**CLUSTER EDUCATION WELFARE OFFICER – Job Description**

**POST**: Cluster Education Welfare Officer

**RESPONSIBLE TO:** Senior Leader Responsible for Attendance

**GRADE:** Support Scale SCP 25-29 (FTE £35,235-£38,626)

Pro Rata Amount (£30,224 - £34,031) plus Local Government Pension Scheme

**KEY RELATIONSHIPS:** Parents and students; Academy Leadership Team; relevant teaching and support staff; LA representatives; partner professionals; local community; hub council; other Oasis Academies and Oasis Community Learning central staff.

**LOCATION:** Oasis Academy Lords Hill, Oasis Academy Mayfield, Oasis Academy Sholing

**WORKING PATTERN:** 37 hours per week, term-time only (39 weeks), 8am – 4pm

**CONTRACT TYPE:** Permanent

**DISCLOSURE LEVEL:** Enhanced DBS

**THE ROLE:**

You will be responsible for improving attendance of students across the cluster through working with the member of Academy Leadership responsible for attendance to ensure that all students attend the Academies within the cluster regularly. The postholders base would be Oasis Academy Mayfield.

**KEY RESPONSIBILITIES:**

The post holder will: -

* Work closely with students and families to secure regular attendance across the cluster
* Undertake day to day case work to improve levels of school attendance across the cluster
* Work with the cluster’s senior leaders, pastoral leaders and attendance officers to challenge and reduce persistent and severe absence
* Work alongside the attendance officers and admissions officers to support the effective implementation of academy development plans, specifically regarding attendance and punctuality
* Work together with the school to maintain a comprehensive attendance policy that successfully challenges poor attendance and rewards improvement
* To regularly monitor success of intervention and keep an updated/live tracker of all casework
* Liaise with external agencies as appropriate
* Implement fast tracking where there is evidence that absences are parentally condoned
* Develop Attendance & Improvement Plans and supervise Parenting/supervision Orders where necessary
* Undertake home visits with relevant agencies or if a parent has a health or welfare concern that determines they are unable to meet at the School site
* Where a parent/carer has not effectively engaged on the matter of their child's attendance then evidence will be provided to the Local Authority to support legal proceedings under Section 444 or Section 444(1)(a) Education Act 1996
* Implement the Local Authority's Fixed Penalty Notice code of Conduct on behalf of the Principal and provide legal evidence to the Magistrate Courts if this remains unpaid
* Attend Court and give evidence in support of prosecutions with the expectation that attendance is only required for trials
* Work with Pastoral and Inclusion teams to ensure co-ordination and clarity in interventions with individuals so that outcomes are attainable and appropriate for the young people concerned
* Complete regular register checks and analyse patterns of attendance to provide cluster schools with recommendations and advice of action to improve attendance
* Facilitate meetings with families to review progress relating to fast-track policy and advise on the implementation and issuing of fixed penalty notices
* Work with the Attendance/Admission Officer to support families and students through home visits to reduce the absence levels of individual students and to effectively safeguard students
* Contribute to initiatives, multi-agency training and/or group work to improve academy admission and attendance across the cluster
* Maintain regular and accurate casework notes, monitoring and intervention information and prepare professional reports as required
* Attend and contribute to meetings with Pastoral teams and meetings concerning individual students, as appropriate
* Provide support and advice to families in relation to improving their child’s attendance.
* In consultation with line manager, take responsibility for referring appropriate cases to the safeguarding team in accordance with agreed procedures.
* Provide reports and relevant information for cluster Leadership Teams and academy Pastoral teams as required.
* Track pupils who go missing and implement truancy prevention schemes.
* Maintain a working knowledge of legislation and guidance relating to Child Employment and licenses to advise employers, Academies and the public. To visit employer’s premises in support of Child employment.
* Develop links with local statutory, voluntary, Oasis Hub and private agencies delivering services to children and families, working with these agencies to agree actions in response to referrals.
* Provide advice, guidance and training to staff on attendance related issues providing advice and guidance to school staff on attendance related child protection matters.
* Keep up to date on the range of agencies working locally to maintain knowledge of services that parent/carers might be signposted to support them in improving their child’s attendance.
* Keep up to date with local and national developments within policies and practice.

**ADDITIONAL RESPONSIBILITIES:**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person
* Attend, note take and participate in relevant meetings as appropriate
* Other duties as reasonably required

**GENERAL:**

* To work to the best of ability, to be diligent, honest, and ethical in the performance of duties and to conduct personal and professional life in a way which seeks to uphold the Oasis Ethos and the Oasis 9 Habits
* To effectively contribute to our organisational commitment to excellent education at the heart of our communities
* To be aware of and understand our Equality and Diversity Policy and always ensure that the duties of the post are conducted in accordance with the Policy
* To ensure compliance with all Health and Safety legislation and associated codes of practice and policies
* To review and develop own professional practice, maintain effectiveness as a member of the academy staff by taking responsibility for own continuing professional development
* To demonstrate a willingness to engage with further training and other opportunities to gain appropriate skills, knowledge and vocational or academic qualifications
* To be responsible, as a member of staff, for promoting and developing a positive culture and to ensure diversity within the Academy community is recognised and respected
* To contribute to the development of the Academy’s vision, values and aims and to abide by agreed professional behaviours and attitudes

**OTHER:**

* To undertake other various responsibilities as directed by the line manager and Principal
* The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors, and community members
* The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
* The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed
* The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually
* The successful applicant will participate in training and other learning activities as required
* Contribute to the development of the Academy’s vision, values, and aims and to abide by agreed professional behaviours and attitudes

**SAFEGUARDING CHILDREN**

Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

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| --- | --- |
| **Employee:** | **Line Manager:** |
|  |  |
| **Print Name** |  | **Print Name** |  |
| **Date** |  | **Date** |  |

**CLUSTER EDUCATION WELFARE OFFICER - Person Specification**

**Our Purpose**

Oasis Academies exist to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally, and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a ‘can do’ culture which nurtures confident and competent people.

**Oasis Community Learning Ethos**

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. For further information, please refer to the Oasis Community Learning Purpose, Ethos and Values document which accompanies this job description.

|  | **Essential** | **Desirable** |
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| **Qualifications and skills** | * GCSE grade C or above in English and maths or equivalent
* Relevant higher education qualification e.g. in social work, teaching, youth work.
* Evidence of other relevant qualifications or professional development
 | * Relevant degree, diploma or professional qualification or equivalent in social work/ sociology/ behavioural studies/ psychology/ teaching certificate/ youth work.
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| **Experience, Skills and knowledge** | * Ability to Prioritise work and deliver deadlines
* ICT skills including word processing and excel
* Excellent communication, negotiating and counselling skills
* Good organisational skills, ability to show initiative and to pay close attention to detail
* Good interpersonal skills
* Knowledge of education and welfare services, procedures and legislation including child protection
* Knowledge of the legal and practice framework relating to children and education
* Understanding of Equal Opportunities in an Academy setting
* Knowledge of the range of external agencies involved in the support of children
* Knowledge of data protection and human rights legislation and guidance
* Relevant experience of working with children, parents, and external agencies.
* Experience of record/case note keeping and preparing reports
* Knowledge and understanding of social, cultural, and family issues.
 | * Experience of working as an Education Welfare Officer in a local authority, School or Academy setting
* Experience of case work, investigating, analysing, planning and monitoring
* Knowledge of the legal and practical framework relating to children and education
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| **Personal Qualities** | * Relentlessly enthusiastic, reliable, and committed
* Report writing and presentation skills
* Ability to prioritise workload
* Creative thinker
* Team player who can work collaboratively in a diverse team
* Able to deal with people from a broad cross-section of backgrounds at all levels internally and externally
* Ability to remain discrete when privy to confidential information
* Commitment to safeguarding and promoting the welfare of children and young people
* Willingness to undergo appropriate checks, including enhanced DBS checks
* Motivation to work with children and young people
* Ability to form and maintain appropriate relationships and personal boundaries with children and young people
* Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos
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