



Job Description

Role:	Education Welfare Officer
Grade/Salary:	Grade F: £23,080 - £25,481 Actual Salary: £19,807 - £21,867
Weeks:	39 (TTO + 5 days)
Reports to:	John Higgins

Purpose of the role:

To provide an education welfare service for students and their families at the school. To ensure, in conjunction with others, that students receive education appropriate to their needs by regular attendance at the school. To assist them to obtain maximum benefit from their education and to be involved in the development of the service and staff.

Main Duties & Responsibilities:

- To act as children's education advocate and to facilitate the educational partnership between home, school, community and Local Authority, by support, liaison and negotiation; and where conflict arises to give paramount consideration to the interests of the child.
- To take supportive/remedial action in respect of individual absentees to secure their regular attendance at school or other education provision.
- To take statutory action over non-attendance cases when necessary, including presentation of cases in court, under the Education Act 1996 and the Children Act 1989; and to be the designated supervisor for Education Supervision Orders.
- To advise and support schools in the implementation of School Attendance Regulations and in the use of attendance statistics for the monitoring and management of school attendance.
- To take supportive/remedial action in respect of children with socially-related emotional/behavioural difficulties in school and those with special educational needs; and to provide advice and assistance for parents, carers and pupils in all matters related to exclusions from school.
- To regularly provide guidance and support to staff, parents, carers and pupils in accordance with service agreements negotiated with the school.
- To contribute pro-actively and with a preventative emphasis to relevant areas of school policy and planning including the development of a whole school attendance policy and liaison with governors as appropriate.
- To invoke and participate in child protection procedures, as appropriate, including making education social work contribution to design and implementation of child protection plans; to provide child protection advice, information and support to school staff.
- To make referral to, to liaise and collaborate in joint work with other practitioners, educational colleagues, local agencies and community groups in relation both to individual cases and aspects of children's general welfare.

- To provide advice and support to parents, schools and children on welfare matters, and to mobilise financial and other material resources from voluntary and statutory sources where required to further educational opportunities.
- To submit invoices for purchase of materials and small equipment and to claim reimbursement from Area Office petty cash, as necessary.
- To implement aspects of the legislation governing the employment of children and children in entertainment.
- To initiate developments and acquire knowledge/expertise in agreed specialist area(s) of education social work practice and to establish associated area databases.
- To provide consultation and contribute to training for other Education Welfare Service staff and for student/staff on placement from other agencies.
- Will be required to work with multi agencies.
- To supervise, assess and evaluate social work and other students on placement in the service, as required.
- To maintain appropriate records, prepare assessments and reports; and provide statistics as required.
- To ensure strict confidentiality in all areas of work.
- To work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To ensure work is conducted in a way that protects the safety and security of information (e.g. strong passwords, reporting breaches, securing paper records, securely disposing of records).
- To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times, reporting any concerns to the Designated Safeguarding Officer immediately.
- To always comply with the school's policies and procedures.

To undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

The post holder will carry out any other reasonable duties within the overall function commensurate with the grading and level of responsibilities of the post.

Personal Contacts

External: Multi Agency representatives, parents/carers and members of the public.
 Internal: Students, staff, parents and any other visitors to the school.

This job description may be subject to change, following consultation between the post holder and the school.

The Trust is committed to safeguarding the welfare of its students and the successful applicant will be subject to an enhanced Disclosure and Barring Service certificate and checks of the relevant barred list / prohibition lists.

**Person Specification
Education Welfare Officer**

	ESS	DES	MOA
KNOWLEDGE / QUALIFICATIONS			
CWDC Qualification		*	C
A recognised and relevant vocational qualification (NVQ level 3) and/or equivalent practical work experience	*		C
Grade C or above in both English and Maths, or equivalent	*		C
Willingness to undertake relevant training focused on the Children's Services needs	*		A
EXPERIENCE			
Working with children and adults	*		A/R
Working in multi-cultural contexts	*		A/R
Working with multi-agencies		*	A/R
Working with challenging people	*		A/R
SKILLS			
Good interpersonal skills	*		A/I/R
Ability to work as a team	*		A/I/R
Good time management skills	*		A/I/R
Excellent communication skills	*		A/I/R
Good ICT skills	*		A/I/R
BEHAVIOUR AND OTHER RELATED CHARACTERISTICS			
Commitment to self and team development	*		A/I
Have a good sense of humour	*		A/I
Able to maintain a safe, calm and happy ethos	*		A/I
A commitment to abide by and promote the academy's Equal Opportunities, Health and Safety and Child Protection Policies	*		A/I

A professional responsibility to promote and safeguard the welfare of children and young people	*		A/I
The post holder will require an enhanced DBS	*		C

Key:

ESS = Essential, DES = Desirable, MOA=Method of Assessment, A=Application, I=Interview and assessment, R=Reference, C=Certificate