

BEACON ACADEMY

JOB DESCRIPTION - EDUCATION WELFARE OFFICER

Reports to: Headteacher & Leader of Attainment, Behaviour, Attitudes & Culture

Grade/Spinal Column Point: SCP 20

1. Purpose of Job:

To facilitate and intervene as required to ensure that all children attend school regularly and receive appropriate education to meet their needs either at school or otherwise and to provide an education welfare service for students and their families at the academy.

Undertake a comprehensive assessment of the child and the family's social, emotional and educational needs within legislation and government guidelines.

2. Main Responsibilities:

- To act as children's education advocate and to facilitate the educational partnership between home, school, community and local authority, by support, liaison and negotiation; and where conflict arises, to give paramount consideration to the interests of the child. To make home visits and transport students to and from school, where necessary.
- To establish, develop and maintain relationships with staff in order to examine joint issues experienced by children, which may prevent them from making the most of their educational opportunities and achieving their full potential
- To consider referrals and initiate strategies to support and resolve issues relating to poor school attendance. Complete regular register checks and provide leadership with recommendations and advice of action to be taken to improve attendance
- To undertake an assessment of the child and the family's needs in accordance with the common assessment model and to formulate intervention plans, where appropriate in accordance with Child Protection Board guidelines
- To provide support and advice to parents on the interpretation and completion of documentation relevant to a child's needs
- To monitor and ensure that all children have access to appropriate education provision and to contribute to the pupil tracking initiatives
- Organise and chair Academy Panel meetings – implement and monitor attendance targets.
- Weekly register view in order to identify students for letters of concern, AAP meetings, Headteacher Academy Panel meetings, local authority panel meetings and prosecution referrals.
- Maintain accurate registers.
- To take statutory action over non-attendance cases when necessary, including presentation of cases in court, under the Education Act 1996 and the Children Act 1989; and to be the designated supervisor for Education Supervision Orders. Prepare court papers for low school attendance and non-payment of holiday penalty notices, notices of intent to prosecute, penalty notice requests and any other associated paperwork.

- Arrange and attend all multi agency meetings, as required, in respect of allocated casework. Initiates recommendations resulting from these meetings
- Maintains accurate, up to date and relevant documentation on casework and is responsible for administrative duties commensurate with the post
- Maintains a working knowledge of legislation and guidance relating to Child Employment and licenses in order to advise employers, staff and the public. Visits employers' premises in support of child employment
- To work in partnership with the Humberside Police to carry out truancy sweeps following government and DfES guidelines, collate and action information recorded on the truancy sweeps
- Develop links with the local authority, statutory, voluntary and private agencies delivering services to children and families, working with these agencies to agree actions in response to referrals.
- Raises the profile of attendance within the school and community by working to develop procedures and initiatives aimed at raising attendance.
- To contribute pro-actively and with a preventative emphasis to relevant areas of school policy and planning, including the development of a whole school attendance policy and liaison with governors, as appropriate.
- To ensure strict confidentiality in all areas of work.
- To comply with the Trust and academy's policies and procedures at all times.

3. Supervision/Management of People

The post entails no supervision or management responsibilities

4. Creativity and Innovation

- Required to be highly innovative in methods of engaging children, parents/carers and staff in ensuring satisfactory school attendance
- Design training programmes, workshops and presentations for delivery to pupils, parents and staff, disseminating appropriate information as required
- Devise innovative solutions to challenges aimed at improving school attendance
- Contributes to the development of procedures aimed at enabling the referral and monitoring system to work effectively

5. Contacts & Relationships

- Pupils, Principal, Staff, Education Welfare Officers, Child Protection Co-ordinators, SENCO's, Child Care, Parenting Officers, Youth Service, PA Connexions Workers, Children's Fund Workers, Youth Offending Team, Police, Nurses, School Nurses, Health Visitors, Consultants and GPs, Educational Psychologist, Parents/Carers, Pupils, Members of the Public, PRUs, SEN Section, Governing Body Clerks, Parent Partnership, CAFU, out of area Education Welfare Services, Young Carers, Young Parents, Bi-Lingual Support, Race Equality Council, Employers and others

These contacts are on a regular basis and involve complex issues associated with multi agency working. Work is also of a sensitive nature. The post holder must maintain confidentiality and should be able to deal with issues of a sensitive nature with tact and diplomacy.

6. Decisions

- The postholder will normally work with a high level of autonomy within a strategic framework set by line management
- Makes decisions on the most appropriate interventions required to achieve required outcomes for individual cases
- Exercises discretion as to the appropriate level of remedial action eg., prosecution, referral to Parenting Officer
- Decides when it is appropriate to issue a final warning notice of intention to take legal action.
- Following assessment of information supplied, decides on causes and potential remedies to issues around school attendance
- Decides when child protection issues should be notified to the Child Care Service
- The consequences of these decisions will have far reaching effects on the children and their families

7. Resources

- Mobile Phone
- Confidential work files and casework

8. Work Environment

Work Demands: Conflicting demands through meeting deadlines and achieving measurable performance. Alongside responding to requests for support, involvement and guidance from other officers.

Physical Demands: Whilst the office based duties will require normal physical effort, there will be periods when, in the course of their duties, the postholder will be subject to situations which will require some physical effort. Staff are required to undertake restraint training.

Lifting and carrying heavy files from workplace to car.

Working Conditions: Office based and working in people's homes, schools and the community.

Work Context: There is a risk to personal safety when making home visits and carrying out truancy patrols. There is also the potential risk of contracting contagious diseases/viruses through contact with families.

Mobile phones and/or personal alarms are provided to all Education Welfare Service staff and training/awareness has been given on lone working procedures. A policy on reporting at the end of the working day is in place.

9. Knowledge & Skills

- Good interpersonal skills
- Knowledge of information, relevant degree, diploma or professional qualification or equivalent
- A knowledge of education and welfare services, procedures and legislation
- Sound knowledge of legislation and key issues affecting the work of the Education Welfare Service

- Knowledge of the legal and practice framework relating to children and education
- An awareness of the range of external agencies involved in the support of children
- Knowledge of current Child Protection legislation and procedures
- Negotiating skills
- Counselling and advocacy skills
- Good communication skills
- Technology systems i.e., work/email/internet
- Knowledge of data protection and human rights legislation and guidance
- Ability to plan, prioritise and complete own workload to meet pre-determined target dates.
- Report writing and the presentation of information to targeted audiences

Motivational Leadership

Creating the vision

Promoting a culture of innovation and continuous improvement

Leading and driving change

Leading by example

Forward Planning

Understanding and advocating the needs of the community and the organization

Setting standards and targets

Developing policies and plans

Harnessing the resources

Managing Delivery

Implementing policies and plans

Reviewing and re-allocating resources

Reviewing and managing progress

Managing & Developing Performance

Embedding a performance culture

Being accountable and empowering others

Developing and recognizing performance

Decision making and problem solving

Being accountable for problems and decisions

Taking decisions

Creating solutions to options

Taking risks

Developing Team and Partnership Working

Owning and committing to shared goals

Building teams and partnerships

Understanding and valuing roles and contribution

Communicating Effectively

Providing information, feedback and advice

Influencing and persuading

Seeking information and feedback

Using different skills, styles and approaches

10. General

- Job Evaluation – This job description has been set out in such a way as to allow for job evaluation using the GLEA Scheme as adopted by North East Lincolnshire Council.
- Other Duties – The duties and responsibilities in this job description are not restrictive and the postholder may be required to undertake any other duties, which may be required from time to time. Any such duties should not however substantially change the general character of the post.
- Equal Opportunities – The postholder must carry out his/her duties with full regard to the Council's Equal Opportunities Policy.
- Health & Safety – The postholder must carry out his/her duties with full regard to the Department's Health & Safety procedures.

