



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title: Senior Education Welfare Officer	Role Profile Number: ED1386
Grade: Q	Date Prepared: October 2016
Directorate/Group: Children, Families and Community Health	Reporting to: Operational Manager – Early Help
Structure Chart attached:	

Job Purpose

- To be the responsible officer for the discharge of the Local Authority's duties concerning school attendance and the welfare of children under Section 444 of the Education Act 1996; section 36 of the 1989 Children Act and the Anti-Social Behaviour Act 2003.
- To ensure the delivery of all statutory obligations required of the Education Welfare Service.
- To act as a Legal Lead for Education Welfare Issues throughout the Borough.
- To act as the Lead Officer in ensuring safeguarding procedures are embedded in all Education Welfare related Policies and Procedures.
- To ensure the delivery of the Education Welfare Traded Service to identified schools.
- To act as a Lead Officer for Children Missing Education (CME) for the local authority. To develop and update policies and procedures.
- To act as a Lead Officer for Elective Home Education (EHE) for the local authority. To develop and update policies and procedures.
- To act as a Lead Officer for Child Employment/Performance for the local authority. To develop and update policies and procedures.
- To be the named Officer to support and advise parents and young people who have been permanently

excluded.

- To provide leadership, supervision and support to a team of Education Welfare Officers.

Key Accountabilities

- To maintain a high level of knowledge regarding attendance issues, including policy, law and best practice in order to provide training, advice, support and challenge to schools and colleagues.
- To initiate legal action against parents under Section 4441 or 4441a of the Education Act 1996. To prepare all evidence and court papers. To be the key witness in court. To be the responsible officer in implementing subsequent court orders – i.e. supervising officer for parenting orders and education supervision orders.
- To act as the Lead Officer for Children Missing Education, ensuring that policy, procedures and guidance documents relating to CME are current.
- To administer the CME and Pupil Tracking Document database. Providing regular reports to Senior management and the Local Safeguarding Children's Board (LSCB) using data and case studies.
- To carry out all enquiries relating to CME, working with colleagues in Children Services, Police, Health and other local and national government departments. To safeguard and promote the welfare of children identified as CME and ensure that they receive appropriate support using the Early Help Record.
- To act as the Lead Officer for EHE (Elective Home Educated) ensuring that policy, procedures and guidance documents are current.
- To work within DCSF Guidelines to ensure that all EHE children receive an "efficient full-time education, suitable to their age, ability and aptitude, taking into account any special educational needs they may have." And to take appropriate action under Section 437 of the Education Act 1996 if a child is not receiving an appropriate education.
- To safeguard and promote the welfare of EHE children. To complete an Early Help Record and Plan and ensure that they have a named professional as required.
- To ensure the maintenance of accurate records relating to EHE and provide reports to Senior Managers as required using statistical information and case studies, raising concerns regarding risk at the earliest opportunity.
- As a Lead Officer ensure that policies and procedures relating to Child Employment and Performance are current. To supervise the issuing of performance licences and work permits, and to undertake the interviewing and appointment of Chaperones.
- To act as a Named Officer for supporting and advising parents of children and young people

who have been permanently excluded from school and in liaison with the Exclusion and Reintegration Officer support and advice before and at the Governor's Disciplinary Meeting.

- To provide professional support and supervision to the Education Welfare Team, advising on complex cases, and safeguarding issues.
- To make appropriate referrals regarding child protection issues. To prepare reports and attend child protection conferences. To maintain the knowledge and skills to participate in core group assessments, decisions and ensuing case work.
- To maintain records, and compile reports for schools to evidence the traded service delivery they have purchased.
- To undertake regular audits to ensure best practice in regards to delivery, record keeping and seeking the voice of the child to ensure quality assurance and service development of the Education Welfare Service.

Supplementary Accountabilities

- To promote, including by personal example, Swindon Borough Council's commitment to welcoming and valuing diversity and ensure that no one will receive less favourable treatment or unjustifiable discrimination on the grounds of sex, sexuality, sexual orientation, marital status, disability, age, religion, race, colour, nationality, ethnic or national origin.
- To adhere to the information sharing protocols in order to safeguard and promote the welfare of children and young people.

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

Minimum:

- Educated to Degree level or equivalent, in an area relating to education, youth work, social work or similar.
- Substantial experience of working with Children, Young and Families.
- Experience of providing professional supervision to a team of workers.
- Experience of managing meetings with people in difficult and often stressful/confrontational situations
- IT skills.
- Experience of working in a multi-agency setting.

Preferred:

- Experience of working within an Education Welfare Service.
- Experience in an educational setting.
- General administrative skills.
- Knowledge of Legislation relating the School Attendance.
- Knowledge of CME, EHE, and child performance policy.

Qualifications

- Educated to Degree level or equivalent, in an area relating to education, youth work, social work or similar.

Preferred

- NVQ Level 4 in 'Learning, Development and Support Services for Children, Young People and those who care for them'.

Decision Making

- Ability to make decisions on appropriate actions in relation to individual and complex cases.
- Make decisions in relation to legal proceedings against parent/carers.
- Ability to prioritise own workload in order to meet tight deadlines.
- To be able to make prompt decisions as a lone worker.
- Ability to make decision in regards to safeguarding.
- Acknowledge the need for a collaborative approach in complex situations.

Creativity and Innovation

- Due to the complex nature of the cases and families that are supported there is a need for a level of creative and imaginative solutions as an ongoing part of the role.
- There is an ongoing need to update practice and procedures and to respond to new guidance and initiatives from both within the LA and externally from the DCSF.
- Need to be solution focussed and able to demonstrate that you work in this way with the team as well as with children, young people and families.

Job Scope Number and types of jobs managed Provide Professional Supervision and support to named Education Welfare Officer/s Typical tasks supervised/allocated to others Oversight of the work of the Business Support Team.	Budget Holder Asset Responsibility:	No Equipment within the team. Own laptop and phone
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Contacts and Relationships

- Relationships with the EWS team, and colleagues in Early Help and Social care teams.
- Relationships with Family Contact Point and Senior Managers.
- Relationships with colleagues in education including schools, SEND and alternative education providers.
- Relationships with pupils and their carers.
- Local and National representatives for CME, EHE and Child Employment/Performance.

Other Key Features of the role

- Your work will involve working with some of our most vulnerable families, therefore you will be expected to be resilient, and able to manage self in sometimes challenging situations.

- Flexibility to ensure hours of work can match the needs of the service.
- The ability to travel throughout the Borough in order to carry out the full range of duties relating to this role.
- Lone working.
- An enhanced DBS check is required for this post.

In accordance with the provisions of the Health and Safety at Work etc. Act 1974 take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the Council so far as is necessary to enable the Council to perform or comply with its duties under any statutory health and safety provisions

This role profile is intended as a general guide to the responsibilities attached to the post.

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name::
Date:	