



JOB DESCRIPTION

Title: Education Welfare Officer

Grade: TPLTSS 6

Last evaluated: November 2023

Main purpose of the role

To promote positive attitudes towards regular school attendance on the part of students and their parents/carers. To improve levels of student attendance and engagement. To work closely with the school to fulfil its obligations under all relevant Legislation.

Main Duties and Responsibilities:

1. To help oversee Educational Welfare across the school and work closely with the attendance team and pastoral staff to improve school attendance for all students.
2. Conduct home visits to students in line with school policy, identifying and targeting student for reasons for non-attendance, working closely with parents/carers and other external agencies, to break down barriers to learning and achieve regular attendance.
3. Conduct weekly safe and wellness checks (home visits) for absent students
4. Attend and contribute to fortnightly inclusion meetings for all year groups
5. Manage a caseload of severely absent students, where attendance falls below 80% and implement strategies to improve attendance. Educational Welfare Officer roles is to ensure that prompt, consistent and rigorous intervention with poor attendance is robust.
6. Have responsibility for monitoring the attendance of most vulnerable students at the school, including Child Looked After students, those that meet the threshold for child protection, children identified as being in need, either by School staff or external agencies.
7. Work closely with the attendance lead to manage the process of addressing poor attendance across the school. Organising meetings as appropriate for vulnerable students ensuring all external agencies and relevant staff are invited
8. Liaise with Senior Leadership Team to address any attendance or welfare concerns
9. Communicate effectively with all external agencies including possible alternative provision
10. Arrange alternative education provision for students who are suspended from school from within other schools in the Trust.
11. Ensure effective communication/consultation as appropriate with the parents/ carers of students through phone, letter and home visits as relevant, ensuring student contracts are agreed and monitored.
12. Liaise with the local authority when cases of poor attendance reach the level of legal intervention. Manage the process of evidence sharing and represent the relevant school at court were necessary.
13. Aid transition from Primary to Secondary for students where attendance is a concern.
14. Undertake Attendance interviews in school with individual students.
15. Provide support for families experiencing hardship by way of increasing awareness to external support agencies
16. Run and share reports highlighting attendance concerns.

17. Using templates, create attendance letters as required – including but not limited to PCM invitations, did not attend letters, medical evidence letters, holiday letters etc) under the direction of the Assistant Principal for Attendance
18. Deal with 'N codes' and all registers, checking for accuracy and dealing with missing students, as required
19. Working with mental health and wellbeing intervention, liaising with key stakeholders regarding student wellbeing and providing welfare support to students and parent/carers working closely with the safeguarding team.
20. Maintaining the confidential records of support for all students referred. Preparation of reports and maintaining records relating to student referrals and subsequent counselling or support from school staff or other agencies.

Resources

There is no budgetary responsibility for this role

Line management/supervisory duties and responsibilities

The post holder will not have line management responsibility

Safeguarding responsibilities

This role works directly with students and is therefore classed as regulated activity. Details of our Child Protection & Safeguarding Policy can be found on Access and is available on request.

Be committed to safeguarding and promoting the welfare of children and young people.

Work Demands

Able to work to strict deadlines but also be flexible to deal with changing priorities and unforeseen circumstances which could be lengthy to resolve.

Periods of concentration will be involved to ensure compliance documents and policies are accurate and produced to a high standard. Also data entry is accurate and external communications are prepared to a high standard and sent in a timely manner

This role involves a significant proportion of travel in and around the local area, a full driving licence and use of a vehicle is essential.

Physical Demands

Normal physical effort required.

Working Conditions

Role is office based but may include visiting schools within the Trust for meetings or training

May involve dealing with challenging situations which can require conflict resolution and dealing with emotive situations.

Expectations of Jobholder

Be aware of and comply with all Trust policies as well as individual academy policies and procedures.

Contribute to the management of student behaviour and security.

Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post.

Demonstrate professionalism towards sensitive and confidential information.

Commit to professional self-development, through participation in training, to include any necessary health and training and annual safeguarding training.

Support the Trust's sustainability ambitions to reduce our carbon footprint and to act as responsible global citizens by reducing energy consumption and waste production at our schools.

Undertake such other duties as are commensurate with the grade of the post.

This job description only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out. This job description may be amended at any time following discussion between the line manager and member of staff and may be reviewed annually.

Skills/Qualifications

Please refer to the Person Specification for full details. Please note all original qualification certificates will need to be presented on the day of interview for verification and production of these certificates forms part of the conditional offer checks.

Person Specification

Job Title: Education Welfare Officer

Assessment criteria	Essential	Desirable
Qualifications	<p>Candidates will have a qualification in Literacy and Numeracy equivalent to GCSE Grade A* - C/Level 4 or above or level 2 on the national vocational framework.</p> <p>CQSW/DipSW or a willingness to work towards this.</p>	
Experience	<p>Experience of working with a wide range of agencies.</p> <p>Experience of working with school age children and parents/carers.</p>	<p>Experience of working in a statutory setting</p> <p>Experience of working in an education setting or social work setting</p>
Skills	<p>Effective communication skills, both oral and written</p> <p>The ability to meet deadlines</p> <p>Computer literate, with the ability to use databases and spreadsheets</p>	<p>Self-motivation and innovation of approach</p> <p>Ability to work independently and be able to demonstrate initiative</p>
Knowledge	<p>An understanding and knowledge of current education law and practises</p>	<p>Understanding of the services provided within education</p>
Personal competencies, qualities, attitude and behaviours	<p>A genuine respect and regard that promotes the welfare of children and young people</p> <p>Understand and respect the boundaries of confidentiality</p>	

	<p>Motivation to work with children and young people.</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</p> <p>Emotional resilience in working with challenging behaviours.</p> <p>Positive attitude to use of authority and maintaining discipline.</p>	
Equality	<p>An understanding, acceptance and commitment to the fundamental principles of an equal opportunities.</p> <p>To work in a way that promotes equality of opportunity and respect for diversity.</p>	
Safeguarding	<p>Evidence of a commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.</p> <p>To work in a way that promote the safety and well-being of children and young people.</p>	