

‘Helping every person achieve things they never thought they could’

JOB DESCRIPTION

Job Title	EDUCATION WELFARE OFFICER
Status	PERMANENT
Pay Range	GRADE G SCP 23-27
Hours of Work	37 HOURS PER WEEK – TERM TIME + 5 DAYS
Primary Purpose of the Job and	<ul style="list-style-type: none"> • To lead the academy attendance team in providing operational and administrative support to promote whole school attendance strategies. • To support parents/carers to improve their children’s attendance thereby improving their access to learning, enabling all children and young people to maximise their educational opportunities.
Responsible to	Senior Leader: DEEP Support

Main Duties and Responsibilities:

- Apply the academy attendance and punctuality policy, including giving guidance and support to academy staff;
- To line manage staff in the attendance office as and when required;
- To assist in meeting agreed targets and outcomes in the academy;
- To identify those children in need of support by reason of their absence from school;
- To assist the academy to safeguard students through joint working with other agencies, arranging and attending meetings as appropriate.
- To assess need, plan interventions and implement effective actions to support students and their parents/carers to improve student attendance to the academy;
- Undertake home visits as part of ongoing work to engage parents/carers in working together to support students;
- Use a range of assessment and intervention strategies, to support students and families;
- Identify and follow academy and Local Authority procedures regarding children going missing from education;
- Attend and contribute to inclusion and attendance meetings and develop plans to support students with attendance related difficulties;
- Identify those cases that should be referred to the Local Authority for court proceedings or Penalty Notices;
- Prepare reports and appropriate evidence as required, acting as a witness in the Magistrates Court if required;
- Understand, follow and implement procedures regarding child performance and child employment;

- To prepare and maintain appropriate case notes and records to enable the production of comprehensive statistics on outcomes of intervention, legal sanctions, etc.;
- Attend and contribute to RAG and Deep Support meetings;
- To prepare and analyse regular data reports for the SLT, Deep Support team and Trust;
- To liaise with parents regarding absence and attendance including enquiries, meetings in the academy and the home address, leave of absence requests, admissions, exclusion and home education.
- Prepare and lead regular attendance panels meetings, ensuring appropriate follow up action is taken;
- To develop, implement, maintain and evaluate systems of praise and recognition for good and improved attendance;
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop;
- Have due regard for personal health and safety in the course of their duties including risk assessing home visits and other out of academy duties;
- Participate in Performance Management reviews and undertake those for staff for whom you are responsible.

Additional Responsibilities

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Safeguarding Lead over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

This job description may be amended at any time following discussions between the Principal and the post holder and will be reviewed annually as part of the school self-review programme.

Date Job Description prepared/updated	July 2024
Job Description prepared by	HR