



Commitment to others, Commitment to learning.

Chronicles 28:20 *Be strong and courageous, and do the work.*

Do not be afraid or discouraged, for God is with you.

Job Description

Job Title	Education Welfare Officer
Grade and Salary Range	G8, SCP 18 - 23
Hours	37 hours per week, term time plus 5 inset days
Contract type	Fixed Term
Reporting To	Assistant headteacher (DSL)
Additional Information	Contracted hours will need to be flexible as the successful candidate will be required to accommodate appointments before and after school opening times.

Job Purpose:

- 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 Local Authority to fulfil its obligations under all relevant Legislation
- To facilitate and encourage cooperation, communication and understanding between the school and home. This will involve working closely with parents, staff, social care and other agencies that support the welfare of children
- To support the TOA attendance strategy through early identification and intervention
- To ensure that the needs for Young Carers are met and profiled across the school.

Key Accountabilities:

- Attend weekly attendance panel(s) to discuss whole school attendance and actions and to review interventions and for timely referrals to be made.
- Meet with parents in school to discuss attendance concerns
- Visit parents at their home address who fail to engage with the school.
- Conduct home visits to students in line with school policy, identifying reasons for non-attendance, working closely with families and others to break down barriers to learning and achieve regular attendance
- Provide advice and guidance on the school's attendance processes and share good practice
- Support the school in identifying the attendance of their vulnerable groups and recommending actions for improvements
- Support students with interventions based on attendance and wellbeing
- Support parents with interventions and signposting to external support
- Issue Penalty Notice Warnings and action Penalty Notices in line with the Local Authority protocol.
- Complete documentation for cases to be progressed to the Local Authority for legal proceeding



- Refer to social care and other agencies when necessary and in liaison with the DSL
- Attend Child Protection Conferences, Team Around Family/Child meetings and Core Group meetings as directed
- Represent the school at external meetings e.g. Social Services Case Conferences, Child in Need Meetings
- Produce reports summarising attendance data for local, RLT and National attendance and update DSL weekly with casework
- Attend the OCC and RLT attendance drop in sessions and feedback to the DSL
- Aid transition from Primary to Secondary for students where attendance is a concern
- Lead Reduced timetables
- Support the School's 'Student mental health and wellbeing strategy' undertaking training as required and delivery of face to face student support

Key Contacts and Relationships:

- All school employees
- Senior Leaders
- External agencies
- Parents
- Students

Emotional Demands:

- Dealing with very sensitive issues
- Dealing with students and parents who may sometimes make emotional demands
- Decision making to decide what interventions/actions should be in place for vulnerable students and/or families

The Oxford Academy and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Academy as part of the River Learning Trust need to be aware that they may be asked to perform tasks and be given responsibilities not specified on this job description.

Person Specification

	Essential	Desirable
Qualification & Experience	<ul style="list-style-type: none">• Five GCSE's or equivalent including English & Maths• Evidence of engagement in professional development.	<ul style="list-style-type: none">• Experience of working with students with SEND• Experience of working with students with EAL



	<ul style="list-style-type: none">• Experience of working with vulnerable students and their families.	<ul style="list-style-type: none">• Experience of working in a school setting• Further training or qualification relevant to the role• Full and Relevant Level 6 (Degree) qualification• DSL trained
Knowledge & Skills	<ul style="list-style-type: none">• Proven significant experience in dealing with safeguarding and child protection matters• A sound working, up to date and maintained knowledge of Safeguarding policies and relevant guidance and legislation• Experience of working with and managing relationships with external agencies.• Experience of working in a professional capacity in education/social work or teaching with children to statutory school age.• Excellent interpersonal skills, with the ability to quickly build strong relationships• Ability to prioritise and use initiative• IT literate• Demonstrate an understanding of the legal framework, and education law, affecting school aged children• Demonstrate an understanding of factors contributing to pupil absence and behaviors that interrupt continuing education.• Skills in dealing with confrontational behaviour and conflict• To work well with hard to engage parents• Organisational skills and the ability to prioritise workload• Ability to build relationships with all school employees, senior leaders, external agencies, parents and students• Ability to deal with very sensitive issues• Ability to deal with students and parents who may sometimes make emotional demands• Ability to to decide what	<ul style="list-style-type: none">• Experience of working with students with SEND.



	interventions/actions should be in place for vulnerable students	
Personal qualities	<ul style="list-style-type: none">• Job Specific Competencies:• Ability to remain calm under pressure• Flexibility in working patterns may be required• Car owner or access to mobility transport• Ability to be discrete and keep information confidential	<ul style="list-style-type: none">• The ambition to develop a career in education