

Job Description

Directorate:	Children's Services		
Division:	Access and Inclusion Division - Education Welfare Section / Schools		
Post Title	Education Welfare Assistant A1289		
Evaluation	387 Points	Grade:	N4
Responsible to	Senior Education Welfare Officer (LEA) / Head Teacher or other designated teacher (LMS)		
Responsible for	No other staff		
Job Purpose	To support the work of school and the Education Welfare Service in addressing issues of school attendance and education welfare. To be involved in the provision of contact, information, advice, support and encouragement as required to parents, school and agencies concerning attendance and related matters, as appropriate.		
Main Duties:	The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.		
	<ol style="list-style-type: none">1. To carry out specific duties and functions relating to responsibilities placed on the local authority and schools relating to school attendance.2. To investigate and follow up cases of non-attendance or concern associated with school.3. To record requests for help, advice and support and deal with them in consultation with appropriate senior management staff.4. To be part of the school/pastoral/Education Welfare Service team addressing attendance and welfare issues.5. To establish working relationships with clients, school staff, other agencies and the local community.6. To participate in meeting and working groups designed to look at particular needs or problems within areas/departments.7. To participate in appropriate training.8. To assemble and provide such information as may be required from time to time concerning attendance and welfare issues.		

9. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
10. The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

January 2007