**Springhallow School**

**Education Social Worker Job Description**

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| **Job Title:**  | Education Social Worker (14-19) |  |  **Grade:** Scale8-10 |  |
| **School:** | Springhallow School |  |  |  |
| **Line Manager:** | Assistant Headteacher |
| **Supervisory Responsibility:** | None |
| **Hours:** | 14 hours per week; term time only, 40 weeks |

Main Purposes of the Job

To enable young people to receive the maximum benefit from the education provision made available to them by:

* Promoting every young person's welfare and well-being.
* Having an up-to-date understanding of child protection and safeguarding guidelines and the implications for young people with special needs.
* Becoming a Designated Safeguarding Lead (DSL) actively supporting and monitoring all concerns raised through the schools ‘My Concern’ process, alongside the school and college’s existing DSLs.
* Providing practical and emotional support for parents or guardians through skilled and experienced casework highlighting the impact that Special Needs can have.
* Having an in-depth knowledge of a range of disability and related legislation, particularly Autism.
* Supporting and enforce regular attendance at school under DFE guidelines.
* Manage and oversee the Annual Process for Post 16 students.
* Promoting good liaison with statutory and voluntary services and undertake the lead role in organising, prioritising and advising other professionals, where appropriate.

Knowledge, Skills and Responsibilities

* Use specialist knowledge of young people’s disability to provide a casework service to families.
* Support with safeguarding across the school and college and be responsible for ensuring that all ‘My Concerns’ are prioritised.
* To work with Social Services (Transition and Adult Services) and other agencies involved in Child Protection cases, attending relevant meetings and conferences which will include child protection case conferences, strategy meetings, core group meetings, professional’s meetings, child in need reviews and looked after children Reviews.
* Support the assessments of social, psychological, emotional, economic or educational factors involved in meeting young people’s special needs and develop and contribute to plans to help meet identified needs.
* Have an understanding of the needs associated with Autism within the school and college and how these impact on a young person’s development.
* Assess and advise on the welfare and housing benefits (including supported living) available to young people and their families based on knowledge of the availability of local and national resources and benefits.
* Maintaining accurate records including recording meetings, plans and outcomes appropriately.
* Effectively communicate with all stakeholders acting as an advocate for the young person and their family.
* Facilitate and encourage co-operation, effective communication and mutual understanding between home and school/college.
* When appropriate, refer pupils and parents to other agencies involved in helping young people and their families and maintain effective relationship with these.
* Support families in obtaining short breaks and respite provisions
* Provide practical and emotional support to the young person and parents when starting, finishing or supporting transitions.
* To provide comprehensive reports to other agencies when necessary.
* Initiate and run projects to meet staff and family needs such as information sharing workshops and parent support groups.
* Take responsibility for organising and prioritising own workload and working under own initiative, which will involve making decisions and recommendations without needing to resort to regular consultation.
* To receive regular supervision from an appropriate line manager; take part in staff meetings and attend and contribute to multi-disciplinary meetings.
* Refer cases of poor attendance to the Local Authority as appropriate
* To carry out the duties of the post with regard to the council’s Equal Opportunities policies and initiate this within casework practice.
* To undertake such other duties and responsibilities of a similar nature and at a similar level of responsibility to those described above, as and when requested.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually.

Signatures – Line Manager and Job Holder

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| **Signature of Manager:** |  | **Date:** |  | **/** |  | **/** |  |
| **Signature of Postholder:** |  | **Date:** |  | **/** |  | **/** |  |