



**SWINDON**  
BOROUGH COUNCIL

## Role Profile

<b>Job Title:</b> Senior Education Welfare & Inclusion Officer	<b>Role Profile Number:</b> SBC_11739
<b>Grade:</b> <b>Salary:</b>	<b>Date Prepared:</b> February 2023
<b>Directorate/Group:</b> Children's Services Inclusion & Achievement	<b>Reporting to:</b> Service Manager, Attendance & Inclusion
<b>Structure Chart attached:</b>	Yes

### 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.

### Key Accountabilities

- To ensure the delivery of all statutory obligations required of the Education Welfare Service.
- To act as a Legal Lead for legal processes in the Education Welfare & Inclusion Service
- 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), Child Employment and Performance and Elective Home Education (EHE) for the local authority.
- To develop and update policies and procedures.
- To act as a Lead 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 leadership, supervision and support to a team of Education Welfare Officers.
- 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.
- In discussion with Legal Services 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 administer the CME and Pupil Tracking Document database. Provide regular reports to senior management and the Local Safeguarding Children’s Partnership (LSCP) 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 work within DFE 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 through the School Attendance Order process.
- 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 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 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**

- Contribution to team meetings and in-service training.

## **Knowledge & Experience**

### *Essential:*

- 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
- Experience of working in a multi-agency setting
- Experience of working within an Education Welfare Service
- Experience in an educational setting
- Knowledge of Legislation that underpins regular School Attendance.
- Knowledge of CME, EHE, and child performance policy
- Advanced user of MS Suite such as powerpoint and excel
- Excellent presentation, written and verbal communication skills
- Attendance at meetings at times required to meet objectives
- Clean Driving License
- Attention to detail.
- Ability to work under pressure.
- Ability to work independently and as part of a team.
- Good communication skills both verbally and in writing.
- Ability to remain calm in stressful and emotional situations.

### **Desirable**

- Good experience in an educational setting, for example: Teacher, Teaching Assistant; Pastoral Support Assistant.
- Good experience of supporting families and children and young people who experience difficulties managing behaviour in the education and home setting

## **Qualifications**

- Degree level qualification or equivalent (Level 5) in an area relating to Education, youth work or social work

## **Decision Making**

- To be able to make prompt decisions in capacity of a lone worker.
- To be able to use own initiative in making effective casework decisions underpinned by Borough policy.

- Ability to prioritise own workload and to meet tight deadlines.
- Acknowledge the need for a collaborative approach in complex situations.

**Creativity and Innovation**

- Due to the complex nature of many of the cases and families that are supported there is a need for a high level of creativity and imagination to develop a positive solution.
- There is an ongoing need to update practice and procedures to respond to new guidance and initiatives on both a local and national level. The Inclusion Service also develops good practice through local and regional ideas/innovations.

<p><b><u>Job Scope</u></b></p> <p><b>Number and types of jobs manage</b> Post holder will need to liaise closely with members of the Education Welfare Service and other SBC services and teams.</p> <p><b>Typical tasks supervised/allocated to others</b></p>	<p><b>Budget Holder Responsibility</b></p> <p><b>Asset Responsibility:</b></p>	<p>No direct budgetary control.</p> <p>Mobile phone - Laptop</p>
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**Contacts and Relationships**

- Elected members and staff in Children Services 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.
- Members of the public.
- Colleagues in the Voluntary Sector and from other Local Authorities.

**Other Key Features of the role**

- Attendance at meetings at times required to meet objectives
- Must hold a current driving license and have access to a vehicle.

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