

Job Description

Education Welfare Officer Grade 7

Main purpose of the post

To be responsible to the Headteacher at All Saints Catholic College¹

To work closely with the Headteacher, leadership teams teaching and support staff, pupils, parents, external agencies and other professionals and governors.

To work collaboratively with all colleagues and parents in order to ensure pupils achieve the best possible outcomes and support pupil well-being

To share expertise and skills with others

To be aware of and support difference and to ensure equal opportunities for all

To nurture and develop the Catholic ethos of the Trust

Responsibilities:

- To provide a comprehensive and high quality support service to the school to improve overall school attendance
- To assist in the planning, development, design, organisation and monitoring of whole academy, procedures and policies to ensure a consistent school-wide focus on students' attendance, using data and benchmarks to measure and monitor progress and set targets which will promote and sustain school improvement
- To record and monitor the attendance and punctuality of children
- To organise and lead on attendance panels and compile and write statutory action paperwork
- To advise the SLT on current and new legislation and best practice in accordance with attendance legislation and DfE guidelines
- To work with vulnerable students and families to devise and develop a range of alternative strategies and actions to promote attendance
- To assist with the safeguarding and welfare of children to ensure compliance with KCSiE 2023

¹ Please note that whilst the successful candidate will be appointed to Saint Paul's in the first instance, the Trust reserves the right to deploy staff at any of its schools depending on need, where agreement is reached with all parties.

Main duties:

- To implement a programme of regular monitoring of all school attendance
- To consult, advise and support the Assistant Head Teacher/SLT Lead for Attendance and other school staff on issues of attendance and absence. To consider a range of actions and alternatives and recommend implementation to the Assistant Headteacher/Lead for Attendance, in accordance with relevant legislation and DfE guidelines
- To understand and analyse school attendance, challenge and assist when appropriate
- To check registers on a regular basis, identify concerns, take and record appropriate action
- To regularly maintain all case records and files
- To assist in the collation, production and analysis of student attendance data
- To devise in-school programmes to promote the attendance of individual pupils. These may include gradual re-integration into schools through part-time timetables, in-school meetings with Progress Leaders and facilitating support groups of problematic attendees, and other appropriate activities suitable to individual circumstances
- To investigate the underlying causes of poor attendance in individual cases and target resources by effective intervention to maximise attendance. The effective intervention will involve liaison with parents/carers and may involve social services to address the specific needs of children
- To devise and develop a range of alternative actions to promote attendance
- To conduct home visits in order to pursue concerns about attendance and other welfare issues. To formulate during such visits strategies as appropriate to the family and to deal with the consequences
- To investigate the underlying cause of poor attendance, including liaison with parents and carers. To work with parents/carers and agencies as appropriate including Early Help Team, Childrens' Services, Social Services, medical and counselling services, alternative educational provision and devise and develop a range of support and actions
- To attend vulnerable pupil meetings
- To have a working knowledge of relevant Education and Child Care Legislations that has a significant influence on the functions of the Academy
- To be aware of child protection implications in all areas of Education Welfare Officer work and to follow the child protection procedures where necessary in consultation with the school's child protection officer as appropriate
- To be up to date with Ofsted criteria and judgements associated with school attendance
- To provide pupils and parents with an effective advice and support service. Liaise between pupil's home and school involving other support agencies as appropriate, including social services, education psychologists, tuition services, medical and counselling services
- To prepare paperwork for penalty notices for cases of non-school attendance and submit to the Local Authority
- To prepare witness statements for cases of non-school attendance for Magistrates Court. To attend and give evidence at such court hearings
- To mediate between school, parents and pupils including initiating and participating in meetings to discuss ways of resolving presenting problems

- To make value judgements in circumstances where pursuing legal action could be considered detrimental to the child's welfare
- To participate in training and other learning activities and performance development as required

General

- To attend training and administer basic first aid as and when required
- To maintain confidentiality relating to the staff and students of the school at all times.
- To be flexible and motivated and able to follow instructions and remain calm in difficult circumstances
- To undertake all duties with full regard to the Health and Safety at Work Act
- To contribute to the overall ethos, work and aims of the School and Trust
- To participate in training and other learning activities and performance development as required
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
- To be aware of and support difference and to ensure equal opportunities for all

This job description sets out the duties of the post at the time it was drawn up. The post holders may be required from time to time to undertake other duties within the school as may be reasonably expected, which are commensurate with the grade of this post

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves unachievable, job redesign will be fully considered.

Person Specification Education Welfare Officer

CRITERIA	ESSENTIAL OR DESIRABLE	HOW AND WHEN MEASURED *A/I/R/SP
QUALIFICATIONS		
Basic First Aid for which training will be provided.	D	A/I/R
Excellent numeracy, literacy and verbal communication skills	E	A/I/R
Up to date with changes in legislation relating to the welfare and safeguarding of children and young people	E	A/I/R
EXPERIENCE		
Experience of leading and managing staff and resources to provide an effective service	E	A/I/R
Experience of working effectively with children, young people and their families within the field of education, social care, youth work or other related area of work	E	A/I/R
KNOWLEDGE / SKILLS / ABILITIES		
Have a full knowledge and understanding of the legislator framework of schools and education.	E	A/I/R
Knowledge and understanding of legislation related to safeguarding children, child protection issues, special educational needs and the management of medicines in educational establishments	E	A/I/R
Excellent IT skills, including spreadsheets, databases, word processing, and internet/intranet /email.	E	A/I/R
Be willing to work towards presenting prosecution cases in court.	E	A/I/R
Self-motivation and personal drive to complete tasks to the required timescales and quality standard, including the ability to plan and prioritise own and teams workload and meet deadlines within fixed, sometimes conflicting timescales.	E	A/I/R
The flexibility and resilience to adapt to changing workload demands and new school challenges which may involve working beyond prescribed hours on occasion	E	A/I/R
Have the ability to organise, motivate and lead a team to provide an effective service	E	A/I/R
Have the ability to establish a positive performance culture and deliver continuous service improvement	E	A/I/R
The ability to build and maintain professional relationships with a wide range of people, both internal colleagues, external agencies, parents and families with the ability to generate confidence and challenge opinion, where necessary	E	A/I/R
Resilience and persistence and the ability to deal with sensitive issues in confidence and with integrity	E	A/I/R
To be an effective and persuasive communicator both verbally and in writing, for effective interaction with a range of contacts at all levels with the ability to produce accurate, good, quality letters, reports and documentation for key stakeholders.	E	A/I/R
PERSONAL STYLES / BEHAVIOUR		
To act with the utmost integrity at all times.	E	A/I/R
Commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of all stakeholders.	E	A/I/R

Commitment to continuous self-development	E	A/I/R
Commitment to professional standards and school improvement and acting as a role model to pupils in terms of professional dress and manner	E	A/I/R A/I/R
To maintain confidentiality relating to all staff and students of the school at all times.	E	A/I/R
To contribute to the Catholic ethos of the school	E	A/I/R
To be committed to equal opportunities	E	A/I/R
To uphold all aspects of safeguarding	E	A/I/R
To be willing to consent to apply for an enhanced disclosure and barring service check	E	A/I/R

***Application/Interview/References/Selection Process**

The CCCAT uses the appropriate CES application forms for each role advertised. This application should be fully completed and legible. **The supporting statement should be typed in Arial 12, not exceed 1300 words in length, be clear, concise and related to the specifics of the post advertised above in order to gain an interview**