

# JOB DESCRIPTION

JD no: 19

## Job Details

Post Title	Education Welfare Officer
Responsible to	Line Manager

## Purpose of job

Responsible for school attendance and managing the family support service and work effectively with other agencies to improve outcomes for pupils.

## Responsibilities

1. Responsible for assuring school attendance and devising strategies and action plans for pupils whose attendance is falling.
2. Analyse attendance information and data to identify and work with pupils who have poor attendance or are at risk of developing poor attendance.
3. Follow up lack of response to first day contact and other contacts by home visiting or meeting parent/carers in school, following up any welfare concerns through the appropriate routes.
4. Support, challenge, motivate and provide information to parents/carers to increase their capacity for parenting.
5. Act as a Designated Safeguarding Lead, responsible for day-to-day management of safeguarding/child protection queries in line with established procedures and regulations.
6. Manage the delivery of the family support and pupil wellbeing service in line with the school plan and budget.
7. Work in partnership with external agencies to support attendance and wellbeing initiatives, campaigns, and parental responsibility measures.
8. Support the identification of alternative provision for pupils with persistent absence.
9. Advise on effective family support for school staff and families and disseminate good practice.
10. Prepare reports on attendance and wellbeing for the senior leadership team and governing body; ensure maintenance of accurate and factual records in a confidential manner.
11. Develop links with pupils who are transferring into the school to promote the school ethos of regular attendance.

Individuals in this role may also:

1. Manage caseloads and maintain casework documentation
2. Line manage a team of support staff.
3. Establish and manage Service Level Agreements with service providers.
4. Develop and deliver a programme of family-related activities to meet the needs of the school community.
5. Support the senior management team in the production and implementation of whole school plans, initiatives and strategies to improve pupil behaviour, manage a caseload of pupils in improving their behaviour and learning and support the re-integration of pupils back to school to help prevent future exclusions.

## Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Education Welfare Officer will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

## Student Care Role

- The Education Welfare Officer will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Designated Safeguarding Lead (DSL).

## Training and Development

- Training and development will be given to ensure that the Education Welfare Officer is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

## Communication

The Education Welfare Officer will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

## Discipline, Health and Safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

## Hours of work

- The Education Welfare Officer is employed for 37 hours per week for 40 weeks

## Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy

## Performance Management

The Education Welfare Officer will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

## Appraisal

The Education Welfare Officer will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

## Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.