**Job PROFILE**

**EDUCATION WELFARE OFFICER**

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| Post Title | **Education Welfare Officer** |
| Place of Employment | **ACET Academies –Sheffield and Derbyshire Junior academies (based from Lowedges Junior Academy)**Aston Community Education Trust |
| Hours of Work | **37 hours per week** Term Time + Ten daysTen additional days will be worked during the school holidays, with dates agreed in advance. |
| Salary | **Band G** points 19 – 23 (£25,481- £27,741)**Pro-rata salary £23,030 – £25,073)** (plus an additional 1 week of pay if the appointee has 5 years or more continuous service with the Local Authority) |
| Appointment | **Permanent** |

**PURPOSE AND RESPONSIBILITIES**

The EWO will, under the guidance of the Senior Welfare Officer, work across the trust, in particular the Sheffield and Derbyshire Junior academies, supporting students/pupils and parents/carers, ensuring that all children and young people access school regularly. The post-holder will also contribute to all aspects of safeguarding, including child protection, for young people within the trust.

The post-holder will liaise with national and local bodies to ensure ACET meets all regulatory and statutory obligations, whilst proactively monitoring national and local initiatives to advise the trust on current and future developments. In all aspects of work, the EWO will recognise and respect the right to confidentiality and will deal with individuals with sensitivity and discretion.

**MAIN DUTIES**

* To assist in the production and collation of attendance information and documentation
* To undertake detailed analysis of relevant information and present reports, appropriate for ACET and the wider audience
* Evaluate information to contribute to the development of a “strategic vision”
* To develop and implement integrated systems / procedures to monitor and improve student/pupil access to education
* To work within the referral system of ACET to obtain details of students/pupils whose attendance is irregular or whose behaviour or health is causing concern
* To liaise with staff and other appropriate colleagues to determine any issues including curriculum or social issues in the academy
* To assist in making arrangements to interview parents/carers and children, including home visits where appropriate, to offer support and guidance on ways to resolve issues, including advice and assistance on contact with other services / agencies (e.g. Health Visitors, Social Workers, School Nurse etc.), who may be able to give material resources and/or other support to the family (e.g. free school meals)
* To assess and explore with parents/carers and appropriate colleagues the circumstances of the child and the family and any issues which may arise, such as irregular school attendance, curriculum and social issues at school, material and financial difficulties, relationships within the family and community, SEN, criminal activity and drug-related problems, mental health issues. Exploring the level and nature of other intervention with the family by other professionals or agencies.
* To ensure parents/carers are aware of their legal obligations, where appropriate, in relation to school registration and attendance, plus the legal penalties which may result if they fail to comply
* To compile case records and reports to inform the trust and appropriate outside agencies when necessary of any exceptional circumstances which they need to be aware of (e.g. child protection issues)
* To contribute to the improvement in educational standards through joint working with colleagues, including in action planning following OFSTED inspections
* To assist in the monitoring and regulating of the employment of school children
* To assist with the escorting of children and parents/carers to school and units where required
* To complete pre-panel checklists in consultation with ACET colleagues and review/decide upon appropriate action
* Prepare reports and other documents for cases to be presented to Governors Panels (GP) / Non-School Attendance Panel (NSAP), to enable them to reach an informal decision on action to be taken
* To serve the necessary papers to parents/carers, informing them of the attendance panel meetings and their right to respond / attend the meeting
* To make a referral, where appropriate, to a relevant Child Protection Officer in cases of suspected child abuse. If a case conference is called, to prepare written reports using the agreed pro-forma.
* To attend case conferences, assist in the making of recommendations and act as a core group member where necessary.
* To support MAST referrals (Sheffield) and Early Help Assessments (Derbyshire).

**GENERAL**

* Develop and maintain effective working relationships with staff and students across the academy / trust, and external people where appropriate
* Attend relevant courses and actively seek to broaden knowledge and skills relevant to responsibilities
* On occasions, work unsocial hours and/or overtime, which will be paid at the appropriate rate
* Be familiar with and comply with all relevant Health and Safety, Operational, HR, Data Protection and Financial Regulations, policies and procedures
* Ensure equality of opportunity is afforded to all persons both internal and external, actively seeking to eliminate any direct or indirect discriminatory practices / behaviour
* Other duties and responsibilities commensurate with the grade of the post which may be required from time to time
* Hold a full UK driving licence and own transport

This job description may be subject to modification or amendment after consultation with the post-holder.

**\* You will be based at Lowedges Junior Academy but there will be a requirement to work across other academies within the trust**

*We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment*