



Job Description

Job Title:	Education Welfare Officer
Salary Range:	Part-time £31,590 (TPAT Pay Scale Point 10) pro-rata
Hours:	37 hours a week, term-time only
Responsible to:	Attendance and Inclusion Lead
Important Internal Relationships:	Headteachers, Senior Leadership Teams, DSLs, SENDCo, Pastoral Teams, Students, Teachers and Support Staff
Important External Relationships:	Headteachers from Partnership Schools, Parents, Council Education Welfare Team, Social Services staff, Special Education and Child & Family Services, Careers Advisors, General Practitioners, Youth Service, Health Visitors, Police and Probation Services, Youth Offending Team, NSPCC and Voluntary Agencies

Main Purpose of Job:

To ensure the schools adhere to the Trusts Attendance Strategy and where appropriate discharge the Local Education Authority's duties concerning school attendance and the welfare of children under the Education Act and 1989 Children Act (Education Supervision Orders)

To provide a professional service to identify and assess the needs of children where there is concern in relation to school attendance, behaviour, achievement and their general welfare. To take consistent and effective action in line with the Trust's Attendance Strategy to improve pupil attendance and reduce persistent absence from school.

Main Duties and Responsibilities:

1. To provide welfare support for children in identified schools, in particular, support school staff to implement the tiered response of the trust attendance strategy, investigating matters affecting school attendance of children and to intervene swiftly and effectively to improve attendance and reduce persistent absence.
2. To liaise with the SENDCo, and, where appropriate, contribute information towards the identification, assessment and support for students' special educational needs in accordance with the Special Education Needs and Disability Act.
3. In cases of poor school attendance and / or welfare issues the Welfare Officer will support staff to assess the situation and ensure suitable adjustment and support is offered to remove barriers to attendance. Liaising with the appropriate professional, identifying where students are in need of additional support and implementing appropriate support and intervention strategies.
4. To act as Supervising Officer for Local Authority issued Education Supervision Orders.
5. To liaise with the Local Authority, prepare Education Welfare reports for court and to attend court as required by the Local Authority Legal Team and Education Welfare Service Attendance Lead.
6. To work with other members of the school's attendance and pastoral teams and Deputy/Assistant



Headteachers in ensuring Penalty Notices requests meet the criteria as laid out in the Local Authority's Code of Conduct

7. To proactively maintain and develop contacts with other appropriate statutory and voluntary agencies for the benefit of students.
8. To attend multi-disciplinary case conferences and inter agency meetings as required and liaise as necessary.
9. To work proactively with school staff and other professionals to devise and monitor alternative education packages for disaffected or underachieving students within the social inclusion guidelines.
10. Instigate the Trust Tier 3 process for statutory intervention with parents and carers and ensure that a range of adjustments and support, where appropriate, have been offered to support children and young people whose attendance is poor, particularly those who are disadvantaged, disillusioned and disaffected, and their family as appropriate.
11. To act as lead professional, where appropriate, and work in line with the Working together to improve school attendance statutory guidance for co-ordinating and leading on multi-disciplinary support, identifying which team or service will be best placed to support the family and their needs.
12. Support school staff to create and implement pupil support plans as part of Tier 2 for targeted intervention to ensure that adequate adjustment has been offered as directed by the Deputy/ Assistant Headteacher /School Attendance Lead.
13. Support the school's Attendance Co-ordinators/Managers/Officers, attendance team and pastoral team, attending attendance team meetings where possible to ensure that the children's whose attendance at school is frequently disrupted with weeks broken by absence are dealt with effectively, with suitable monitoring and review procedures in place to track pupils' attendance.
14. To monitor and track schools tiered response and to use this data to support school staff to intervene in line with the trust strategy and ensure swift identification of groups of vulnerable young people and children, evidencing the impact of the tiered system through improvement in attendance, a reduction in persistent absence and improvement in engagement and progress.
15. Advise students and parents about attendance and education matters as required and encourage positive home / school relationships which may involve mentoring, building of self-esteem, mediation and conciliation.
16. In partnership with attendance, safeguarding and pastoral teams, and senior school staff, ensure that students whose absences are causing concern are identified and followed up appropriately including home visits where required.
17. To compile and maintain accurate and up to date case files and have these files available for internal and external scrutiny/audit.



18. To contribute pro-actively and with a preventative emphasis to relevant areas of school policy and implementing the Trust Attendance Policy.
19. Contribute to inter agency safeguarding work and support the school's Pastoral team to fulfil its responsibility in child protection matters.
20. To proactively identify, attend and complete training as directed. To have, or work towards the appropriate qualifications for this role.
21. To carry out administrative tasks associated with the above duties as directed by the Trust Attendance and Inclusion Lead and Assistant/Deputy Headteacher.
22. To offer mentoring support and guidance where appropriate on an individual basis where secondary pupils need adult support and advice.
23. To maintain confidentiality of information acquired in the course of undertaking duties for the schools, in line with TPAT Data Protection Policies and GDPR.
24. To undertake other duties appropriate to the grading of the post as required.
25. To play a full part in the life of the school communities, support each in its distinctive mission and ethos and to encourage staff and students to follow this example.
26. The post holder is responsible for his/her own self development on a continuous basis.
27. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the School's Equality Policy, Code of Conduct and IT Acceptable Use Policy, Trust policies and national legislation.
28. To be aware of and would work in accordance with the Keeping Children Safe in Education statutory guidance, adhering to school's safeguarding policy and procedure in order to safeguard and promote the welfare of children and raise any concerns following the school and the Trusts reporting process.
29. This post will require the postholder to undertake lone working with visits to family homes and community buildings.

General / Other

This job description is not exhaustive and does not form part of your contract of employment. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document will be reviewed annually as part of the appraisal process or as appropriate.



The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

PERSON SPECIFICATION – Education Welfare Officer

Person Specification	Essential	Desirable
Relevant Experience	<p>One or more of the following: A demonstrative level of experience of working with children and their families of the relevant age in a learning environment. Teacher with Pastoral experience or work in a comparable profession. Working in Education setting. Education Welfare Work Social Work</p> <p>Experience of working with children with challenging behaviour.</p>	<p>Experience of working in an education welfare or pastoral/family support role in a school setting.</p> <p>Evidence of continuing personal and professional development relevant to the post.</p>
Education and Training	<p>Minimum of education to HND level (NVQ Level 4) or equivalent.</p> <p>English and Maths qualifications to a minimum of GCSE grade C or equivalent.</p> <p>Qualification in Child Psychology, Education Welfare, Mentoring or equivalent qualifications or experience.</p> <p>Relevant Child Protection and Safeguarding training.</p>	<p>Qualifications in Social, Emotional, Behavioural and Attendance difficulties or equivalent.</p> <p>Education degree/diploma level. Counselling qualification. Youth and community qualification. Pupil behaviour management training. Learning Mentor training.</p>
Specialist Knowledge and Skills	<p>Knowledge / understanding of Education in relation to school attendance, children’s right to an education and legislation in these areas.</p> <p>Strong IT skills, including use of Microsoft Office</p>	<p>Experience using Arbor Management Information System for attendance</p> <p>Mediation/Conciliation</p> <p>Freedom of Information</p> <p>ICT Skills</p>



	<p>Knowledge of a particular area of the curriculum or children's needs (i.e. inclusion, behaviour).</p> <p>Ability to create inspiring targeted pupil support plans based on a pupil's needs to improve attendance and academic progress</p> <p>Excellent written and oral skills and ability to be diplomatic and work on a one-to-one basis in the community and with schools and partner services.</p> <p>Proven ability to read and write clear and timely reports, records and reviews as needed</p> <p>Skills to motivate pupils and parents to engage and take responsibility for their education and learning.</p> <p>Ability to use data to set targets for attendance and to review impact against these targets.</p> <p>Evidence effective Multi Agency Working</p> <p>Interpersonal skills and the ability to work as an effective member of the team.</p> <p>Energy, enthusiasm and the ability to demonstrate initiative and independence on a daily basis. Adhering to timelines – ability to work under pressure and target resources effectively Autonomy – manage work load effectively with minimal supervision, whilst seeking advice and help appropriately Have the ability to inspire, motivate and lead children and adults.</p>	<p>Able to plan effectively.</p> <p>Awareness of the SEN Code of Practice and guidance on meeting SEN.</p>
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<p>Any Additional Factors</p>	<p>A passion for engaging pupils and an interest in all areas of pupil progress.</p> <p>Able to work well under pressure.</p> <p>Ability to communicate with a variety of people.</p> <p>To be aware of and demonstrate adherence to policies and procedures both nationally and locally e.g. Health and Safety, Lone Working, Data Protection, Safeguarding, Achieving High Attendance and Equality and Diversity.</p> <p>The normal duties of the role may involve travel on a regular or occasional basis. It is a condition of employment that the role holder can exercise satisfactory travel mobility in order to fulfil the obligations of the role. For those journeys where an alternative form of transport is unavailable or impracticable the role holder will be required to provide a suitable vehicle.</p> <p>The duties of this role may involve the requirement to work outside of normal office hours and it is a condition of employment that you exercise satisfactory level of flexibility in order to fulfil the objectives of the role.</p> <p>An awareness, understanding and commitment to the protection and safeguarding of children and young people.</p>	<p>Ambitious and have a clear personal career path and development strategy.</p> <p>Adopt a reflective approach towards professional decision making.</p>



**Truro and Penwith
Academy Trust**

Truro and Penwith Academy Trust is a supportive and collaborative organisation with one primary focus: the improvement of teaching and learning within Cornwall.

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