



Job Description and Person Specification

Post title:	Education Welfare Officer
Accountable to:	
Grade:	ALP 7
Post holder name:	
Post holder signature:	

ROLE OVERVIEW:

To provide an education welfare service for children, their families and Academies within the Trust, with a secondary focus, ensuring children receive education appropriate to their needs, and obtaining the maximum benefit from education opportunities, by regular attendance at school or otherwise.

KEY ACCOUNTABILITIES:

MAIN DUTIES

- 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 monitor and coordinate day to day Academy attendance: Academy visits, home visits, liaison with outside agencies, learning mentors and pastoral teams.
- Identify students not meeting acceptable thresholds and ensure interventions are in place.
- Undertake referrals to external agencies to support students with attendance issues.
- To advise and support schools in the implementation of School Attendance Regulations and in the use of attendance statistics for the monitoring and management of school attendance.
- To take supportive/remedial action in respect of children with socially related, emotional/behavioural difficulties in school and those with special educational needs; and to provide advice and assistance for parents, carers and students in all matters related to exclusions from school.
- To prepare reports on attendance, including statistical analysis termly, annually and ad hoc as required e.g., for LGB meetings, presented for a range of audiences including ALT, Governors and other Trust partnerships.
- To support the re-integration of students after long-term absence period or from alternative provision.
- To work with Principals to gain maximum attendance and facilitate best practice.
- Assess and verify attendance difficulties including developing parental relationships gaining knowledge and understanding of absences, identifying and providing assistance and advice to parents/guardians, and when necessary, involvement in court proceedings.
- To establish constructive relationships and communicate with other agencies/professionals, in liaison with teachers to support achievement and progress of students.
- To refer to child protection procedures and escalate cases to the safeguarding team, as appropriate.
- To invoke the legal process for absence fines/court proceedings.
- To line manage administration staff, where appropriate.

SAFEGUARDING

- Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, PREVENT and our safeguarding and child protection policies).

- Work with the Designated Safeguarding Lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

CORPORATE RESPONSIBILITIES

- Show support for and uphold our ethos, value, all policies and procedures.
- Promote high standards in attendance, punctuality and appearance adhering to Staff Code of Conduct.
- Act with professionalism, integrity at all times, promoting the Trust values.
- To comply with any reasonable request from a Principal or other Trust Leader to undertake work of a similar level or commensurate with role and level of responsibility that is not specified in this job description.
- Comply with data protection legislation and follow the principles of GDPR.
- Promote a commitment to equal opportunities and anti-discriminatory practice adhering to the Trust Equal Opportunities Policy.
- Promote a work environment that protects people's health and safety and that promotes welfare, which is in accordance with the Trust Health and Safety Policy and legislation.

Note 1: The content of this job description will be reviewed with the post holder on an annual basis in line with the performance management cycle. Any significant change in level of accountability that could result in a change to the interim grade must be discussed with the post holder and representative where necessary.

PERSON SPECIFICATIONS: EDUCATION WELFARE OFFICER

Education & Qualifications	Essential	Desirable
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Attainment of GCSE grade C or above in English and Maths (or able to demonstrate equivalent numeracy and literacy skills to a level 2 standard of education.	✓	
Have or be willing to work towards NVQ 3 in Learning and support services for children, young people and those who care for them.	✓	
Counselling qualification		✓
DIP SW or CQSW.		✓
Education degree/diploma level.		✓
Teaching qualification.		✓
Youth and Community qualification.		✓
Experience		
Considerable experience of working in one or more of: • Working with Children, Young People and Families • Teacher with Pastoral experience or work in a comparable Profession • Education Welfare Work • Social Work • Working in Education setting	✓	
Having worked with vulnerable pupils.		✓
Knowledge & Skills		
Education Legislation	✓	
Child Protection	✓	
Multi Agency Working	✓	
Interpersonal Skills	✓	
Communication Skills	✓	
Ability to liaise with Principals and senior staff	✓	
Practical skills relating to planning and utilising individual learning programmes.	✓	
Counselling		✓
Mediation/Conciliation		✓
Freedom of Information		✓
ICT Skills		✓
Able to plan effectively		✓
Personal Attributes		
Customer focussed.	✓	
Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.	✓	
Open, honest and an active listener.	✓	

Takes responsibility and accountability.	✓	
Committed to the needs of the pupils, parents and other stakeholders and challenge barriers to providing an effective service.	✓	
Demonstrates a 'can do' attitude including suggesting solutions, participating, trusting, and encouraging others and achieving expectations.	✓	
Is committed to the provision and improvement of quality of service provision.	✓	
Is adaptable to change/embraces and welcomes change.	✓	
Communicates effectively.	✓	
Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	✓	
Acts with pace and urgency being energetic, enthusiastic and decisive.	✓	
Has the ability to learn from experiences and challenges.	✓	
Commitment		
Committed to Affinity Learning Partnership values and aims, acting as role model demonstrating professionalism and consistent high expectations at all times which supports the ethos of the Trust	✓	
Recognise and respect difference between individuals and play their part in making the Trust more inclusive, aware of and committed towards diversity and equal opportunities.	✓	
Committed to own continual professional development	✓	
Other		
Ability to travel to other Trust sites	✓	
Is fluent in the use of the English language	✓	