

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: EDUCATION		Job Ref Number: 03928
Service Area: Athena School		Grade: G6
Job Title: EDUCATION WELFARE OFFICER		
<p>PURPOSE OF JOB: To deal with attendance and other issues which impact upon the educational welfare of children. Whilst being proactive in relation to attendance issues, it may be necessary for the postholder to invoke supervision orders, legal proceedings and to manage other orders made by the courts. To offer advice and assistance in relation to child employment and child entertainment.</p>		
<p>TEAM STRUCTURE:</p> <div style="text-align: center;"> <pre> graph TD A[Manager ASSISTANT HEAD TEACHER] --- B[EWO] </pre> </div>		
MAIN DUTIES:		
1	To monitor & track whole school attendance with senior leaders, identifying students who are persistently absent and identifying vulnerable groups. With senior leaders, complete data analysis and report on attendance data frequently to the Headteacher. To implement effective strategies to improve individual student's attendance, including reduced timetables, school attendance panels and home visits.	
2	To ensure and maintain effective communication with the headteacher, senior leadership team and pastoral team by attending and facilitating regular meetings. To be competent in advising and assisting them to develop and implement appropriate policies and practices which promote the educational welfare of children within the community they serve.	
3	To establish and maintain effective working relationships with managers and staff within Local Authority Services by attending workshops and cluster groups. This includes completing Local Authority surveys with those students who are on reduced timetables or not attending regularly. To also establish and maintain effective working relationships with the voluntary sector and a range of other professional groups.	
4	To prepare and recommend legal proceedings in cases of irregular attendance at school and where children have been illegally involved in employment or entertainment and to attend court where necessary, this may include having to attend as a witness and provide evidence. To oversee the attendance administration assistant in completing	

	Fixed Penalty Notice referrals for unauthorised term-time holidays. To oversee the attendance administration assistant with completing SJP referrals for unpaid Fixed Penalty Notices.
5	To prioritise and manage a caseload which will include complex and multi-faceted cases involving the irregular school attendance of children who are vulnerable and/or disadvantaged in relation to education opportunity.
6	To advise, guide and work in partnership with children and their parents/carers in the context of enabling the child to benefit from the educational opportunities available.
7	To be responsible for maintaining a high standard of recording and report writing in relation to all work undertaken. Where required, produce records of attendance data and present this data to OFSTED and any other relevant body, including both internal and external auditors
8	To liaise with the Local Authority and complete referrals for those students who are unable to attend school regularly due to medical needs. To assist the school SENCO and Designated Safeguarding Lead in overseeing dual registered students and alternative provision placements. To provide schools with attendance figures of those students who are dual registered
9	To track all admissions in and out of the Academy using Synergy. Complete referrals to the Local Authority where students are at risk of becoming a Child Missing in Education or opting to Electively Home Educate.
10	To act in accordance with procedures for protecting and safeguarding children and to attend child protection case conferences, core groups and TACs and initiating Early Help Assessments where attendance is of a concern.
11	Under the direction and guidance of the Headteacher and experienced staff may be offered the opportunity to contribute to the induction and supervision of newly appointed staff
12	To tailor and implement a range of strategies and solutions to meet the individual requirements of each case.
13	To assist, advise and challenge schools in the implementation of strategies to raise levels of school attendance and to reduce truancy.
14	To support schools in the creation and implementation of action plans to improve school attendance.
15	To build and develop models of practice to identify and meet the needs of the school.
16	To establish and sustain effective working relationships with a wide range of professionals including Senior Officers within the County Council, the Executive Headteacher, Senior teaching staff, Education and Clinical Psychologists, Psychiatrists, General Practitioners, Police, Probation, Health Service Personnel, magistrates, solicitors, governors, parents, members of the public, NSPCC, voluntary agencies, employers in senior management positions.
17	To be responsible for day to day decisions in respect of matters relating to casework, strategic support for schools and for advice and support to schools, children and their parent/carers.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
To have expertise in dealing with all matters relating to casework in support of vulnerable young people and their families to resolve complex issues that affect a child's ability to attend school.	A/I	x	

Experience in the implementation of strategies to raise levels of school attendance and to reduce truancy.	A/I	x	
Experience in the creation and implementation of action plans to improve school attendance.	A/I	X	
Experience in building and developing models of practice to identify and meet the needs of the school.	A/I	x	
Ability to establish and sustain effective working relationships with a wide range of professionals	A/I	X	
Ability of working in fast paced and demanding environment and an ability to make decisions often at short notice and under pressure.	A/I	X	
IT proficient	A	X	
Experience of home visits and ability to manage abusive and aggressive situations	A	X	
Effective time management and ability to prioritise work	A	X	
Minimum of 3 years' experience of working as EWO	A	x	
Good problem-solving skills	A/I	x	
Strong negotiating skills	A/I	x	
Sound knowledge of the law relating to school attendance	A/I	x	

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding - All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.