

## JOB DESCRIPTION

<b>Job Title:</b>	Education Welfare Officer
<b>Salary:</b>	TPAT Point 10
<b>Responsible to:</b>	Attendance and Inclusion Lead
<b>Direct Supervisory Responsibility for:</b>	N/A
<b>Important Functional Relationships: Internal/External:</b>	Headteachers, Senior Leadership Teams, DSLs, SENDCo, Pastoral Teams, Students, Teachers and Support Staff TPAT, Headteachers from Partnership Schools, Parents, Council Education Welfare Team, Social Services staff, Special Education and Child & Family Services, Careers Advisors, General Practitioners, Youth Service, Health Visitors, Police and Probation Services, Youth Offending Team, NSPCC and Voluntary Agencies

### Main Purpose of the Job:

To ensure the schools adhere to the Trusts Attendance Strategy and where appropriate discharge the Local Education Authority's duties concerning school attendance and the welfare of children under the Education Act and 1989 Children Act (Education Supervision Orders)

To provide a professional service to identify and assess the needs of children where there is concern in relation to school attendance, behaviour, achievement and their general welfare. To take consistent and effective action in line with the Trust's Attendance Strategy to improve pupil attendance and reduce persistent absence from school.

### Main Duties and Responsibilities:

1. To provide welfare support for children in identified schools, in particular, support school staff to implement the tiered response of the trust attendance strategy, investigating matters affecting school attendance of children and to intervene swiftly and effectively to improve attendance and reduce persistent absence.
2. To liaise with the SENDCo, and, where appropriate, contribute information towards the identification, assessment and support for students' special educational needs in accordance with the Special Education Needs and Disability Act.
3. In cases of poor school attendance and / or welfare issues the Welfare Officer will support staff to assess the situation and ensure suitable adjustment and support is offered to remove barriers to attendance. Liaising with the appropriate professional, identifying where students are in need of additional support and implementing appropriate support and intervention strategies.
4. To act as Supervising Officer for Local Authority issued Education Supervision Orders.
5. To liaise with the Local Authority, prepare Education Welfare reports for court and to attend court as required by the Local Authority Legal Team and Education Welfare Service Attendance Lead.
6. To work with other members of the school's attendance and pastoral teams and Deputy/Assistant Headteachers in ensuring Penalty Notices requests meet the criteria as laid out in the Local Authority's Code of Conduct.
7. To proactively maintain and develop contacts with other appropriate statutory and voluntary agencies for the benefit of students.
8. To attend multi-disciplinary case conferences and inter agency meetings as required and liaise as necessary.
9. To work proactively with school staff and other professionals to devise and monitor alternative education

packages for disaffected or underachieving students within the social inclusion guidelines.

10. Instigate the Trust Tier 3 process for statutory intervention with parents and carers and ensure that a range of adjustments and support, where appropriate, have been offered to support children and young people whose attendance is poor, particularly those who are disadvantaged, disillusioned and disaffected, and their family as appropriate.
11. To act as lead professional, where appropriate, and work in line with the Working together to improve school attendance statutory guidance for co-ordinating and leading on multi-disciplinary support, identifying which team or service will be best placed to support the family and their needs.
12. Support school staff to create and implement pupil support plans as part of Tier 2 for targeted intervention to ensure that adequate adjustment has been offered as directed by the Deputy/ Assistant Headteacher /School Attendance Lead.
13. Support the school's Attendance Co-ordinators/Managers/Officers, attendance team and pastoral team, attending attendance team meetings where possible to ensure that the children's whose attendance at school is frequently disrupted with weeks broken by absence are dealt with effectively, with suitable monitoring and review procedures in place to track pupils' attendance.
14. To monitor and track schools tiered response and to use this data to support school staff to intervene in engagement and progress.
15. Advise students and parents about attendance and education matters as required and encourage positive home / school relationships which may involve mentoring, building of self-esteem, mediation and conciliation.
16. In partnership with attendance, safeguarding and pastoral teams, and senior school staff, ensure that students whose absences are causing concern are identified and followed up appropriately including home visits where required.
17. To compile and maintain accurate and up to date case files and have these files available for internal and external scrutiny/audit.
18. To contribute pro-actively and with a preventative emphasis to relevant areas of school policy and implementing the Trust Attendance Policy.
19. Contribute to inter agency safeguarding work and support the school's Pastoral team to fulfil its responsibility in child protection matters.
20. To proactively identify, attend and complete training as directed. To have, or work towards the appropriate qualifications for this role.
21. To carry out administrative tasks associated with the above duties as directed by the Trust Attendance and Inclusion Lead and Assistant/Deputy Headteacher.
22. To offer mentoring support and guidance where appropriate on an individual basis where secondary pupils need adult support and advice.
23. To maintain confidentiality of information acquired in the course of undertaking duties for the schools, in line with TPAT Data Protection Policies and GDPR.
24. To undertake other duties appropriate to the grading of the post as required.
25. To play a full part in the life of the school communities, support each in its distinctive mission and ethos and to encourage staff and students to follow this example.
26. The post holder is responsible for his/her own self development on a continuous basis.
27. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the School's Equality Policy, Code of Conduct and IT Acceptable Use Policy, Trust policies and national legislation.
28. To be aware of and would work in accordance with the Keeping Children Safe in Education statutory guidance, adhering to school's safeguarding policy and procedure in order to safeguard and promote the welfare of children and raise any concerns following the school and the Trusts reporting process.
29. This post will require the postholder to undertake lone working with visits to family homes and community buildings.

#### **General Responsibilities applicable to all staff**

- Demonstrate and promote the values of Truro and Penwith Academy Trust at all times.
- Contribute to the overall ethos and aims of the school.

- Follow and adhere to all agreed Child Protection and Safeguarding policies and procedures at all times.
- Make a positive impact on our students' lives and contribute to shaping a brighter future.
- Play a full part in the life of the school community and support its vision and ethos to encourage all staff and students to follow this example.
- Work effectively with other members of staff to meet the needs of students; ensuring that students' needs are prioritised.
- Act as a role model and set high expectations of conduct and behaviour.
- Appreciate and support the role of other professionals.
- Have a clear sight of how this role impacts on the school's students at all times.
- Work with professionalism in line with the Trust's Code of Conduct.
- Be aware of and comply with all policies and procedures at all times, especially those relating to child protection, health, safety and security, confidentiality, data protection and copyright, code of conduct, reporting all concerns to line manager.
- Be a positive influence on the climate and culture of the school and a positive role model at all times.
- Model good management practice across the Trust.
- Be aware of and support difference, ensuring equal opportunities for all.
- Actively promote the safety and welfare of our children and young people.
- Administer basic first aid and assist in the dispensing of medically prescribed controlled drugs in line with school procedures (only if trained to do so); recording on SafeSmart as required.
- Attend liaison events and effectively promote the school at open days/evenings and other events.
- Act as a Trust team member and provide support and cover for other staff where needs arise, inclusive of work at other sites within a reasonable travel distance.
- Be aware of and comply with all School and Trust policies and procedures.
- Undertake mandatory training, professional development, learning activities and appraisal procedures as appropriate.
- Attend and participate in relevant meetings and Trust based INSET as required.
- Responsible for your own self-development on a continuous basis; taking responsibility for your own CPD.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Maintain at all times the utmost confidentiality with regards to all reports, records, personal data relating to staff and students and other information of a sensitive nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- Carry out any other reasonable instructions commensurate with the post in order to support the work of the Trust and its Academies.

### Job Description

This job description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post. This job description does not form part of your contract of employment.

The post-holder may be required to undertake such work as may be determined by their line manager from time to time, up to or at a level consistent with the main responsibilities of the job.

This job description may be amended at any time in consultation with the post-holder.

### Special Conditions of Employment

Truro and Penwith Academy Trust is committed to safeguarding and promoting the welfare of children and young people, ensuring a culture of valuing diversity, and ensuring equality of opportunities, and expects all staff and volunteers to share this commitment. The post-holder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe

in Education'. The post-holder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or well-being of children or young people.

All offers of employment are conditional and are subject to satisfactory pre-employment checks including receipt of original qualification documents, two satisfactory references, health screening, proof of eligibility to work in the UK, Childcare Disqualification check, a Disclosure and Barring Service (DBS) check and online searches.

## PERSON SPECIFICATION – Education Welfare Officer

Person Specification	Essential	Desirable	Recruiting Method
<b>Education and Training</b>	<p>Minimum of education to HND level (NVQ Level 4) or equivalent.</p> <p>English and Maths qualifications to a minimum of GCSE grade C or equivalent.</p> <p>Qualification in Child Psychology, Education Welfare, Mentoring or equivalent qualifications or experience.</p> <p>Relevant Child Protection and Safeguarding training.</p>	<p>Qualifications in Social, Emotional, Behavioural and Attendance difficulties or equivalent.</p> <p>Education degree/diploma level.</p> <p>Counselling qualification.</p> <p>Youth and community qualification.</p> <p>Pupil behaviour management training.</p> <p>Learning Mentor training.</p>	Application Certificates
<b>Skills and Experience</b>	<p>One or more of the following:</p> <ul style="list-style-type: none"> <li>• A demonstrative level of experience of working with children and their families of the relevant age in a learning environment.</li> <li>• Teacher with Pastoral experience or work in a comparable profession.</li> <li>• Working in Education setting.</li> <li>• Education Welfare Work.</li> <li>• Social Work.</li> <li>• Experience of working with children with challenging behaviour.</li> </ul>	<p>Experience of working in an education welfare or pastoral/family support role in a school setting.</p> <p>Evidence of continuing personal and professional development relevant to the post.</p>	Application Interview Assessment
<b>Specialist Knowledge and Skills</b>	<p>Knowledge / understanding of Education in relation to school attendance, children's right to an education and legislation in these areas.</p> <p>Strong IT skills, including use of Microsoft Office.</p> <p>Knowledge of a particular area of the curriculum or children's needs (i.e. inclusion, behaviour).</p> <p>Ability to create inspiring targeted pupil support plans based on a pupil's needs to improve attendance and academic progress.</p> <p>Excellent written and oral skills and ability to be diplomatic and work on a one-to-one basis in the community and with schools and partner services.</p>	<p>Experience using Arbor Management Information System for attendance.</p> <p>Mediation/Conciliation.</p> <p>Freedom of Information.</p> <p>ICT Skills.</p> <p>Able to plan effectively.</p> <p>Awareness of the SEN Code of Practice and guidance on meeting SEN.</p>	Application Interview Assessment

	<p>Proven ability to read and write clear and timely reports, records and reviews as needed.</p> <p>Skills to inspire, motivate and lead pupils and parents to engage and take responsibility for their education and learning.</p> <p>Ability to use data to set targets for attendance and to review impact against these targets.</p> <p>Evidence effective Multi Agency Working.</p> <p>Interpersonal skills and the ability to work as an effective member of the team.</p> <p>Energy, enthusiasm and the ability to demonstrate initiative and independence on a daily basis.</p> <p>Adhering to timelines – ability to work under pressure and target resources effectively.</p> <p>Autonomy – manage work load effectively with minimal supervision, whilst seeking advice and help appropriately.</p> <p>Organisational skills to ensure plans are communicated and delivered to the highest possible standard.</p> <p>An awareness, understanding and commitment to the protection and safeguarding of children and young people.</p> <p>Deeply committed to equality of opportunity, British Values and diversity.</p>		
<b>Behaviours and Values</b>	<p>A passion for engaging pupils and an interest in all areas of pupil progress.</p> <p>Able to work well under pressure.</p> <p>Ability to communicate with a variety of people.</p> <p>To be aware of and demonstrate adherence to policies and procedures both nationally and locally e.g. Health and Safety, Lone Working, Data Protection, Safeguarding, Achieving High Attendance and Equality and Diversity.</p> <p>The normal duties of the role may involve travel on a regular or occasional basis. It is a condition of employment that the role holder can exercise satisfactory travel mobility in order to fulfil the obligations of the role. For those journeys where an alternative form of transport is unavailable or impracticable the role holder will be required to provide a suitable vehicle.</p> <p>The duties of this role may involve the requirement to work outside of normal office</p>	<p>Ambitious and have a clear personal career path and development strategy.</p> <p>Adopt a reflective approach towards professional decision making.</p>	<p>Application Interview Assessment</p>

	hours and it is a condition of employment that you exercise satisfactory level of flexibility in order to fulfil the objectives of the role.		
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The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities