

**Education Welfare Officer**

**Job Description**

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| **Job Title:** | **EDUCATION WELFARE OFFICER** |
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| **Reports to:** | **Senior Education Welfare Officer/Manager** |
| **Role Purpose and Role Dimensions:** | To carry out the Local Authority’s statutory responsibilities under relevant legislation in enforcing regular school attendance, safeguarding and promoting the welfare of children. Supporting academies & schools in improving overall school attendance. |
| **Key Contacts:** | Head teachers/Principals and school staff  Families  Social workers  Other outside agencies as required e.g. social care, youth services, health professionals, early intervention services |
| **KEY AREAS OF RESPONSIBILITY**  **Support to schools in raising attendance:**  **Case management:** | * Supporting schools in promoting good attendance through parent meetings, home visits, school assemblies and school meetings * Monitoring and analysing attendance data to enable effective support, challenge and target setting * Providing workload reports & data for schools, Ofsted inspections, Governor meetings * Working with outside agencies such as police, social care, health professionals, early help services, to support families and improve the capacity of schools to improve its attendance * Working with schools to implement effective strategies for ensuring pupils’ regular and punctual attendance, drawing on best practice * Providing strategic support to schools in developing their attendance policies and establish good practice in dealing with attendance concerns * Maintaining and managing a caseload appropriate for the time allocated to the school or academy * Ensuring that cases are reviewed regularly, maintained and processed in accordance with company procedures, policies and statutory data protection requirements * Providing support and guidance to parents and children to bring about improvements in attendance * Utilising IT software to complete tasks efficiently and to the company standards |
| **Multi-Agency and Partnership Work:** | * Making referrals to other agencies as appropriate * Representing school or academy at multi agency meetings concerning the work of the service when required * Working with other agencies as part of a multi-agency team |
| **Contributing as an effective member of WPA Education Welfare Services:** | * Working within current legislation, guidance and local authority protocols * Participating in training courses to develop knowledge and good practice * Attending team meetings as required * Upholding the professional integrity of the company * Undertaking any other duties that may be required which are consistent with the overall purpose of the job and business requirements |
| **Confidentiality**  **Equalities** | Employees are expected to treat all information acquired through their employment, both formally and informally, in strict confidence and in line with data protection procedures.  WPA has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination. |
| **Health and Safety**  **DBS disclosure** | Employees are responsible for their own Health & Safety, as well as that of colleagues, service users and the public.  Employees are subject to a regular enhanced DBS checks. |