**WPA Education Welfare Services**

**01689 843322**

[**www.school-attendance.org.uk**](http://www.school-attendance.org.uk)

**Education Welfare Officer**  
**Location: Thurrock and surrounding area**

**Part Time: 3.5 days per week, (26.5 hrs per week), Term Time only - School Based**

**Salary: £ 21,000**

This is an exciting opportunity for a passionate individual looking to influence a positive change. WPA Education Welfare Services are expanding therefore seeking to recruit Education Welfare Officers to work in **Thurrock** and the surrounding area.

The successful candidate will be expected to provide welfare support to families and schools where there are issues affecting school attendance. Education Welfare Officers regularly liaise with schools, parents and other agencies to provide support as necessary. Therefore, candidates must have strong inter-personal skills and the ability to problem solve.

The role involves carrying out home visits so candidates must have a valid driving licence and have access to a vehicle. The successful candidate must also be able to adapt to working in different environments and be able to work under pressure and to deadlines.

Candidates are expected to complete reports for schools and therefore the role requires a high standard of communication both verbally and in written form.

**SKILLS**

Excellent interpersonal skills.

Excellent communication skills.

Ability to liaise with Headteachers and other Senior Staff.

Mediation Skills.

Ability to use IT including Word and Excel.

**APTITUDE**

Have a proven track record for delivering a service that enables pupils to receive their entitlement to education.

Support families, pupils in addressing all attendance matters and where necessary, enforcing relevant legislation to ensure that pupils have the opportunity to improve outcomes.

Be an experienced professional with the ability to reduce absence and increase attendance and achievement.

Have the acquired skills to ascertain information relating to safeguarding and a child’s welfare and to contribute to risk assessment and the decision-making process.

We welcome applications from all interested candidates, who feel that they can add value to this role. Candidates wishing to apply for this role are requested to follow the link <https://www.school-attendance.org.uk/726/job-application-pack> or download the application pack.

**\*WPA reserves the right to interview and appoint the right candidate so early applications are encouraged.**

Reference ID: Thurrock/Mar25

Closing date: 7th April 2025