

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Education Welfare Officer	Grade: F (points 14 – 19)
Job Family: Educational Support	
<p><u>Overall Purpose of Job:</u></p> <p>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 academy, assisting them to obtain maximum benefit from their education and be involved in the development of the service and staff.</p>	
<p><u>Main Responsibilities</u></p> <ol style="list-style-type: none"> 1. You will 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. 2. You will take supportive/remedial action in respect of individual absentees to secure their regular attendance at school or other education provision. 3. You will 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 be the designated supervisor for Education Supervision Orders. 4. You will 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. 5. You will take supportive/remedial action in respect of children with socially related emotional/behavioural difficulties in school and those with special educational needs and provide advice and assistance for parents, carers and pupils in all matters related to exclusions from school. 6. You will regularly provide guidance and support to staff, parents, carers and pupils in accordance with service agreements negotiated with the school. 7. You will 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 the Academy Advisory Body (AAB) members as appropriate. 8. You will invoke and participate in child protection procedures, as appropriate, including making education social work contribution to design and implementation of child protection plans, and provide child protection advice, information and support to school staff. 9. You will make referral to, liaise with 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. 10. You will submit invoices for purchase of materials and small equipment and to claim reimbursement from academy petty cash, as necessary. 11. You will implement aspects of the legislation governing the employment of children and children in entertainment. 12. You will provide consultation and contribute to training for other Education Welfare staff. 13. You will be required to work with multi agencies. 	

14. You will supervise, assess and evaluate social work and other students on placement.
15. You will analyse patterns and trends of absence and identify actions to be completed in response.
16. You will contribute to weekly inclusion meetings.
17. You will work with the DSL/Safeguarding team to ensure home visits are made promptly to children identified as vulnerable.
18. You will maintain appropriate records, prepare assessments and reports and provide reports and statistics as required.

General

19. You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person without delay.
20. You will participate in training and other learning activities and performance development as required.
21. You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking.
22. You will ensure strict confidentiality in all areas of work.
23. You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR).
24. You will 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).
25. You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once.
26. You will always comply with the Trust's policies and procedures.
27. You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

KNOWLEDGE, SKILLS AND EXPERIENCE

Essential

- GCSE grade C/4 or above, or equivalent, in Maths and English (C)
- A recognised and relevant vocational qualification (NVQ3) and/or demonstratable equivalent practical work experience (C/A/I)
- Willingness to undertake relevant training focused on the Children's Service's needs (A/I)
- Proven experience working with children and their families (A/I/R)
- Proven experience working in multi-cultural contexts (A/I/R)
- Proven experience working with multi agencies (A/I/R)
- Proven experience working with challenging people and in challenging circumstances (A/I/R)
- Previous experience of working effectively with young people preferably in a school setting (A/I/R)
- Strong interpersonal skills (A/I/R)
- Proven ability to work effectively as a team (A/I/R)
- Working knowledge of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection (A/I/R)
- Excellent communication skills both oral and written (A/I/R)
- Strong ICT skills to support the role (A/I/R)
- Ability to build positive relationships with all stakeholders (A/I/R)
- Excellent time management and organisational skills (A/I/R)

Desirable

- Qualification approved by the Children, Young People and Families Workforce Development Council (CWDC) (C)
- Emergency First Aid or First Aid at Work qualification (C/A)

Key: C – Certificate; A – Application Form; I – Interview; R - Reference

Behaviours

- Proactive
- Organised
- Resilient
- Personable
- Effective
- Team Player
- Flexible
- Adaptable
- Clear communicator
- Reliable
- Trustworthy

Contacts and Relationships:

Managers - in daily contact with the Principal/Head of Academy, senior leaders and teachers within the academy.

Support Staff – in daily contact with support staff who are involved in administration, cleaning, catering, finance, site supervision and health and safety.

Trust Staff – in regular contact with Trust staff within the wider Safeguarding and Inclusion team.

External – in regular contact with AAB members, parents/carers, suppliers, contractors, external agency professionals, and other government and local authority staff, as required.

Note:

This job description is provided for guidance only and does not form part of the contract of employment.

The post holder will be subject to an enhanced DBS check with barred list check.