**Appendix 5.6 (i)**

**The Durham Federation**

**JOB DESCRIPTION**

**Education Welfare Officer - Grade 7 (0.4FTE)**

Core Purpose

* To raise standards of student attendance whole school and reduce PA therefore raising attainment and achievement across the Federation
* To be accountable for student attendance across the Federation.

General Duties and responsibilities

* To work closely with external agencies to ensure all students a smooth transition process.
* To work closely with staff in partner primaries to ensure a smooth transition process.
* To maintain and improve standards of attendance, ensuring we are up to date with current developments and key legislation.
* To contribute to the development of Federation Policy in the area of student attendance and to assist in its implementation and monitoring of effectiveness.
* Liaison/communication with parents, colleagues and/or agencies on issues relating to student attendance.
* To link and liaise with key Federation staff to ensure that the individual needs of identified young people are met so that they are able and motivated to engage in mainstream education.

Other professional requirements

* To carry out EHAs if needed.
* To carry out CAMHS Referrals if needed.
* To liaise with Home & Hospital, Social Care, Alternative Provision, One Point and EAL.
* To attend Team around the School/Family Meetings.
* To actively monitor and follow up student attendance.
* To convene multi agency meetings when attendance is a key issue.
* To implement Federation policies and procedures i.e. to implement Federation Attendance and Behaviour Policies so that effective learning can take place.
* To work with colleagues to formulate aims, objectives and strategic plans for attendance which are relevant to the needs of the students and to the aims, objectives and strategic plan of the Federation.
* To keep up to date with National developments in terms of attendance.
* To take responsibility for aspects of Child Protection and Safeguarding across the Federation (including monitoring and training).
* To help assist in the monitoring and control of attendance and punctuality in accordance with the Federation Attendance Policy.
* To be proactive around the college during break and lunch periods.
* To make home visits, when appropriate.
* To assist in the compilation and analysis of statistics on year groups and/or individual students.
* To develop proactive programmes with targeted groups or individuals.
* To provide feedback to students and parents / carers / colleagues when appropriate in relation to attendance.
* To help with Federation student punctuality by being proactive in encouraging promptness and good timekeeping and the monitoring of statistics.
* To establish constructive relationships and communicate with other agencies / professionals to support achievement and progress in students.
* To assist in the transfers, integration and reintegration of students between schools and year/tutor groups.
* To assist with assemblies when appropriate.
* To advise the Designated Safeguarding Lead of any relevant concerns.
* To actively participate in training and other CPL activities.
* Contribute to the maintenance of health and safety regulations.
* To assist in the engagement of hard to reach parents/carers

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_