



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title: Education Welfare Officer (Exclusions)	Role Profile Number: ED1115
Grade: N	Date Prepared: Reviewed June 2018
Directorate/Group: Commissioning. Children, Families and Community Health	Reporting to: Senior Education Welfare Officer
Structure Chart attached:	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 exclusions, ensuring council statutory duties are met.
- To work with schools and parents to ensure the exclusions and re-integration is well understood, key processes followed and pupils are able to access full time education.
- 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 and exclusions 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 children and young people, school attendance and exclusions are adhered to.
- To ensure that pupil tracking is up to date and that all pupils that have been excluded are receiving full time education.
- To safeguard and promote the welfare of children and young people, by helping to maintain the database, ensuring regular visits and to complete an 'Early Help Record' when appropriate.
- 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 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, Exclusions 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 and Exclusions
- Experience of managing a caseload.

Preferred:

- Experience in an educational setting
- Awareness and understanding of the Children Act 1989 and 2004
- Experience of supporting families through the CAF
- Safeguarding knowledge.
- 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' or equivalent or substantial experience in working with children and young people

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.

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

- Relationships with families, school staff, admissions team, exclusion and reintegration officers.
- Relationships with the EWS team and colleagues in Early Help, SEND and Social Work teams
- Relationships with the legal team supporting the 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 SEND

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.
- Annual Leave to be taken where possible within School Holiday times
- Driver to be able to travel across and around the Borough of Swindon

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