



Pittville School
Ambition Respect Honesty Kindness

Job Description – Education Welfare Officer

Grade 6 Scale Points 15 to 20

Working Pattern: Term Time only plus all INSET days, 8.00am - 4.00pm - Monday to Friday

Reporting to: Deputy Headteacher

Key Responsibilities

- Under the guidance of senior staff; be responsible for improving school attendance and absence, family liaison/support and leading co-ordinated support.
- Encourage, enable and, where necessary, enforce the school attendance (or alternative education provision) of all children of school age in order to fulfil the Local Authority's statutory duty in this regard.
- Promote the welfare, appropriate development and protection of children and young people.
- Co-operate in the multi-agency/disciplinary network of support for children and young people to eliminate abuse and exploitation.
- Assist in the development and, where necessary, maintenance of effective home-school partnerships.

Main Duties / Responsibilities

- Work with the parents to help them understand and fulfil their legal responsibilities in relation to school attendance.
- Assist in the development of a partnership between the home and school.
- Support the school in fulfilling its statutory duties in relation to attendance and be capable of instigating legal action following appropriate protocols.
- Work with school and other agencies to reduce persistent absence, improve social/educational inclusion, and behaviour.
- To monitor whole school attendance data and advise key staff of trends, concerns and referrals.

- Undertake duties commensurate with the Safeguarding agenda for children including representing the school at Child Protection meetings and conferences in order to contribute to quorate decision making.
- To refer cases to the School's Designated Person for Safeguarding (Child Protection).
- Lead the co-ordination of any holiday provision across the school.
- Work to the demands of the post and meet deadlines
- Handle sensitive information in line with School policies.
- To maintain appropriate records, prepare assessments and reports; and provide statistics as required.
- To monitor attendance, organising meetings with parents and students to resolve matters of attendance.
- To ensure all registers are completed and no missing marks or unexplained absences remain and maintain an accurate system for students signing in and out of school.
- To produce and interpret information relating to attendance pattern and provide updates for staff on student attendance.
- Meet parents and pupils (regular and unannounced home visits are an essential task of the job) to agree action to reduce absence and improve attendance.
- To lead the identification of cases with senior and middle leaders. To take supportive/remedial action in respect of individual absentees to secure their regular attendance at school or other education provision including home and school visits as designated by the school.
- Attend meetings, contribute to Single Assessment and represent the School at Team Around the Child meetings.
- Undertake the duties of Lead Professional as required.
- Monitor and record the outcomes of planning with parents/pupils to improve attendance, maintain efficient and contemporaneous notes and records.
- Maintain electronic casework records and paper files.
- Be able to produce and interpret various data for maximum impact on raising levels of attendance.
- Be computer literate and able to use various applications and software.
- Take appropriate and legal action in case of non-compliance/non-cooperation/failure to fulfil responsibilities in relation to unauthorised absence.
- Undertake investigations commensurate with the Police and Criminal Evidence Act 1984 and the Codes of Practice there to, and provide the best evidence as necessary for court action.
- Give advice and support the School on policies/procedures/strategies in relation to the whole School approach of managing attendance.
- Monitor the effectiveness of the School policies/procedures/strategies in relation to a whole School approach to managing attendance.
- Report on the effectiveness of School policies/procedures/strategies in relation to whole School attendance and inclusion.
- Undertake attendance/registration inspection and whole school audits

- Work with agencies within and outside Children's Services to ensure a co-ordinated approach to improving school attendance and alternative provision, in order to support optimal attainment by pupils.

Key Contacts

- Daily involvement with the pastoral team, the senior team, and the inclusion team.
- Regular contact with parents and families to support improvements in behaviour.

Car owner essential as is a willingness to work outside normal hours if necessary. The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations.

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change.