

Position: - Education Welfare Officer

Job Title:	Education Welfare Officer
Hours:	Full Time
Contract Type:	Permanent/Temporary
Salary:	Up to £30,000 depending on qualification and experience
Responsible to:	Headteacher/Senior Leadership Team

Job Description:

We are looking to employ an Education Welfare Officer to work closely with key staff in schools to identify and resolve attendance problems. Meeting parents and pupils at school or home to explain legal responsibilities. Helping families get benefits for school meals, transport or clothing.

General Main Duties and Responsibilities:

- 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.
- 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.
- 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 thereto, 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.

- Car owner essential as is a willingness to work outside normal hours if necessary

Education Welfare Officer – Personal Specification

	Essential:	Desirable:
Qualification:	<ul style="list-style-type: none"> • Educated to GCSE level or above • Professional qualification, such as. DipSW/DipConnexions / NPSLBA 	
Skills, Knowledge, Aptitude & Experience:	<ul style="list-style-type: none"> • Significant experience of working in a related area of work • Ability to prioritise workloads and manage time effectively • Demonstrable initiative in negotiating and problem solving skills • Ability to relate and deal effectively with clients and colleagues at all levels • Ability to assimilate, analyse and action information from a variety of sources • Ability to work with challenging families and be assertive but understanding, as appropriate • Ability to work as an effective team member • Self-motivation • Ability to use initiative • Good oral and written communication skills • IT skills with practical knowledge of Microsoft • Commitment to and understanding of Equal Opportunities and Child Protection • Proven track record of effective time / personnel management • Adaptable to changing demands and challenging behaviour / complex relationships • An understanding of legislation relating to school attendance • Ability to keep up to date with new legislation and guidance and advise others, where appropriate • Knowledge and understanding of the education system and local education authorities • Ability to work alone as well as part of a team • Excellent communicator skills in order to build positive relationships with children, parents/carers and school st • An ability to analyse situations and 	<ul style="list-style-type: none"> • Has a willingness to study for further appropriate professional qualification if necessary • Has other experience of working in a school education system • A proven track record of innovation coupled with a desire to further improve outcomes for young people and their families

	behaviour accurately <ul style="list-style-type: none"> • Good time management skills; • Good report writing skills; 	
Physical:	<ul style="list-style-type: none"> • Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995 • Ability to undertake manual work and to perform tasks 	
Personal Qualities:	<ul style="list-style-type: none"> • Excellent interpersonal skills • Flexible and adaptable, even under challenging situations • Ability to welcome, engage with and positively support all stakeholders • Actively promote the ethos of the school • Able to contribute to the whole school context • A willingness to work cooperatively and flexibly in order to deliver outstanding outcomes. • An ability to innovate and improve practices / policies / procedures • Tact, diplomacy and sensitivity 	

The setting is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. A full-enhanced Disclosure & Barring Service (DBS) and a pre employment health check will be obtained prior employment including satisfactory references checks.

You may contact us at:

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