



**SWINDON**  
BOROUGH COUNCIL

## Role Profile

<b>Job Title:</b> Education Welfare Officer	<b>Role Profile Number:</b> ED1115
<b>Grade: N</b> <b>Salary:</b>	<b>Date Prepared:</b> Reviewed June 2018
<b>Directorate/Group:</b> Commissioning. Children, Families and Community Health	<b>Reporting to:</b> Senior Education Welfare Officer
<b>Structure Chart attached:</b>	No

### Job Purpose

- To contribute to the statutory obligations and traded delivery functions of the Education Welfare Service to help ensure that they are delivered on behalf of the council as required.
- To act as a Lead Education Welfare Officer for complex situations involving vulnerable children and young people
- To act as a Lead Officer in ensuring safeguarding procedures are understood and are followed for all cases of concern.
- To undertake a Lead Officer role for Children Missing Education (CME) for the local authority. To follow procedures to ensure the early identification of CME, and identify their whereabouts.
- To undertake a Lead Officer role for Elective Home Education (EHE) for the local authority. To carry out procedures relating to the safeguarding of those who are EHE by undertaking home visits.
- To support the Lead Officer for Child Employment/Performance for the local authority. To follow policies and procedures.
- Support and advise parents and young people who have been Permanently Excluded (PEX).
- To support the Education Welfare Service legal process by carrying out the legal responsibilities of the Education Welfare Service, including holding case discussion meetings through to attendance at court.
- To support the Education Welfare Team to deliver all elements concerning 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 contribute to the development of the Education Welfare Service.

### Key Accountabilities

- To maintain a high level of knowledge about attendance issues, including policy, law and best

practice in order to provide advice, support and challenge to schools, settings and parents.

- To engage in professional support and supervision on a 1-1 basis or in a group setting.
- To ensure that all policies, procedures and guidance documents relating to CME, EHE and school attendance are adhered to.
- To ensure that the CME policy and procedures are implemented including contributing to the updating of the data base for CME and pupil tracking. Liaison with all stake holders within the Borough and wider to ensure that Children Missing are located, and Children Missing education are identified, recorded and supported.
- To ensure that policy, procedures and guidance documents relating to EHE are implemented and reflect the DCSF Guidelines to ensure that all EHE children receive an “efficient full-time education, suitable to their age, ability and aptitude, and to any special educational needs they may have.” To take appropriate action when the education does not meet these requirements, including any legal actions that may be necessary.
- To safeguard and promote the welfare of EHE children, by helping to maintain the EHE database, ensuring regular visits and to complete an ‘Early Help Record’ when appropriate.
- To ensure that policies and procedures relating to Child Employment and Performance are adhered to. Liaise with Trading Standards Officers and Schools to ensure children and young people and employers are aware of the law relating to child employment/performance in order to safeguard and promote the welfare of children as required.
- To support the performance licence, work permits and chaperone procedures as required.
- To act as a lead Education Welfare Officer for complex cases to secure regular school attendance, and address issues arising from non -school attendance.
- To act as a lead officer for the legal process in relation to none school attendance from case discussion through to attendance at court.
- To chair complex meetings, hold case discussions, and act as the Lead professional for families.
- To undertake the delivery of the traded service to ensure that schools and families are receiving a timely and quality service ensuring the best outcomes are achieved.
- To maintain case records that meet quality standards.
- To contribute to the quality assurance processes of the 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 safeguard and promote the welfare of children young people under the Children Act 2004.
- 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.

## **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:

- Substantial experience of working with children and families.
- Experience of working as an Education Welfare Officer or in a similar role in a multi-agency setting.
- Experience of carrying out statutory duties under Section 444 of the Education Act 1996
- Experience of managing complex meetings with people in difficult and often stressful/confrontational situations
- Knowledge of Legislation relating the School Attendance
- Experience of managing a caseload.

Preferred:

- Experience in an educational setting
- Awareness and understanding of the Children Act 1989 and 2004 and Every Child Matters agenda
- Experience of supporting families through the CAF
- Safeguarding knowledge.
- Awareness of Children Missing Education (CME), and Elective Home education (EHE)
- Experience of writing reports to a standard that would meet with legal requirement should they progress to court.

## **Qualifications**

Minimum:

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

Preferred

- Educated to Degree level or equivalent.

## **Decision Making**

- To be able to offer guidance to colleagues and team members.
- Make decisions in relation to legal proceedings against parent/carers
- To be able to make prompt decisions as a lone worker
- To be able to use own initiative in deciding how to effectively proceed with individual cases, often of a very complex nature
- Ability to prioritise own workload and to meet tight deadlines
- Acknowledge the need for a collaborative approach in complex situations
- To be able to make appropriate decisions regarding safeguarding.

## Creativity and Innovation

- 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.
- You will need to be creative in how you support families to ensure that regular school attendance is achieved.

<b><u>Job Scope</u></b>	<b>Budget Holder</b>	No
<b>Number and types of jobs managed:</b> N/A	<b>Asset Responsibility:</b>	Own laptop and phone. Resources.
<b>Typical tasks supervised/allocated to others</b> Business support team		

## Contacts and Relationships

- Relationships with families, school staff, admissions team, exclusion and reintegration officers.
- Relationships with the EWS team and colleagues in Early Help and Social Work teams
- Relationships with the legal team supporting te EWS with all legal cases.
- Relationships with Family Contact Point ,Operational and Senior Managers
- External partners, colleagues and stakeholders in other agencies across the workforce.
- Local and National representatives for CME, EHE and Child Employment/Performance

## Other Key Features of the role

- There will be some requirement to work outside of normal working hours, for which time off in lieu of payment will be taken.
- Safeguarding will be a key feature of this role.
- The role involves meeting with families and attending meetings when sensitive and distressing information is being shared so confidentiality and emotional resilience is essential.
- Lone working.
- Driver to be able to travel across and around the Borough of Swindon

<b>Employee Signature:</b>	<b>Print Name:</b>
<b>Date:</b>	
<b>Line Managers Signature:</b>	<b>Print Name:</b>
<b>Date:</b>	