

Northumberland County Council
JOB DESCRIPTION

Post Title: Education Welfare Support Officer	Director/Service/Sector Education Welfare Team, Virtual School		Office Use
Band: Band 5	Workplace: Brunel Building, Blyth		JE ref: 3694 HRMS ref:
Responsible to: Lead Education Welfare Officer	Date: June 2020	Job Family: Education	
Job Purpose: To work with children and their families in developing and maintaining effective relationships with schools in order to obtain maximum benefit from their education. To support schools in achieving high levels of attendance and contribute generally to the promotion of regular attendance at school; The role will involve maintaining a caseload alongside additional duties and responsibilities commensurate with the level and grade of the post.			
Resources		Staff	Occasional supervision/mentoring of student placements
		Finance	none
		Physical	none
		Clients	Children, young people and their families and schools
Duties and key result areas:			
<ol style="list-style-type: none"> 1. To comply with Council policies, procedures and guidance in relation to the responsibilities placed on the local authority by statute, regulation and Government guidance relating to school attendance. 2. To invoke and participate in child protection procedures, as appropriate; to provide child protection advice, information and support to school staff. 3. To undertake work with children in need and their families, including: <ol style="list-style-type: none"> a. ensuring that children receive full-time and appropriate education as defined by the Education Act 1996; b. carrying out assessments of children in need; c. work to help children entering the child protection and looked after system; d. assess the children who are in the looked after and child protection system. 4. To establish positive relationships with headteachers, other school staff, parents and carers, officers of the local authority, representatives from other agencies and non-specialists. 5. To make case recordings and maintain case management records in accordance with Departmental and professional requirements. 6. To advise and support schools in the implementation of School Attendance Regulations and in the use of attendance statistics for the monitoring and management of school attendance. 7. Work in a manner which promotes the best interest of the child and openness and partnership with children, young people and their families. 8. Participate in meetings or working groups designed to look at particular needs or contemporary issues and promote solutions. 			

9. To contribute pro-actively and with a preventative emphasis to relevant areas of school policy and planning including the development of a whole school attendance policy.
10. Liaison with governors as appropriate.
11. To implement aspects of the legislation governing the employment of children and children in entertainment.
12. Support Education Welfare Officers in secondary schools with high levels of persistent absence.
13. Provide support with the re-integration of electively home educated pupils into school.
14. Support the Lead Education Welfare Officer in relation to the process for tracking and monitoring children missing education.
15. Monitor the first day absence log of permanently excluded pupils.
16. Participate in team training and professional development.
17. Work to maintain awareness of current school, partnership, local and/or national agendas and objectives (e.g. Keeping Children Safe in Education; Working Together to Safeguard Children, Northumberland Children and Young People's Plan)
18. Adhere to the rules, procedures and Code of Conduct of the County Council.
19. The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Work Arrangements

Physical requirements:	Physically able to meet the demands of the job which may include encountering aggression
Transport requirements:	Current driving license and the ability to meet the transport requirements of the job
Working patterns:	To visit schools, homes, work sites, courts, throughout the county on a regular and routine basis. Full Time post. Lone working . Some after normal working hours required.
Working conditions:	Office based and field work

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PERSON SPECIFICATION

Post Title: Education Welfare Support Officer	Director/Service/Sector: Children's Services	Ref: 3694
	Education Welfare Team, Virtual School	Assess by
Knowledge and Qualifications		
Essential <ul style="list-style-type: none"> • Post qualification awards in subjects related to child and family work and /or education • High standard of general level of education at secondary level to GCSE 'A' Levels or equivalent which must include English and Mathematics. 	Desirable <ul style="list-style-type: none"> • Recognised professional degree or equivalent qualification in Education/ Social Work/ Teaching. • Relevant child-care qualification 	
Experience		
At least 2 years' experience of working with children and families in an education setting, social care setting, in a voluntary or paid capacity, or during professional training.	<ul style="list-style-type: none"> • Assessing the needs of children in need and their families and implementing plans. • Experience of working in an Education/ Children's Services Directorate. • Experience of working in a school • Understanding Attendance Regulations, data and persistent absence • Experience of court work and court room skills and giving evidence. 	
Skills and competencies		
<ul style="list-style-type: none"> • Knowledge of contemporary and relevant legislation, especially Keeping Children Safe in Education (Sept 2019), the School Standards and Framework Act 1998; the Crime and Disorder Act 1998 and the Children's Act 1989 and 2004 • Knowledge of services provided by the Local Authority and the framework for educational arrangements in the County. • Demonstrate skills in working with children and their families. • Dealing with children, young people and families whose behaviour can be challenging and emotionally demanding. • Ability to work under pressure and to deadlines and ability to work jointly with colleagues from this and other Directorates/Agencies. • Ability to write informed and concise reports. • Ability to articulate views in meetings. • Good written and verbal communication skills • Ability to manage time effectively and organise own work. • Willingness to use hours flexibly. • Confident and effective in stressful situations 	Ability to use computer-based information systems	

<ul style="list-style-type: none"> • Willingness to work in a variety of settings • Willingness to participate in training and personal development 		
Motivation		
<ul style="list-style-type: none"> • Commitment to multi-agency working and to the provision of high quality services for young people and their families. • Commitment to access to education for all. • Commitment to equal opportunity and anti-discriminatory practice. • Demonstrate integrity and uphold values and principles. 		
Physical, mental and emotional demands		
Dealing with children, young people and families whose behaviour can be challenging and emotionally demanding.		