

Penryn College

JOB DESCRIPTION

Job title:	Attendance & Education Welfare Officer
Hours:	Full-Time, term time plus 7 days
Grade:	F
Responsible to:	School Based Education Welfare Officer (Penryn College)
Direct Supervisory Responsibility for:	None
Indirect Supervisory Responsibility for:	None
Important Functional Relationships:	Internal: School Based EWO, Student Services Administrator, Headteacher, SLT Team, Safeguarding Officer, EST Team, HOY, SENCo, Teachers, Admin Team, Pupils External: Headteachers from Partnership Schools, Parents, County Education Welfare Team, Social Services staff, Special Education and Child & Family Services, Connexions Personal Advisers, School Medical Officers, General Practitioners, Youth Service, Health Visitors, Police and Probation Services, Youth Offending Team, NSPCC and Voluntary Agencies, Governors

MAIN PURPOSE OF JOB

To support the Education Welfare Officer and EST Manager to provide a professional service to identify and assess the needs of children where there is concern in relation to school attendance, behaviour, achievement and their general welfare. To be responsible for the administration and tracking of attendance, and facilitating support programs to address attendance problems.

To be a school first aider, administering first aid and dispensing medically prescribed controlled drugs and to be responsible for sick children and staff within the school.

MAIN DUTIES AND RESPONSIBILITIES

1. To maintain a range of school records and data relating to pupil attendance records. To respond to requests for such data from senior leaders, SENCO's, EST Manager and the School Based EWO and assist in the interpretation of such data and information.
2. To ensure all data stored is accurate and up to date. To ensure the utmost confidentiality with regard to such data and information.

3. To communicate and advise staff of the procedures and rules necessary for the correct functioning of the attendance system.
4. To liaise with the relevant departments regarding late arrivals and absences of pupils during the day. To inform parents/guardians of absent students and to send out the appropriate correspondence to parents/guardians regarding the non-attendance of pupils.
5. To be responsible for the co-ordination of weekly and annual reports and publications as required by the Headteacher, LEA departments and DFE.
6. To highlight attendance issues to the School Based EWO/Deputy Headteacher and other school staff.
7. Work with EST and HOY to ensure lateness is tracked, monitored and sanctioned.
8. Follow up for non-attendance at school or in lessons.
9. Be part of a graduated response to poor attendance preceding EWO intervention.
10. Ensure we promote good attendance through an annual programme of activity and publicity.
11. Work with the data team to ensure attendance data is produced and shared in timely and effective way.
12. To provide welfare support to children and schools with specific reference to investigating matters affecting school attendance of children. Duties will involve advising children and parents on attendance matters as required and encouraging good home / school relationships which may involve referring to additional agencies.
13. In cases of poor school attendance and / or welfare issues the Attendance & Education Welfare Assistant will be proactive in assessing the situation and liaising with the appropriate professionals when pupils may be in need of additional support.
14. To offer general advice to parents and schools on education matters.
15. To take the lead in consulting with other agencies in accordance with Council guidelines and work as appropriate with children who may be at risk of abuse.
16. To work proactively with school staff and other professionals to devise and monitor alternative education packages for disaffected or underachieving pupils within the social inclusion guidelines.
17. To attend and complete training as directed by the Education Welfare Officer and EST Manager.
18. To monitor and track data around attendance and attainment and to use this data to support identified groups of vulnerable young people to show an improvement in these areas.

19. To provide and administer first aid (as trained) to staff and pupils, taking appropriate action in the event of an emergency and communicating with staff and parents in accordance with procedures. Maintaining the First Aid at Work qualification (school funded). Dispensing medically prescribed controlled drugs (as per the approved procedure) and to be responsible for children who are sick within the school.
20. To network with internal and external health/support agencies on a regular basis. To liaise with a range of health and support agencies with a view to seeking advice and support on behalf of students with specific concerns which may affect their attendance at school, under the direction of the School Based EWO and the senior management team.
21. To offer support to students as requested by individuals or where there are concerns for a student's wellbeing in order to identify underlying issues affecting students' attendance, and to pass on information to parents and members of the pastoral team as appropriate and in accordance with the school's pastoral and safeguarding policies and procedures.
22. To undertake regular communications with the School Based EWO, senior management team, teachers, SENCOs, Teaching Assistants and other staff working with pupils with poor attendance so as to ensure adherence to the school's policies and processes with regards to the management of attendance problems and awareness of support programmes in place.
23. To work with the school management team, the SENCO, teaching staff and the relevant LEA advisers so as to contribute to the review and development of school policies and processes relating to attendance management, ensuring adherence to DFE guidelines and consideration of the success of the school's existing policies and processes.
24. To work with Tutors and Heads of Year to improve the attendance of target students. To monitor and evaluate attendance and punctuality data so as to review the success of the school policies and initiatives to improve the attendance and punctuality of students where this is of concern.
25. To evaluate the success of support initiatives with regard to school attendance problems and to produce reports on student attendance on a regular basis.
26. To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
27. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection and GDPR).
28. To maintain confidentiality of information acquired in the course of undertaking duties for the department.
29. The post holder is responsible for his/her own self-development on a continuous basis.

30. To undertake other duties appropriate to the grading of the post as required.

PENRYN COLLEGE

PERSON SPECIFICATION

Job Title: Attendance & Education Welfare Assistant

Person Specification prepared by: Penryn College **Date prepared:** May 2019

Attributes	Essential	Desirable	How Identified
Relevant Experience	<p>Experience in one or more of the following:</p> <ul style="list-style-type: none"> • Working with Children, Young People and Families • Education Welfare Work • Social Work • Working in an Education Setting <p>Practical experience of working in an office environment using word, excel and e-mail.</p>	<p>Experience of SIMS software – in particular the attendance model and the Optical Mark Reader.</p> <p>Experience of working within a school / college environment.</p> <p>Minimum of 1 years' experience of working with children and young people.</p>	Application form Interview
Education and Training	<p>Attainment of GCSE's to at least Grade C or equivalent in Maths and English.</p> <p>Have or be willing to work towards an NVQ Level 3 in learning and support services for children, young people and those who care for them.</p> <p>First Aid Trained (or happy to undertake the training).</p>	<p>Knowledge of outside agencies available to schools.</p> <p>Counselling qualification. Dip SW or CQSW. Education degree/diploma level. Youth and Community Qualification.</p>	Application form
Special Knowledge and Skills	<p>Education Legislation. Child Protection. Multi Agency Working. Excellent Interpersonal skills. Excellent Organisational and Communication skills. Ability to liaise with Headteacher and Senior Staff. Excellent oral and written skills. Excellent IT skills.</p>	<p>An ability to manage data at a low level.</p> <p>Counselling</p> <p>Mediation/Conciliation</p> <p>Freedom of Information</p>	Application Form/Interview/References
Any additional factors	<p>Ability to produce accurate information based on accurate data input. Professional, tactful & sensitive. Discreet & confidential. Ability to work on own initiative and within a team. Acceptance of different attitudes, willingness to work with children and young people.</p>	<p>Be able to communicate with people of all ages, abilities and attitudes.</p>	Interview

JE Code 8612

	Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.		
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