

**JOB DESCRIPTION**

**Post:** Education Welfare Officer

**Reporting to:** Assistant Principal (Attendance)

**Role Purpose:**

The purpose of the post is to support and manage student welfare across the Academies.

**Main Duties and Responsibilities**

* Monitor attendance and assist in promoting good attendance with specific groups of students.
* Engage with parents in the promotion of good attendance.
* Meet regularly with Pastoral Leads to oversee pupil’s attendance and discuss individual students causing concern, access funding as appropriate via brokerage and NOF (Needs Identification Form).
* Manage the case load of more complex and demanding attendance/punctuality concerns and welfare issues referred by Pastoral Leads. Carry out initial assessments of the young person and family in order to plan appropriate intervention. Ensure records for these cases are kept up to date.
* Use legal intervention when required and prepare relevant documents for court and prosecution by Local Authority.
* Arrange meetings with Year 6 pupils/parents/teachers prior to commencing college in September where there are attendance and welfare concerns.
* Attend Transition Days for upcoming Y7 with SEND Lead and Y7 Lead.
* Attendance at multi-agency planning meetings, as appropriate.
* Attend all Child Protection conferences and Child In Need Meetings.
* Initiate referrals to agencies as appropriate ie, Social Services College Medical Officer, Child and Adolescent Mental Health Service, College Nurse, Relate, Re-Integration Worker for Teenage Pregnancy and many others.
* Develop provision of support for parents, for example, those who are struggling with their skills to parent their children
* Advise and support Admissions Officer, ensuring CME procedures are completed and help with Managed Move procedures
* Complete applications for Throop Learning Centre with SENCo.

**Safeguarding**

* Undertake regular safeguarding training as required including level 3 safeguarding
* Ensure that statutory and Ofsted requirements for Safeguarding are met
* To promote the safeguarding of young people

**General Responsibilities**

* Contribute to the overall ethos / work aims of the Academies
* Provide a courteous reception to staff, young people and visitors
* Undertake relevant training as required to support the functions of the post and to enhance personal development
* Undertake any other duties as specified by the Head of School and the Senior Leadership Team

**Other Duties**

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

**Person Specification for Education Welfare Officer**

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| **Essential Criteria** | **Desirable Criteria** | **Evidence** |
| **Qualifications:*** GCSE English & Maths
 | * A degree in social & human sciences, social work or education
 | * Application Form
* Interview
* References
* Proof of Qualifications
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| **Experience:** * Previous experience in an Education Welfare role
 | * Previous experience of working in a school
 | * Application form
* Interview
* References
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| **Skills and ability:*** Active listening skills and a non judgemental approach
* Good customer service skills
* Good IT skills in Microsoft Word / Excel, and outlook
* Ability to maintain thorough and accurate records
* Ability to prioritise work and multi-task
 | * Knowledge of Arbor / SIMS
 | * Interview
* Application Form
* References
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| **Disposition/Attitude:*** Good interpersonal skills and an ability to communicate sensitively and with understanding with students and parents
* Good organisation and time-management skills
* Ability to work professionally and with confidentiality where required
* Strong role model to students
* Team player
* Patience and the ability to remain calm in stressful situations
* Flexibility
* Proactive and committed
* Good decision making skills
* Attention to detail
* Ability to plan ahead and anticipate potential areas of concern
 |  | * Interview
* References
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| **Commitment and other requirements:*** Satisfactory Enhanced Disclosure with the Disclosure & Barring Service (DBS)
* Excellent attendance record.
 |  | * Application form
* Interview
* References
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