

# Job Description



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| <b>CHILDREN AND YOUNG PEOPLE'S DIRECTORATE</b> | This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment   |
| <b>SCHOOL</b>                                  | Meynell Primary School  |
| <b>POST TITLE</b>                              | Education Welfare Officer   |
| <b>ROLE PROFILE</b>                            | LD3   |
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| <b>GRADE</b>                                   | 4   |
| <b>RESPONSIBLE TO</b>                          | Inclusion Manager   |
| <b>RESPONSIBLE FOR</b>                         |   |
| <b>HOLIDAY AND SICKNESS COVER</b>              |   |
| <b>PURPOSE OF JOB</b>                          | To work within the remit of the school attendance policy and procedure to improve levels of student attendance. To work with students and their parents/carers, to re engage these children with education. |
| <b>RELEVANT QUALIFICATIONS</b>                 | Good standard of literacy & numeracy<br>Experience in Local Authority/Multi Agency environment  |

## **JOB DESCRIPTION FOR POST OF:- Education Welfare Officer**

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

The postholder must at all times carry out his/her duties and responsibilities within the spirit of Tapton School Academy Trust Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

#### **Attendance monitoring under the direction of the Inclusion Manager**

- Ensure that school/s continue to improve the attendance of students by challenging absence accordingly.
- Undertake home visits to those students that are persistently absent, identifying reasons for non-attendance, working closely with families and others to achieve regular attendance.
- Monitor attendance of key students, provide immediate response in the event of an absence, liaising with the Inclusion Manager to ease return to school with appropriate support.
- Attend parents' evenings and whole school events.
- To meet parents on a regular basis to discuss attendance strategies and draft parental agreements.
- To attend Attendance Panel Meetings alongside other school representatives and representative from the MAST Team.
- To provide guidance, support and advice to all staff regarding the attendance protocols and procedures for the school including statutory legislation
- Provide advice and support to families in identifying and understanding barriers to students achieving their full potential.
- Apply a range of persistent and pro-active approaches to engage with families with a range of needs who may be resistant to using services.
- To identify risks to good school attendance and ensure effective measures are in place to reduce or eliminate risk.
- To support the LA's legal response to non-attendance including decisions on penalty notices and court referrals
- Aid transition from Primary to Secondary for students where attendance is a concern.
- To undertake Attendance interviews in school with individual students.
- To alert the Inclusion Manager to any concern/issues relating to student welfare identified whilst working with students and/or parent/carers.
- The ability to converse at ease with members of the public and students and provide advice in accurate spoken English is essential to the role

## **Attendance Reporting**

- Monitor the systems and procedures for monitoring and recording absence to ensure best practice
- Ensure the accurate and timely reporting and analysis of all attendance data
- Provide accurate attendance information to school management, and other agencies as appropriate
- Maintain accurate records of parental meetings, home visits and actions proposed to support the work of the Inclusion Manager and to support the preparation of cases for further action.

All the above duties and responsibilities to be carried out in accordance with Tapton School Academy Trust Policies, and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

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| <b>ISSUE DATE:</b> |
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