

## JOB DESCRIPTION

<b>Job Title</b>	<b>EDUCATION WELFARE OFFICER (EWO)</b>
<b>Grade</b>	Band D
<b>Reports to</b>	Trust Welfare Manager
<b>Liaison with</b>	Line Manager, Teachers, Other Staff, LA Staff, Agencies, Students and Parents as required
<b>Job Purpose</b>	<ul style="list-style-type: none"> <li>To encourage, enable and, where necessary, enforce the school attendance (or alternative education provision) of all children of school age in order to fulfil the Local Authority's statutory duty in this regard</li> <li>To promote the welfare, appropriate development and protection of children and young people</li> <li>To co-operate in the multi-agency/disciplinary network of support for children and young people</li> <li>To assist in the development and, where necessary, maintenance of effective home-school partnerships</li> </ul>
<b>Duties</b>	<p><b>General Responsibilities:</b></p> <ul style="list-style-type: none"> <li>Work closely with Pastoral Leaders.</li> <li>Accept, support and implement final SLT decisions.</li> <li>To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.</li> <li>To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.</li> <li>The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment the context of the job, skills and grade.</li> <li>Undertake any other tasks reasonably required.</li> </ul> <p><b>Attendance</b></p> <ul style="list-style-type: none"> <li>To visit on a regular time-tabled basis (frequency by need a designated number of schools as their link EWO, others may need to be covered as required), negotiate referrals, advise and consult on casework needs with senior staff (including headteachers, deputy headteachers and heads of year), agree expected outcomes and feedback/monitor as necessary.</li> <li>To undertake home visits to pupils, making contact to form assessments, social and education access needs, carry out professional (often complex) casework, advise on associated issues and encourage improved attendance.</li> <li>To determine where necessary, the need for legal action to prosecute parents/carers in the Magistrates' Court, present information to the Courts and carry out Court Orders and associated procedures.</li> <li>To determine where necessary, whether application should be made to the Family Courts for Education Supervision Orders (ESOs)</li> <li>To keep professional, accurate and detailed records in accordance with service policy and practice.</li> <li>To provide such monitoring and support services as may be appropriate for children educated otherwise than by school attendance.</li> </ul>



	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"><li>• To work in accordance with the Local Authority's statutory duties, Child Protection Committees and LA child protection procedures work closely with colleagues from other agencies/disciplines in order to protect children from abuse by: -<ul style="list-style-type: none"><li>- being ever alert to the signs and symptoms of abuse;</li><li>- receiving disclosure of abuse sensitively and professionally;</li><li>- making appropriate referrals about actual or suspected abuse;</li><li>- attending and contributing to child protection case conferences and involvement in decision- making processes;</li><li>- providing reports as required</li><li>- being part of child protection core groups as necessary</li><li>- monitoring of children in school on the Child Protection Register as required</li><li>- working with schools to encourage and advise in order for them to be equally alert and involved in protecting children and young people</li></ul></li></ul> <p>The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills and grade.</p>
<b>General</b>	<ul style="list-style-type: none"><li>• To participate in the professional development process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager</li><li>• To comply with individual responsibilities, in accordance with the role, for Health &amp; Safety in the workplace</li><li>• To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li></ul> <p>The Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</p>



## EDUCATION WELFARE OFFICER PERSON SPECIFICATION

General heading	Detail	Examples
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Professional qualification in education welfare, social work, youth & community work. Successful experience working with children in an education, health or social care environment
	Knowledge of relevant policies and procedures	Good working knowledge of policies relating to Child Protection Good working knowledge of legislation relating to child employment
	English	GCSE Grade A* – C or equivalent
	Maths	GCSE Grade A* – C or equivalent
	Technology	Ability to use ICT communication and administrative systems effectively
<b>Communication</b>	Written	Ability to write detailed reports
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively
	Languages	Overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively with adults and children and to exercise influence
<b>Working with children</b>	Behaviour Management	Ability to demonstrate a range of highly effective behaviour management strategies
	SEN	Demonstrate a good understanding and support the differences in children and adults and respond appropriately
	Curriculum	Detailed understanding and knowledge of the school curriculum
	Child Development	Detailed understanding of child development and learning processes Ability to assess and record progress and recommend appropriate strategies to support development
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
<b>Working with others</b>	Working with partners	Ability to make a proactive contribution to the work of the team supporting children, their families and carers Ability to work with parents and carers to improve support for children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to make a distinctive contribution to the work of a team
	Information	Contribute to the development and implementation of effective systems to share and safeguard information
<b>Responsibilities</b>	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	Ability to support the work of others
	Time Management	Ability to plan and manage own time effectively Ability to meet deadlines
	Creativity	Demonstrate a highly creative approach to supporting children and an ability to resolve problems independently
<b>General</b>	Equalities	Display a sound understanding of equality issues
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Developed understanding and effective implementation of child protection procedures
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance