



Learning Community Trust Job Description



Name of post holder:

Title of post: Education Welfare Officer (EWO)

Salary: SO1

Working hours: 195 days per year Term time + 10 days. Full time.

Terms and conditions

- a) The other terms and conditions set out in the various national collective agreements in force from time to time.
- b) The Local Authority's Rules and Conditions including any local agreement entered into with recognised trade unions.
- c) The Trust Instrument and Articles of Government as appropriate.

Summary of Post:

The post holder will work independently but under the guidance of the Trust EWO Lead. This guidance will be clear direction as required to complete key actions.

The post holder will work alongside other Trust EWOs supporting school staff in improving school attendance and reducing persistent absence, identifying (and signposting to) appropriate support services for children, young people and their families and ensuring children within the borough are accessing their entitlement to educational provision.

Major Tasks

Generic tasks listed below:

- Visit schools as required on a regular basis to undertake register reviews.
- Identify pupils with unacceptable levels of attendance and agree action with the school.
- Advise and support school staff on appropriate use of registration coding.
- Be able to produce and interpret various data for maximum impact on raising levels of attendance.
- Be computer literate and able to use various applications and software.
- Meet with school staff who have delegated attendance responsibilities to review policy and procedures.
- Contribute and advise on appropriate strategic interventions.
- Discuss with school staff appropriate interventions for individual cases.
- Visit the homes of children with attendance and welfare problems and work with them and their families to address the presenting problem.
- To adhere to the lone working policy when undertaking home visits to families.
- To contribute to and evaluate school attendance action plans.
- To participate in delivering training to school staff in respect of managing school attendance.
- To support strategies to address specific areas impacting on school attendance, e.g. leave/holidays in term time.
- To undertake case work in respect of children with poor attendance.
- Maintain electronic casework records and paper files.

- Support the schools and the Trust in fulfilling statutory duties in relation to attendance and be capable of instigating legal action following appropriate protocols, including providing evidence to be used in the Magistrate's Court.
- To facilitate and contribute to professional meetings as required.
- To use a range of statutory interventions to address the absence of individual children.
- To contribute to safeguarding procedures in respect of children with attendance concerns.
- To attend Child Protection Conferences and Core Groups as required.
- To signpost for advice on the statutory responsibilities of Child Employment and Children Missing Education.
- To communicate any concerns regarding pupils to (and liaise with) Family Connect.
- To network, liaise and signpost to other agencies as required.
- To attend and participate in any relevant training.
- To complete all administration in line with Trust Policies
- Take responsibility for recording case notes and other relevant administrative duties.
- To support team members in identifying and monitoring processes to manage children missing school who may be subject to Child Missing Education (CME), Children Not Receiving Education (CNRE) or Children Out Of School (COOS) categories.
- To investigate pupils with irregular school attendance following referrals from schools, prepare, arrange and facilitate Interviews Under Caution with parents.

Other Major Tasks

- To administer the Trust and Local Authority's non-school attendance procedures including making parents aware of their legal responsibilities.
- To refer reports from attached schools of pupils missing from education to appropriate officers.
- To use the available data management systems to analyse school attendance.
- To take responsibility for recording relevant information on child files.
- To monitor pupils within attached schools who are only receiving a part time modified timetable.
- To liaise closely with external agencies including Family Connect and Social Care regarding pupils.
- Visit allocated schools within the Trust on an agreed basis to identify problems with individuals or groups of children that fall within the responsibilities of Education Welfare Officers.
- To attend Case Conferences on individual children as may be arranged by Trust schools, Social Care personnel or other professional agencies.
- Provide reports when required for meetings involving children, young people and their families including child protection conferences.
- To use case management systems and to use IT systems.
- To undertake training and courses as may be necessary to update skills for the duties of an Education Welfare Officer.
- To liaise closely with the Local Authority concerning pupils with Special Educational Needs and pupils who have additional needs where there are attendance issues i.e. those in care or who have difficulty in maintaining a school place.
- To undertake any other reasonable duties as directed by the Trust Senior EWO commensurate with this role.

Other considerations

- To communicate effectively with team members and officers from other agencies.
- To develop good relationships with school staff and other professionals by behaving with integrity and treating people with respect.
- To recognise personal development needs and discuss ways to address them with line manager, e.g. shadowing, secondments, projects etc.
- To ensure Trust resources are used as efficiently as possible

Personal and professional conduct

A Trust Member of Staff is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct. Further detail is provided in the Trust Code of Conduct for Staff Policy

- All Trust staff will uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
 - treating staff/pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a professional position
 - having regard for the need to safeguard staff/pupils' well-being, in accordance with statutory provisions
 - showing tolerance of and respect for the rights of others
 - not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
 - ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- All Trust staff must have proper and professional regard for the ethos, policies and practices of the school in which they deliver and maintain high standards in their own attendance and punctuality.

Reporting to:

Trust EWO Lead

Review/Line management arrangements

This document will be reviewed in line with developments. However, either party may raise issues at any time that is appropriate.

Signed.....

Signed.....(Senior EWO)

Date.....

Criteria	Standard
Qualifications	<ul style="list-style-type: none"> • Relevant experience working within the school setting that covers a majority of the job description (Training to be provided in development areas) • Education Welfare or Social Work qualifications may be an advantage. • Commitment to complete NVQ Level 4
Knowledge	<ul style="list-style-type: none"> • Knowledge and understanding of the broad principles of child development • Knowledge of the concept of case management • Knowledge of public and voluntary sector service providers for children and families • Evidence of a continuous commitment to professional development • Experience and knowledge of working with young people and their families who have significant support needs. • Knowledge of ICT packages such as Excel and Word. • Knowledge of appropriate legislation and procedures relating to school attendance • Working knowledge of all areas covered by main tasks attained through qualification or CPD
Skills	<ul style="list-style-type: none"> • Ability to communicate effectively with young people and their families • Ability to communicate effectively and appropriately with internal and external colleagues, both verbally and in writing, • Ability to use software provided (training will be given as required) • Ability to maintain IT systems accurately • Excellent recording skills • Excellent written and verbal communication skills • Able to drive and have access to a car each working day
Experience	<ul style="list-style-type: none"> • Experience of delivering individual/team objectives and performance targets within agreed timeframes • Experience of using a variety of software packages • Experience of working in an educational environment and in the community • Experience of explaining a complex situation to others both verbally and in writing
Personal style and behaviours	<ul style="list-style-type: none"> • Develops good relationships with others by behaving with integrity and treating people with respect • Develops good communication and relationships with a wide variety of people. • To work pre-arranged working hours to fit the needs of the post. • To work with children, young people and their families to identify and support their complex needs, this may include evening working