



W A T E R T O N

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Job Specification

Job Title: Education Welfare Officer

Grade: 8	£26,556 - £29,033FTE (Actual salary £23,816) (pro rata – Term Time Only)
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Reporting to:	Senior School Improvement Officer
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Location: Waterton Academy Trust and all Member Academies

Workstyle: Workplace based

Overall Purpose of the Post:

- Proactively promote good attendance across Waterton Academy Trust and take action where there are issues, carrying out the statutory duty of legal action where required
- Provide guidance and support for young people at risk and their families.
- Ensure the Safeguarding Policy is upheld and promote the welfare of young people and to demonstrate this commitment in every aspect of this post

Requirements for the post.		
	Essential	Desirable
Qualifications/ Training	CQSW, Diploma in Social Work Education/Welfare Service or equivalent.	
Knowledge	<p>Extensive knowledge and understanding of the Statutory requirements in relation to Student Welfare, Safeguarding & Child Protection.</p> <p>Substantial knowledge of relevant policies and procedures and the ability to interpret advice/statute and to devise policy/practice in the light of these</p> <p>Extensive knowledge of court procedures, and legislation, Penalty Notices for parents/carers, Education Supervision Orders and the challenges faced by students /parents/carers.</p> <p>Ability to work effectively across multiple schools and to adapt to and be effective in the context of each community</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities</p>	Working knowledge of a Multi Academy Trust
Experience	<p>Considerable experience of working as an Education Welfare Officer within an Academy/School environment.</p> <p>Considerable experience of working with students and/or parents/carers within an education or social work environment.</p>	Experience of working in a social work environment
Physical Skills	<p>Excellent keyboard skills in the use of computerised systems, including ability to develop and adapt management information systems.</p> <p>The postholder will be required to visit parents/carers/pupils in their own homes on a regular basis.</p>	
Competencies and other skills required	<p>Must be able to think logically & strategically and be able to deal with difficult/challenging situations/instances in relation to student welfare and attendance.</p> <p>Excellent Problem solving and time management skills are required.</p> <p>Highly developed communication and interpersonal skills, including counselling, negotiation and persuasive skills. Dealing with all stakeholders on a regular basis.</p> <p>Must be able to act on own initiative at all times. Ability to respond to crisis situations, take decisions and act on them.</p> <p>Responsible for implementing fixed penalty notices for parents/carers, and Education Supervision Orders.</p> <p>Ability to chair CAF meetings, etc., when required.</p> <p>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.</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities</p>	

Key Activities:

Attendance and Intervention Responsibilities

- Develop and maintain relationships with our pupils, their families and the wider community in order to facilitate and promote the importance of good attendance.
- Work closely with the relevant staff in each school regarding strategies to promote good attendance.
- Ensure that appropriate interventions are put in place where appropriate
- Ensure that there is effective intervention to support the attendance of vulnerable young people.
- Work closely with the relevant staff in schools to explore appropriate strategies for pupils whose attendance is persistently a concern.
- Deliver one to one interviews and small group work with identified pupils to proactively promote good attendance.
- Support and work with the Headteacher to arrange alternative education for excluded students
- Regularly monitor and report on pupils' attendance, giving advice and support to staff where required and feedback on matters 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 the relevant staff in schools 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 outside agencies 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 pupil.
- Maintain detailed records of work undertaken with individual pupils, write up case notes, send letters to parents/carers

Safeguarding responsibilities

- Liaise closely with the Designated Safeguarding Lead (or Deputy) concerning pupils with irregular attendance, particularly Looked after Children (LAC) and all safeguarding and Child Protection matters, co-operating with the Designated Lead 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 Safeguarding Lead (or Deputy) or Line Manager and be the Academy link as appropriate for CSE meetings.

Legal Responsibilities

- Ensure that the Academy Trust 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 the Academy 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 Trust.
- 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

General Responsibilities

- Contribute to and uphold the vision and ethos of Waterton Academy Trust.
- Recognise own strengths and areas of expertise and use these to advise and support others
- Promote team work and partnership working.
- Treat all with courtesy and consideration.
- Be aware and comply with all Academy Policies at all times.

Responsibility for Resources**Employees (Supervision):****Financial:**

Physical: The jobholder has responsibility for updating and safe-keeping of highly confidential pupil/parent/carer information.

Customers and Clients:

The jobholder works closely with students/parents/carers and outside agencies, on a regular daily basis, regarding student attendance.

Working Conditions:

Mainly office based, across the 7 academies. This is likely to increase to a maximum of 15 over the next 18 months

Characteristics of the post:

The ability to regularly attend home visits

Employees are encouraged to participate in training activities in order to enhance their own personal development.

The employment checks are required:

- Evidence of entitlement to work in the U.K.
- Evidence of essential qualifications – see page 1 of this job specification
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)

The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:

Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level.

Date completed: September 2016