

***'Helping every person achieve things they never thought they could'***

## **JOB DESCRIPTION**

<b>Job Title</b>	<b>EDUCATION WELFARE OFFICER</b>
<b>Status</b>	<b>PERMANENT</b>
<b>Pay Range</b>	<b>GRADE G SCP 23-27</b>
<b>Hours of Work</b>	<b>37 HOURS PER WEEK – TERM TIME + 5 DAYS</b>
<b>Primary Purpose of the Job and</b>	<ul style="list-style-type: none"> <li>● To lead the academy attendance team in providing operational and administrative support to promote whole school attendance strategies.</li> <li>● 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.</li> </ul>
<b>Responsible to</b>	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.**

<b>Date Job Description prepared/updated</b>	July 2024
<b>Job Description prepared by</b>	HR