



## Northern Education Trust – Job Description

<b>Job Title:</b>	Education Welfare and Development Officer		
<b>Base:</b>	Academy		
<b>Reports to:</b>	Deep Support Lead	<b>Grade:</b>	
<b>Service responsibility:</b>		<b>Salary:</b>	
<b>Additional:</b>	Some travel will be required.	<b>Term:</b>	37 hours per week, 39 weeks per year (actual salary to be pro-rata in line with weeks worked)

### JOB PURPOSE

- To support children whose education is at risk
- To provide operational and administrative support to promote whole academy attendance strategies, to improve attendance and persistent absence in line with academy targets
- To help parents/carers to improve their children's attendance thus improving their access to learning, enabling all children and young people to maximise their educational opportunities.
- To help families to improve their children's access to learning and enable all children and young people to maximise their educational opportunities, especially those vulnerable groups that may need additional support.

### JOB SUMMARY

1. To assist in meeting agreed targets and outcomes in the Academy;
2. To identify those children in need of support by reason of their behaviour, absence from academy, family dysfunction, disability, social or emotional needs or any other special educational needs;
3. To work with Looked After Children and their carers to improve access to the Academy;
4. To support teachers, parents and children in dealing with issues of concern;
5. To assist the academy to safeguard students through joint work with partner agencies;

6. To assess need, plan interventions, implement effective action and evaluate outcomes against agreed objectives, whilst involving service users in decisions whenever possible, focusing on interventions at phases two and three of the Continuum of Need;
7. To focus on Academy/Partnership responsibilities for children by:
  - Implementing the attendance management protocols and Academy Expectations for Learning;
  - Supporting vulnerable students;
  - Supporting parents and students when the exclusion process is implemented;
  - Assisting parents to ensure that all students who are not in mainstream academy are receiving an appropriate programme of education;
8. To prepare clear and concise reports as necessary.
9. To maintain appropriate records.
10. To have regard to the agreed Referral and Assessment Pathways published by the Local Authority/Government
11. To have regard in all areas of work to the welfare of the child in any situation where abuse is suspected in accordance with Safeguarding Procedures. This may include:
  - Providing reports and attend Case Conferences and Reviews
  - Participating in Core Groups
  - Assisting in child protection training of Academy staff and other agency services
  - Joint casework with other children's services, including initial assessments
12. To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Designated Child Safeguarding Person over any safeguarding issues or concerns and the completion of the Common Assessment Framework where necessary;
13. To comply with the Academy policies and procedures at all times.

### Personal Contacts

External - Contractors, suppliers, parents and relevant health professionals.

Internal - Students, staff, Academy Councils, parents and any other visitors to the Academy

### GENERAL

1. To participate in wider Academy meetings and working groups as required.
2. All staff of the Northern Education Trust will abide by the one academy rule: **'All students and adults are expected to behave in a responsible manner both to themselves and others, showing consideration, courtesy and respect for other people at all times'**.

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check. 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: .....