



Job profile

Educational Welfare Officer- Legal Intervention

Grade H

Group: Care, Wellbeing and Learning

Service: educationGateshead

Location: Dryden Centre

Line Manager: Senior Educational Welfare Officer- Enforcement

Car User Status: Casual

Job Purpose

To fulfil the Local Authority's statutory responsibilities in relation to school attendance, child employment and performance licencing, Children Missing Education and data collection

The key roles of this post will include:

1. To investigate reasons for non-attendance and gather information which will be used during formal non-attendance procedures, by home visits and PACE interview
2. To implement formal non-attendance procedures, including providing and presenting reports to the LA's School Attendance Panel, issuing penalty notices, providing court statements, and attending court as a witness for the LA as required
3. To implement and review the decisions of the LA's School Attendance Panel
4. To meet with parents to explain formal procedures and follow up any issues raised
5. To conduct recorded interviews under PACE (Police and Criminal Evidence) regulations
6. To liaise and work in partnership with schools/academies, other services, employers and producers in relation to school attendance, employment and performance licencing, CME, MARAC, MATAC and data collection.
7. To work within the Common Assessment Framework (CAF), Team Around the Family (TAF) and the Troubled Families agenda.
8. To attend meetings with relevant agencies, parents/carers, schools/academies when needed, including case conferences, core groups and other multi-agency meetings
9. To establish and maintain case files in accordance with service policy, including the preparation of reports as/when needed



10. To implement School Attendance Orders, Education Supervision Orders, and supervise Parenting Orders
11. Within the team, take the lead role in implementing legislation and local requirements in one of the areas of the team's responsibility; Children Missing Education, Child employment and Entertainment, MARAC and MATAC procedures, data collection.



Knowledge & Qualifications

Essential:

Knowledge

- Knowledge and understanding of the Education Act, Children's Act and Fair Access process
- Knowledge and understanding of partnership working
- Report writing and data management
- Whole school approaches for behaviour and attendance management
- IT systems

Experience

- Experience of working with vulnerable children and young people
- Working in multi-agency partnerships
- Working as part of a team
- Using effective written and oral communication skills
- Report writing and good IT skills
- Customer care
- Work related learning
- Working with children and young people experiencing barriers to learning
- Working successfully within a primary/secondary school environment

Qualifications

- 5 GCSE's at grade 4 or grade C or above including English and maths and 2 A levels or equivalent

Desirable:

Knowledge

- Administrative and ICT procedures.
- Education and social care requirements.
- Knowledge of Health and Safety legislation.
- Multi-agency working
- Excel and Access databases

Experience

- Experience and understanding of partnership working
- Responding to crisis
- Developing and co-ordinating individual 1-1 issue based work

Qualifications

- Certificate in Youth and Community work, Social Work or Teaching qualification, Diploma in Careers Guidance or equivalent



Competencies

Customer Focus

Puts the customer first and provides excellent service to both internal and external customers

Communication

Uses appropriate methods to express information in a clear and concise way to make sure people understand

Team Working

Works with others to achieve results and develop good working relationships

Making things happen

Takes responsibility for personal organisation and achieving results

Flexibility

Adapts to change and works effectively in a variety of situations

Learning and Development

Actively improves by developing and applying new skills and knowledge and learns from past experiences