

Ormiston Maritime Academy

Post:	Education Welfare Officer (EWO)
Location:	Ormiston Maritime Academy based
Salary:	OAT Grade 6, Spine point 20-25 (£32597 FTE - £36363 FTE) £28,038 - £31,277.69 pro rata per annum)
Status:	Permanent
Hours:	37 hours per week, 39 weeks per year
Responsible to:	Assistant Principal

Responsible for

To promote and secure high levels of student attendance, punctuality and engagement by working collaboratively with students, families and external agencies. The postholder will play a key role in reducing persistent absenteeism and ensuring statutory attendance duties are met.

Main duties and responsibilities

Attendance Monitoring & Intervention

- Monitor, analyse and report daily attendance data, identifying patterns of absence and lateness.
- Lead first-day response procedures, including contacting families of absent pupils.
- Identify and track persistent absentees (PA) and severe absentees (SA)
- Develop, implement and review targeted intervention plans for students with poor attendance.
- Conduct home visits where appropriate to engage families and remove barriers to attendance.

Family & Student Engagement

- Build strong, professional relationships with students and families to promote positive attendance behaviours.
- Support families in addressing underlying issues impacting attendance (e.g. mental health, safeguarding, housing)
- Deliver attendance meetings, parenting contracts and structured support plans.
- Provide advice, guidance and challenge to parents regarding their legal responsibilities.

Safeguarding & Wellbeing

- Work in line with safeguarding policies to identify and escalate concerns, including children missing in education (CME)
- Liaise with the DSL on vulnerable students
- Maintain accurate, confidential case records

Legal & Statutory Processes

- Support the implementation of legal interventions (penalty notices, prosecutions, referrals)
- Prepare documentation and evidence for legal proceedings where required
- Ensure compliance with statutory attendance guidance and school policies.

Multi-Agency Working

- Liaise with external agencies such local authority, social care, early help and alternative provision providers.
- Attend multi-agency meetings, case conferences and reviews.

Data & Reporting

- Maintain accurate attendance records using MIS system (Arbor)
- Produce regular attendance reports for SLT and governors
- Analyse data to inform strategic attendance improvements plans

Whole School Attendance Culture

- Contribute to the development of a positive school attendance culture
- Support attendance campaigns, rewards and incentives
- Delivering assemblies or small group interventions promoting attendance

General Responsibilities

- Be aware of, promote and comply with policies and procedures relating to safeguarding, child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, and support, differences and ensure equal opportunities for all.
- Maintain confidentiality of information acquired while undertaking duties.
- Ensure that work is completed in compliance with relevant legislation and procedures relating to this role.
- Ensure GDPR principles are embedded in normal working practices.
- Postholders may be required to work flexibly to meet the business needs. All staff are required to partake in performance management and training activities.
- The above list is not exclusive or exhaustive, and the school may require the post holder to undertake duties commensurate with the level of the role. As part of your wider duties and

responsibilities, you are required to be promoted and actively support the Academy's responsibilities towards safeguarding.

- The Trust expects employees to deal with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Academy's Code of Conduct and the equality policy objectives

DBS

- An enhanced disclosure and barring check will be a requirement of the post.

Education Welfare Officer - Person Specification

Qualifications	Essential E/ Desirable D
GCSE (or equivalent) including English and Maths	E
Attendance or safeguarding related training	E
Qualification in Education, Social Work, Youth Work or similar	D
Experience	Essential E/ Desirable D
Experience working with young people in an educational or social care setting	E
Experience working with families from diverse backgrounds	E
Experience managing challenging behaviour or situations	E
Understanding of barriers to school attendance	E
Previous experience in an attendance, EWO or safeguarding role	E
Experience of home visiting	D
Experience working in a secondary school	D
Knowledge & Skills	Essential E/ Desirable D
Full UK driving licence and access to a vehicle for home visits	E
Knowledge of attendance legislation and statutory guidance	E
Understanding of safeguarding and child protection procedures	E
Awareness of factors contributing to poor attendance (mental health, SEND, socio-economic influences)	E
Knowledge of local authority processes relating to attendance enforcement	D
Understanding of trauma-informed practice	D
Strong communication and interpersonal skills	E
Ability to challenge and support parents appropriately	E
Excellent organisational and case management skills	E
Ability to analyse attendance data and identify trends	E
Resilience and ability manage difficult conversations	E
IT proficiency (MIS systems, Excel, reporting tools)	E

Personal Attributes	Essential E/ Desirable D
Commitment to the values and ethos of Ormiston Maritime Academy	E
Positive mindset and passion for overcoming barriers to learning	E
Flexible, proactive and enthusiastic approach to work	E
Reliable, punctual and professional	E
Additional Requirements	Essential E/ Desirable D
Willingness to undertake relevant training (e.g. Safeguarding, First Aid, Trauma- Informed Practice)	E
Commitment to maintaining confidentiality and high standards of Health and Safety	E
Enhanced DBS clearance and satisfactory employment checks	E