

## Northern Education Trust – Job Description

|                                |                              |                      |                                                         |
|--------------------------------|------------------------------|----------------------|---------------------------------------------------------|
| <b>Job Title:</b>              | Education Welfare Officer    | <b>JE Reference:</b> | JE006                                                   |
| <b>Base:</b>                   | Academy                      |                      |                                                         |
| <b>Reports to:</b>             | Deep Support Lead            | <b>Grade:</b>        | Grade 6<br>SCP 23 – SCP 25                              |
| <b>Service responsibility:</b> |                              | <b>Salary:</b>       | £35,570.00 - £37,563.00<br>(FTE, Salary to be pro rata) |
| <b>Additional:</b>             | Some travel may be required. | <b>Term:</b>         | 37 hours, 39 weeks                                      |

### JOB PURPOSE

- To support children whose education is at risk
- 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 give guidance and support to 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:
  1. Carrying out assessments on appropriate referrals using common assessment or other agreed frameworks
  2. Implementing the academy attendance management procedures
  3. Undertaking the management of education supervision and parenting orders
  4. Supporting parents and students when the exclusion process is implemented
  5. 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 arrange and lead meetings with parents/carers both on site and at the students home address
10. Where necessary, undertake truancy sweeps, collecting students from home to attend the academy
11. To maintain appropriate records
12. To maintain up to date knowledge and skills in accordance with the specifications of the role through regular training and performance review
13. To have regard to the agreed referral and assessment pathways published by the local authority/government

14. 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 includes:
  - 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
15. 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

### **GDPR**

1. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

### **Safeguarding**

1. To follow all safeguarding and child protection policies and procedures
2. This role wholly or mainly involves working with children

### **General**

1. To participate in wider trust meetings and working groups as required

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

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.

Signed: .....

Date: .....