriate action to issue fines when necessary and legal action in case of non-compliance/non-cooperation/failure to fulfil responsibilities in relation to unauthorised absence.
- Record, analyse and prepare documents for court procedures where the school has decided to take action against poor attendance and punctuality.
- Follow up and check any post-registration truancy.

- Develop specialist knowledge of attendance issues and best practice and provide advice and guidance to the SLT on matters relating to attendance. Interpret matters of policy and statute to ensure the school's compliance and initiate appropriate action. Develop expertise in all processes and procedures for the purpose of raising standards.
- Servicing of meetings as required.

General

- To carry out duties in accordance with health and safety legislation and the school policy.
- Contribute to school development through identified communication and consultation channels.
- To respect the confidential nature of information relating to the school and its students.
- To identify your own training needs and a willingness to attend training/courses.
- Comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description.

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.

City of London Academies Trust



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 schools and 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 academy Equalities policies.

	Essential	Desirable
Qualifications		
Educated to degree level or equivalent	✓	
Experience, Skills and Knowledge		
Experience of using Microsoft Office Suite, email, internet	✓	
Experience of using SIMS or similar database		✓
Experience of working with and dealing effectively with the general public		✓
Experience of working in an attendance service	✓	
General office experience, including answering phones and dealing with a range of administrative tasks at the same time	✓	
Experience of setting up and running a range of administrative systems	✓	
Ability to work under pressure whilst maintaining a positive, professional attitude	✓	
Ability to work as part of a team	✓	
Ability to organise and prioritise workload and work on own initiative	✓	
Ability to take accurate messages and follow up where necessary	✓	
Ability to communicate effectively with staff, students, parents and agencies/ statutory bodies etc and maintain good working relationships	✓	
Ability to accurately input information on a database	✓	
Attention to detail in communication and planning	✓	
Problem solving	✓	
Personal Qualities		
Must be well organised	✓	
Must be well presented	✓	
Excellent communication skills in writing and orally at all levels	✓	
Other		
Commitment to safeguarding and promoting the welfare of children and young people	✓	
Willingness to undergo appropriate checks, including enhanced DBS Checks	✓	
Motivation to work with children and young people	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	