

Job Description

Title of Post: Education Welfare Officer
Responsible to: SLT and Extended Leadership Team
Responsible for liaison with: SLT, Extended Leadership Team, Heads of Year, Teaching and Support Staff, Governors, External Agencies, the Local Authority, the School and Wider Community.
Salary: Grade 6 term time.
Job Purpose: To ensure the highest possible standards of progress, achievement, attendance, behaviour and well being of a cohort of students. To be a member of the pastoral team which ensures the highest possible standards of progress, achievement, attendance, behaviour and well being of all students.
Outline Tasks: Contribute to the improved welfare of all students including the identification of and provision of support for those at risk of making poor progress, having low achievement, poor attendance or poor behaviour. Act as the first point of contact for any student concerns and dealing with these appropriately. Liaise with parents, students, external agencies and other providers over routine issues to meet identified needs. Support the work of Duty Teams, including first aid (following appropriate training), before and after school duties, break duties and lunch duties. To cover the specific responsibilities of other student support team members in the event of short term absence.
Progress and achievement: Provide the administrative support for events and processes which promote student progress and achievement, e.g. academic monitoring, homework and equipment, transition, parents' evenings, following up on reports, celebration events, work experience, etc.
Attendance: Ensure we know where all students are, by ensuring registers are completed for all tutor groups and for every lesson. <u>Registration:</u> Collate messages. Code reasons for absence in accordance with DCSF and school guidelines. Follow up any unexplained absences. <u>Lessons:</u> Collate lesson monitor data and other information. Identify and follow up any students absent without explanation. <u>General:</u> Prepare weekly and monthly attendance monitoring reports. Attend, and record outcomes from, weekly EWS monitoring meetings. Support the Extended Leadership Team in the implementation of individual action plans. Collect and monitor work and liaise with families where there is planned or prolonged student absence.

Behaviour:

- Work under the direction of the Senior and Extended Leadership Teams to support the consistent implementation of strategies to promote good behaviour and support students' well being and progress.
- Support the Senior and Extended Leadership Teams in investigating serious or sensitive incidents.
- Provide administrative support for the consequences and rewards system.
- Produce daily and weekly behaviour analysis when required.

Whole school issues:

Management of a whole school student centred issue, e.g. anti-bullying, rewards etc.

To carry out such other duties as may be allocated from time to time commensurate with the post.