



# ELLESMERE PORT CATHOLIC HIGH SCHOOL

*'I have come so that they may have life and have it to the full'* John 10.10

## JOB DESCRIPTION

<b>JOB TITLE</b>	Education Welfare Officer (Secondary School)	<b>JOB REF NO</b>	AAAE7155
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### BASIC JOB PURPOSE

To promote, in conjunction with other key school staff, excellent attendance, reduce levels of absence and work with children and families to promote high levels of attendance.

### MAIN RESPONSIBILITIES

NO	MAIN RESPONSIBILITIES
1	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.
2	To provide the drive, challenge and support needed to effect a cultural change in respect of education welfare issues, including case management.
3	To invoke and participate in child protection procedures, as appropriate, to provide child protection advice, information, and support to other key school staff.
4	To take supportive/remedial action in respect of children with socially related emotional/behavioural difficulties in school and those with special educational needs.
5	To advise and support the school in the implementation of School Attendance Regulations and in the use of attendance statistics for the monitoring and management of school attendance.
6	Be an advocate to young people and their families and undertake and manage a full range of education welfare duties. Work assertively with in partnership with young people, school colleagues and other agencies to develop solutions to absence, attendance, or related welfare issues
7	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 aimed at improving school attendance including liaison with governors as appropriate.
8	To take supportive/remedial action in respect of individual absentees to secure their regular attendance at school or other education provision including home and school visits as designated by the school.
9	To maintain appropriate records, prepare assessments and reports; and provide statistics as required.
10	To monitor attendance, organising meetings with parents and students to resolve matters of attendance.
11	To ensure all registers are completed and no missing marks or unexplained absences remain and maintain an accurate system for students signing in and out of school.
12	To produce and interpret information relating to attendance pattern and provide updates for staff on student attendance.

Notwithstanding the detail in this job description, in accordance with the Council's Flexibility Policy the job holder will undertake such work as may be determined by the Director/Head of Service from time to time, up to or at a level consistent with the Principal Responsibilities of the job and in any location within the Cheshire West and Chester Council area.