



Job Description

Job Title: Education Welfare Officer	Grade/ Level:	Post Number: ED1115 v2
Directorate: Children's Services	Job Family: Services to Children and Young People	Date Prepared: September 2009

Role reports to:
Integrated Family Support Manager

Job Purpose:

To act as the authorised representative of the Local Authority and to monitor the attendance of children and young people in schools through the regular inspection of registers and liaison with senior school staff.

To offer strategic advice, support and challenge to enable schools to develop improved systems and practice for managing attendance.

To undertake individual casework with parents and pupils and address issues arising from non-attendance at school by working in partnership with schools, parents, children and young people and other agencies.

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

Key Accountabilities:

1. 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.
2. To initiate regular school meetings with Head teachers or their named representatives in order to identify any problems at school which may inhibit a child from making the most of the educational opportunities available to them.
3. To collect and analyse data in order to support school governors and head teachers set attendance targets
4. To accept referrals from schools and other agencies to families parents and to undertake an assessment of the situation, forming action plans as deemed appropriate. This would normally include home visits, meetings in school and with other agencies.
5. To undertake casework to improve individual pupil attendance. All EWO casework will involve the setting of targets for improvement and will be time-limited and subject to regular review.
6. To complete a Common Assessment Framework (CAF) when appropriate and act as Lead Professional
7. 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.

8. To be the supporting officer to families experiencing social inclusion issues – i.e. pastoral support programmes, re-integration meetings, governors disciplinary panels and referral to alternative educational provision.
9. To be responsible for ensuring that, for named schools, all children, absent for four weeks or more, are recorded on the Pupil Tracking Document. To take responsibility for updating this document. To ensure that these children receive appropriate education as soon as possible by liaising with schools and senior managers in the local authority and other agencies.
10. To develop and maintain a knowledge of Legislation and Education Welfare Procedures and Protocols in relation to the non-school attendance of children and young people.
11. To maintain confidential records of cases, participate in quality assurance procedures and collect and collate statistical information.
12. 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.
13. To initiate the missing children protocol.
14. To support the named officer for Elective Home Education by providing reports for families who choose to educate their children at home. To ensure that the school has followed the correct procedure before de-registering a pupil
15. To participate actively in Integrated Service Team and Education Welfare training, supervision and team meetings.
16. To provide training to schools, practitioners and other partners on all aspects of school attendance
17. To participate in Truancy Watch Patrols, in partnership with Wiltshire Police.
18. To participate in the implementation of the Council's equal opportunities policy and to demonstrate a commitment to anti-discriminatory and anti-oppressive practice in the development of client services.

Supplementary Accountabilities:

1. To promote and enforce the by-laws relating to child employment and entertainment.
2. To take an active role in Education Welfare initiatives – i.e. the Annual Attendance Awards Ceremony; Training Workshops for school staff to support Government Policy.
3. To launch and promote publications, reward systems and competitions to improve school attendance.
4. 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.
5. Undertake any other duties that can be accommodated within the grading level of the post.
6. There will be some requirement to work outside of normal working hours, for which time off in lieu of payment will be taken.

7. The job involves regular travel in order to visit schools and families at home.
8. 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.
9. To safeguard and promote the welfare of children young people under the Children Act 2004.

Job Scope: Number and type of jobs directly managed:

Not applicable

Typical tasks supervised/allocated to others:

Nil

Job Scope: Direct responsibility for financial resources and / or physical assets

Budget: Nil

Assets: Mobile Phone and Laptop

Knowledge and Experience:

Minimum:

- Substantial experience of working with children and families in any capacity
- Good experience of managing meetings with people in difficult and often stressful/confrontational situations
- Knowledge of working in a multi-agency setting
- General administrative experience
- IT Literate in Word and Excel

Preferred:

- Experience in an educational setting
- Awareness and understanding of the Children Act 1989 and 2004 and Every Child Matters agenda
- Knowledge of Legislation relating the School Attendance
- Experience of developing and running group work programmes
- Educated to Degree level or NVQ4
- NVQ Level 4 in 'Learning, Development and Support Services for Children, Young People and those who care for them'

Skills/Personal Qualities:

- Excellent communication skills both verbally and in writing
- Ability to work independently and as part of a team
- Genuine belief in Social Inclusion and ability to demonstrate an active commitment to putting equal opportunities and anti-discriminatory work into practice
- Ability to remain calm in stressful and emotional situations

Decision Making:

- 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

Contacts and Relationships:

- Staff in Integrated Services Locality Teams and other departments and agencies within the Borough
- Governors, Head Teachers and senior staff in schools and other educational establishments
- Pupils and their parents/carers
- Wiltshire Constabulary
- The voluntary sector
- Members of the public
- Members of the press and media via the Borough Press Office

Creativity and Innovation:

Due to the complex nature of many of the cases that are supported, there is a need for a high level of creative and imaginative solutions as an on-going part of the role. There is an on-going need to update practice and procedures to respond to new guidance and initiatives from both within the LA and externally, mainly from the DCSF.

Emotional Demands of the Job:

The post-holder will work with parents of vulnerable young people.

Job Specific Competencies:

Car owner/user (full license).

Health and Safety:

In accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work. You must also co-operate with the Council to enable it to comply with its statutory duties for health and safety.

You must work in accordance with training or instructions given, make proper use of any personal protective equipment provided and inform your manager of any hazardous situations or risks of which you are aware.

You must ensure you undertake responsibilities relating to your position as detailed within your Directorate Health and Safety Policy

Data Protection:

In accordance with the provisions of the Data Protection Act 1998, job-holders should take reasonable care to ensure that personal data is not disclosed outside the Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council's written procedures.

NOTE:

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing needs of the department, always in consultation with the post-holder.

Employee Signature:	
Print Name:	Date:
Line Manager's Signature:	
Print Name:	Date: