

JOB DESCRIPTION

Job Title: Education Welfare Officer
School: Rivington & Blackrod high School
Grade: Grade F SCP 17-23
Reports to: Deputy Head Teacher – Pastoral Care

Line management responsibility: NA

Main purpose of the job: To support and safeguard the wellbeing of students across the school promoting high standards of attendance and punctuality through effective liaison with parents/carers.

Key duties and responsibilities

Support for Students

- To promote and monitor punctuality and attendance as required across the school
- To celebrate and reward attendance across the school
- To offer guidance on the operation of legal processes regarding attendance across the whole school, including the issuing of fixed penalty notices to relevant families
- To encourage and develop parental contact with the school, especially with those who are hard to reach and to develop and maintain positive relationships
- To undertake comprehensive assessments of students as and when required
- To conduct home visits to promote attendance and monitor social situations in order to keep a point of contact between school and the wider community; explaining school procedures where necessary and negotiating a speedy return to school for students who have had periods of absence.
- To co-ordinate appropriate mentoring and/or counselling or additional services for students as required
- To attend external meetings on behalf of the school supporting students and parents
- To take a supporting role on the issues of Child Protection and Safeguarding, providing the school Safeguarding Team with guidance and advice on completing relevant documentation and referrals
- To liaise with School Nurse and external health care providers
- To give support to students and families who are looked after, or have a Child Protection care plans
- To liaise with the Local Authority and other outside agencies as appropriate to ensure integrated working

- To liaise with the Deputy Head – Director of Pastoral Care, in relation to the behaviour and welfare of individuals and core vulnerable groups of students
- To maintain accurate, confidential and up to date documentation on all cases of safeguarding and child protection
- To update CPOMS daily for those students who are monitored due to vulnerability
- To work directly with children in need and their families in the community in order to promote, strengthen and develop the potential of parent/carers and their children in order to prevent children becoming looked after and/or suffering significant harm

Support for Staff

- To monitor and evaluate students' responses and progress against action plans through observation and planned recording
- To provide objective and accurate feedback and reports as required to outside agencies, other staff on students' achievement, progress and other matters, ensuring the availability of appropriate evidence
- To manage record keeping systems and processes
- To establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home-to-school and community links
- To provide administrative support, e.g. dealing with correspondence, compilation/analysis/reporting on attendance, exclusions, making phone calls, etc
- To organise and provide training for school staff on child protection issues and outside agencies as required

Support for School

- To comply with and assist with the development of policies and procedures appropriate to the role
- To be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- To attend and participate in regular meetings
- To contribute to the overall ethos/work/aims of the school
- To recognise own strengths and areas of expertise and use these to advise and support others
- To establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
- To arrange and develop one-to-one mentoring arrangements with students and provide support for distressed students. Take a lead role in managing the speedy/effective transfer of students across phases/integration of those who have been absent

- To provide information and advice to enable students to make choices about their own learning/behaviour/attendance
- To challenge and motivate students, promote and reinforce self-esteem
- To provide feedback to students in relation to progress, achievement, attendance etc
- To identify and implement strategies to improve attendance whilst identifying trends and responding to them
- To participate in training and other learning activities as required
- To participate in the School's arrangements for professional development and the School's arrangements for quality assurance and internal verification
- To support the development of Pastoral Support Plans for individual students including liaison with other agencies as appropriate
- To liaise with school uniform suppliers as and when directed by the Director of Resources
- To operate within agreed legal, ethical and professional boundaries when working with children and young people and those involved with them
- To engage in Continuing Professional Development in order to keep up to date with strategies for working with challenging students
- Any other duties commensurate with the post.

PERSON SPECIFICATION

Job Title: Education Welfare Officer

Qualifications and training	Essential	Desirable
Level 3 or higher in English/Literacy & Maths	✓	
Level 3 or equivalent qualification in relevant discipline	✓	
Continuous professional development in a relevant area		✓
Willingness to participate in relevant training and development opportunities	✓	
Relevant First aid knowledge		✓

Experience, knowledge, and skills	Essential	Desirable
Working knowledge of school based ICT systems & the internet	✓	
Ability to set & promote high standards of attendance & punctuality	✓	
Ability to engage children & young people & increase participation in school activities through appropriate differentiation, taking into account diversity and individual needs of learners	✓	

Ability to model & demonstrate positive attitudes & behaviours & to utilise a range of activities to practise & reinforce social & emotional skills	✓	
Ability to adapt communication styles to needs & situations & to establish effective communication processes with teachers, colleagues, parents & carers	✓	
Knowledge of current educational issues and their relationship to the role	✓	
Ability to engage parents & carers & maximise their involvement in meeting children's needs in relation to attainment, well-being or personal development	✓	
Demonstrable knowledge of the range of additional support and agencies which can be of assistance to vulnerable pupils and families.	✓	
Ability to work effectively as part of the team, supporting colleagues & professionals from external agencies	✓	
Knowledge of Child Protection and Safeguarding and the ability to evaluate risk and assess the need for intervention whilst following protocol	✓	
Ability you reflect on own performance, agree development needs & evaluate learning achieved, as well as plan and evaluate improvement of knowledge in area of expertise	✓	
Ability to reflect pupils' age & developmental needs in selecting & supporting planning & the design of teaching strategies & materials & review materials according to progress	✓	
Ability to analyse & present data to a range of audiences	✓	
Knowledge of how statutory & non-statutory frameworks & the school curriculum relates to the age & ability ranges of the learners being supported	✓	
Customer Care Valuing diversity – listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people's strengths, aspirations and abilities and help to develop their potential. Understand how valuing diversity can improve our ability to deliver better services and reduce disadvantage	✓	
Understanding of how engagement & interest in learning can be maximised	✓	
Understanding of how frameworks that support the development & well-being of children & young people impact on practice, including Safeguarding, Child Protection and Health & Safety (suitably qualified in safeguarding).	✓	
Demonstrable experience of working effectively with vulnerable children either in education, social work, youth work or another related area of work	✓	
Extensive experience of working effectively with the parents/carers of pupils alongside a range of professionals promoting pupil welfare	✓	
Full working knowledge of relevant policies/ codes of practice and awareness of relevant legislation	✓	

Personal attributes	Essential	Desirable
Effective in the use of ICT	✓	
Demonstrate and promote the positive values, attitudes and behaviour they expect from pupils with whom they work	✓	
High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements	✓	
A commitment to equality and diversity policies	✓	
A commitment to Health and Safety	✓	
A commitment to child protection and safeguarding	✓	
Ability to remain calm under pressure	✓	
Ability to communicate across all levels	✓	
Ability to self-evaluate learning needs and actively seek learning opportunities	✓	
Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration and demonstrate concern for their development as learners	✓	
Able to liaise sensitively and effectively with parents and carers recognising their role in pupil learning	✓	
The ability to identify risk to self and others when undertaking work activities and appropriate actions needed to minimise risk	✓	
A policy of no smoking will apply	✓	
A willingness to drive the school mini bus as and when required		✓

Special requirements	Essential	Desirable
Satisfactory enhanced DBS certificate	✓	
Medical clearance	✓	
Two satisfactory references	✓	
Full UK driving license and access to a car during working hours to visit pupils and parents in their home	✓	

The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure from the Disclosure and Barring Service (DBS). The school is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.