

Post title	Education Welfare Officer
Reporting to	Headteacher
Working Time	37 hours per week all year round
Salary/Grade	G7 (SCP 26 – 29) unqualified G8 (SCP 30 - 33) qualified social worker

PURPOSE OF THE POST

The role is responsible for providing an education welfare service for children and their families for Airedale Academies Trust. To ensure in conjunction with others, that children receive education appropriate to their needs by regular attendance at school.

Responsible for	<ul style="list-style-type: none"> Proactively promoting good attendance and taking action where there are issues, carrying out the statutory duty of legal action where required Providing guidance and support for young people at risk and their families Ensuring the Safeguarding Policy is upheld and promoting the welfare of young people and to demonstrate this commitment in every aspect of this post
Liaising with	<ul style="list-style-type: none"> Senior Leadership Team, teachers and non-teaching support staff, local authority staff, students, parents/carers, Headteacher, Education Welfare Service, West Yorkshire Police, School Police Liaison Officer, Home Office, Neighbourhood Action, Reach Team, Social Services.
Working Conditions	<ul style="list-style-type: none"> The post holder works in a normal office environment, sometimes involving contact with volatile students/parents/carers. However, the jobholder will be expected to visit student's homes, often out of normal office hours, on a regular basis. The post holder may be required to work across the primary schools within the Multi Academy Trust.
Characteristics of the post	<p>The employment checks required of this post are:</p> <ul style="list-style-type: none"> Evidence of entitlement to work in the UK Evidence of essential qualifications Two satisfactory references Evidence of a satisfactory safeguarding check e.g. an Enhanced DBS Disclosure Confirmation of medical fitness for employment as required Registration with appropriate bodies (where applicable)

PERSON SPECIFICATION		
	Essential	Desirable
Qualifications/ Training	<ul style="list-style-type: none"> • Educated to A Level Standard • 5 GCSEs grade A* to C (or equivalent), including English and Maths • Willingness to undertake relevant training 	<ul style="list-style-type: none"> • A degree in Social Work or a Social Work qualification (Diploma in Social Work /Certificate of qualification in Social Work) or equivalent
Knowledge	<ul style="list-style-type: none"> • Clear understanding and knowledge of the legislation which supports the work of an Education Welfare Officer, including the Education Act, 1996, 2004, Children Act 1989, 2004 and Every Child Matters. • Knowledge and commitment to safeguarding and promoting the general health, safety and welfare of young people • Extensive knowledge of court procedures, and legislation, Penalty Notices for parents/carers, Education Supervision Orders and the challenges faced by students /parents/carers. 	<ul style="list-style-type: none"> • Substantial knowledge of relevant school attendance policies and procedures.
Experience	<ul style="list-style-type: none"> • Considerable experience of working as an Education Welfare Officer, preferably within an Academy context • Considerable experience of working with students and/or parents/carers within an education or social work environment. • Previous experience in the use of Microsoft Office. • Previous experience of presenting information to a wide audience. 	<ul style="list-style-type: none"> • Extensive experience of working in a social work environment • Experience of working with secondary age pupils
Competencies and other skills required	<ul style="list-style-type: none"> • Must be able to think logically & strategically and be able to deal with difficult/challenging situations/instances occurring within the Academy, at a given moment in time, in relation to student welfare and attendance. • Excellent problem solving, organisational and time management skills. • Highly developed communication and interpersonal skills, including counselling, negotiation and persuasive skills. • Understanding of how to deal with students, parents/carers, Governors, Year Group Managers, Teachers, Police, Social Services, Education Welfare Services, and 	

	<p>other outside agencies</p> <ul style="list-style-type: none"> • Ability to be reflective and self-critical. • Enjoys working with young people. • Leads by example with high professional standards • Time management skills • Flexibility • An effective communicator with pupils and colleagues • Must be able to act on own initiative at all times. • Ability to respond to crisis situations, take decisions and act on them. • Ability to chair CAF meetings and other multi agency meetings, when required. • Ability to apply intense emotional resilience on a day to day basis, dealing with students/parents/carers Issues in relation to student welfare and attendance. • An interest in educational issues. • A belief that everyone can benefit from, and has entitlement to, high quality educational opportunities. • A personal commitment to lifelong learning and continuous professional development. • Commitment to high standards, best value and continuous improvement. 	
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MAIN (CORE) DUTIES	
<p>Attendance and intervention responsibilities</p>	<ul style="list-style-type: none"> • Develop and maintain relationships with young people, their families and the wider community in order to facilitate and promote the importance of good attendance • Work proactively to support students on admission and implement strategies to assist transition for those students • Work closely with the Year Group Leaders for each Key Stage regarding strategies to promote good attendance • Ensure that appropriate interventions are put in place for individual students referred for attendance concerns and for groups of students, achievement groups and year groups where attendance patterns are causing concern. • Ensure that there is effective intervention to support the attendance of vulnerable young people 11-16 and provide intervention for all young people whose attendance has led to their identification as a potential NEET risk. • Work closely with the Assistant Principal to explore appropriate strategies and alternative timetables for students whose attendance is persistently a concern • Deliver one to one interviews and small group work with identified students to

	<ul style="list-style-type: none"> proactively promote good attendance • Support and work with the Assistant Principal to arrange alternative education for excluded students • Have weekly meetings with the Attendance team to check on students' attendance, giving advice and support on matters related to the attendance of the student and to feedback on matters from these meetings to the Safeguarding Team • Lead Attendance Panel/fast track meetings with parents and students • Attend in year admission meetings where attendance has already been identified as a concern • Liaise closely with Year Group managers and the Senior Leadership Team regarding the attendance of students and with the SENCO and the Child Protection Officer regarding the attendance of SEN, EAL and vulnerable students • Liaise with hospital, school and teenage pregnancy units as required. • Liaise with families to ensure that they are in receipt of benefits and support they are entitled to (including help with school meals, transport and uniform). • Provide supportive measures to implement and agree Parenting Contracts as required. • Advise and support parents/carers to meet their responsibilities with regard to relevant sections of the Education Act 1996 (namely s.443 and s.444). • Prepare relevant reports for PSP, SEN Annual Reviews and implement relevant recommendations arising from such meetings. • Complete and contribute to the completion of the Common Assessment Framework and share the chairing of CAF meetings as required. • Implement regular home visits and interviews with regards to attendance concerns. • Attend CAF, PSP, IEP and SEN annual review meetings as required ready to contribute advice which is personalised to the young person. • Maintain detailed records of work undertaken with individual students, write up case notes, communicating with parents as appropriate. • Responsible for implementing fixed penalty notices for parents/carers, and Education Supervision Orders.
Safeguarding responsibilities	<ul style="list-style-type: none"> • Liaise closely with the Designated Teacher for Safeguarding (or Deputy) concerning students with irregular attendance, particularly Looked after Children (LAC) and all safeguarding and Child Protection matters, co-operating with the Designated Teacher and Social Services in their role in the investigation and monitoring of Child Protection issues. • Participate in meetings where attendance, safeguarding and inclusion matters are to be addressed as part of a multi-disciplinary approach. • Attend CP and CIN meetings as directed by the Designated Teacher for Safeguarding (or Deputy) or Line Manager and be the Academy link as appropriate for CSE meetings.
Legal responsibilities	<ul style="list-style-type: none"> • Ensure that the Academy effectively implements statutory procedures in relation to attendance, liaising with the Education Welfare Service as required • Liaise with the Local Authority to issue Penalty Notices to parents/carers for their child's non-attendance at school and to implement and take the lead on Fast-Track to Prosecution. • Implement legal proceedings through preparation of notification of parental responsibility letters and summonses for prosecution of parents for their child's non-attendance or persistent lateness to the Academy. • Provide the prosecution's evidence for legal proceedings implemented as above and to appear at court proceedings on behalf of the Academy.

	<ul style="list-style-type: none"> • Act as the lead officer in relation to Education Supervision Orders or Academy Attendance Orders to ensure that appropriate action is taken in response to any court direction. • Prepare case papers for the prosecution of parents in relation to irregular attendance, including Section 9 witness statements, evidence gathering and appearances at court. • Ensure accurate collection and collation of data to enable the production of comprehensive statistics on prosecutions, outcomes and attendance rates.
Additional duties	<ul style="list-style-type: none"> • The jobholder will be required to accurately input highly confidential information into a database • To pay a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example. • To set a good example to students in terms of presentation and personal conduct. • Contribute to and uphold the vision and ethos of Airedale Academy. • Recognise own strengths and areas of expertise and use these to advise and support others. • Contribute to and uphold the vision and ethos of Airedale Academy. • Recognise own strengths and areas of expertise and use these to advise and support others.
Other specific duties	<ul style="list-style-type: none"> • To take responsibility for your own professional development, keeping up to date with research and developments in your field. • To engage actively in the performance management and review process.
	<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>

Date completed	December 2016
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