

Brambles Primary Academy

Job Description – Education Welfare Officer



Job purpose: Under the guidance of senior staff; be responsible for improving academy attendance and absence, safeguarding children duties, family liaison/support and leading co-ordinated support.

Purpose	<ul style="list-style-type: none">• Work with the parents to help them understand and fulfil their responsibilities in relation to academy attendance.• Assist in the development of a partnership between the home and academy.• Support the academy in fulfilling its statutory duties in relation to attendance and be capable of instigating legal action following appropriate protocols.• Work with academy and other agencies to reduce persistent absence, improve social/educational inclusion, and behaviour.• To monitor whole academy attendance data and advise key staff of trends, concerns and referrals.• Undertake duties commensurate with the Safeguarding agenda for children including representing the academy at Child Protection meetings and conferences in order to contribute to quorate decision making.• To refer cases to the Academy's Designated Person for Safeguarding (Child Protection).• Lead the co-ordination of any holiday provision across the academy.• Lead the co-ordination of practice in the academy to ensure maximum impact on inclusion for the most vulnerable children / families.
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	<ul style="list-style-type: none"> • Ability to work to the demands of the post and meet deadlines
Main Duties	<ul style="list-style-type: none"> • Meet parents and pupils (regular and unannounced home visits are an essential task of the job) to agree action to reduce absence and improve attendance. • Co-ordinate and attend meetings, the Common Assessment Framework and Team Around the Child. • Undertake the duties of Lead Professional as required. • Monitor and record the outcomes of planning with parents/pupils/academys to improve attendance, maintain efficient and contemporaneous notes and records. • Maintain electronic casework records and paper files. • Be able to produce and interpret various data. • Be computer literate and able to use various applications and software. • Take action in case of non-compliance/non-cooperation/failure to fulfil responsibilities in relation to unauthorised absence. • Undertake investigations commensurate with the Police and Criminal Evidence Act 1984 and the Codes of Practice thereto, and provide the best evidence as necessary for court action. • Give advice and support the academy on policies/procedures/strategies in relation to the joint academy approach of managing attendance. • Monitor the effectiveness of the academy policies/procedures/strategies in relation to a joint academy approach to managing attendance. • Report to the relevant person on the effectiveness of academy policies/procedures/strategies in relation to whole academy attendance and inclusion. • Undertake attendance/registration inspection and whole academy audits.

	<ul style="list-style-type: none"> • Work with agencies within and outside Children's Services to ensure a co-ordinated approach to improving academy attendance and alternative provision, in order to support optimal attainment by pupils. • Car owner essential as is a willingness to work outside normal hours if necessary.
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The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations.

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Person Specification – Education Welfare Officer



Important: In the first instance, applications are assessed against the following criteria: *overall presentation *use of standard English *grammatical accuracy

Where applications do not meet the expected standard, they will be discarded before being matched to the person specification.

Category	Essential	Desirable
Experience and Qualifications	<ul style="list-style-type: none"> An understanding of legislation relating to academy attendance; ability to keep up to date with new legislation and guidance and advise others, where appropriate A knowledge and understanding of the education system and the local education authority Significant experience of working in a related area of work Educated to GCSE level or above Has an appropriate professional qualification, e.g. DipSW/DipConnexions / NPSLBA 	<ul style="list-style-type: none"> Has a willingness to study for further appropriate professional qualification Has other experience of working in academy's / education system
Skills and Abilities	<ul style="list-style-type: none"> Ability to prioritise workloads and manage time effectively Demonstrable negotiating and problem solving skills Ability to relate and deal effectively with clients and colleagues at all levels Ability to assimilate, analyse and action information from a variety of sources 	<ul style="list-style-type: none"> A proven track record of innovation coupled with a desire to further improve outcomes for young people and their families

	<ul style="list-style-type: none"> • Ability to work with challenging families and be assertive, where appropriate • Ability to work as an effective team member • Self-motivation • Ability to use initiative • Good oral and written communication skills • IT skills with practical knowledge of Microsoft • Commitment to and understanding of Equal Opportunities and Child Protection • Proven track record of effective time / personnel management 	
Personal qualities	<ul style="list-style-type: none"> • Excellent interpersonal skills • Flexible and adaptable, even under challenging situations • Ability to welcome, engage with and positively support all stakeholders • Actively promote the ethos of the Trust • Have the tenacity, enthusiasm and drive to support Tees Valley Education in achieving excellence for all 	<ul style="list-style-type: none"> • Able to contribute to the whole academy context (including INSET) • A willingness to work cooperatively and flexibly in order to deliver outstanding outcomes. • An ability to innovate and improve practices / policies / procedures