**Blessed William Howard Catholic High School**

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| **Education Welfare Officer** | **Grade 8** |

**Statement of Purpose**

Under the guidance of senior staff; be responsible for improving school attendance and absence, family liaison/support and leading co-ordinated support.

**Support**

•Work with the parents to help them understand and fulfil their legal responsibilities in relation to school attendance.

•Assist in the development of a partnership between the home and school.   
•Support the school in fulfilling its statutory duties in relation to attendance and be capable of instigating legal action following appropriate protocols.

•Work with school and other agencies to reduce persistent absence, improve social/educational inclusion, and behaviour.

•To monitor whole school attendance data and advise key staff of trends, concerns and referrals.

•Undertake duties commensurate with the Safeguarding agenda for children including representing the school at Child Protection meetings and conferences in order to contribute to quorate decision making.

•To refer cases to the School’s Designated Person for Safeguarding (Child Protection).

•Lead the co-ordination of any holiday provision across the school.   
•Work to the demands of the post and meet deadlines.   
•Handle sensitive information in line with School policies.

**Main Duties**

•Meet parents and pupils (regular and unannounced home visits are an essential task of the job) to agree action to reduce absence and improve attendance.

•Attend meetings, contribute to Single Assessment and represent the School at Team Around the Child meetings.

•Undertake the duties of Lead Professional as required.

•Monitor and record the outcomes of planning with parents/pupils to improve attendance, maintain efficient and contemporaneous notes and records.

•Maintain electronic casework records and paper files.

•Be able to produce and interpret various data for maximum impact on raising levels of attendance.

•Be computer literate and able to use various applications including SIMS software.

•Take appropriate and legal action in case of non-compliance/non-cooperation/failure to fulfil responsibilities in relation to unauthorised absence.

•Undertake investigations commensurate with the Police and Criminal Evidence Act 1984 and the Codes of Practice thereto, and provide the best evidence as necessary for court action.

•Give advice and support the School on policies/procedures/strategies in relation to the whole School approach of managing attendance.

•Monitor the effectiveness of the School policies/procedures/strategies in relation to a whole School approach to managing attendance.

•Report on the effectiveness of School policies/procedures/strategies in relation to whole School attendance and inclusion.

•Undertake attendance/registration inspection and whole school audits.

•Work with agencies within and outside Children’s Services to ensure a co-ordinated approach to improving school attendance and alternative provision, in order to support optimal attainment by pupils.

•To act as Deputy Safeguarding Lead and work alongside the Safeguarding Lead.

•Car owner essential as is a willingness to work outside normal hours if necessary.

The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations.

# Support to Pupils, Parents and the Community

* Supporting parents and students in crisis, liaising with identified personnel.
* To support staff by maintaining a high profile around the school.

**Support to School** (this list is not exhaustive and should reflect the ethos of the school)

* Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
* 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.
* Be aware of, support and ensure equal opportunities for all.
* Contribute to the overall ethos/work/aims of the school.
* Appreciate and support the role of other professionals.
* Attend and participate in relevant meetings as required.
* Participate in training and other learning activities and performance development as required.
* Assist with pupil needs as appropriate during the school day.

**Behavioural Attributes**

* Has a friendly yet professional and respectful approach, which demonstrates support and shows mutual respect.
* Open, honest and an active listener
* Takes responsibility and accountability
* Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.
* Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations
* Is committed to the provision and improvement of quality service provision
* Is adaptable to change/embraces and welcomes change.
* Acts with pace and urgency being energetic, enthusiastic and decisive
* Communicates effectively
* Has the ability to learn from experiences and challenges
* Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills**.**

***Note 1:***

***In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:***

* ***Motivation to work with children and young people.***
* ***Ability to form and maintain appropriate relationships and personal boundaries with***
* ***children and young people.***
* ***Emotional resilience in working with challenging behaviours and***
* ***Attitudes to use of authority and maintaining discipline.***