

## Job Description

<b>Job Title:</b>	Education Welfare Officer
<b>Location:</b>	TWMAT Central Services
<b>Responsible To:</b>	Education Welfare Service Lead
<b>Salary Grade:</b>	Grade F (£28,672 - £32,234) Actual salary £24,443 - £27,480 pro rata (37 hrs per week 39 weeks per year)

### Key Purpose of Job

To achieve improvements in school attendance across the Trust schools, undertaking family liaison and support.

To deliver consistent high quality EWO services and provide direct support with attendance related issues.

### List Key Duties and accountabilities of the post

1. Work with parents and pupils to help them understand and fulfil their legal responsibilities and agree action to reduce absence and improve attendance.
2. Monitor and record the outcomes of planning with parents/pupils to improve attendance, maintaining appropriate casework records and files.
3. Give advice and support the Trust on policies/procedures/strategies in relation to managing attendance, ensuring statutory compliance.
4. Monitor and review attendance data, advising key staff of trends and concerns, and undertake attendance/registration inspection and whole academy audits as required.
5. Work with relevant agencies and partners to ensure a co-ordinated approach to improving attendance and alternative provision, in order to support optimal attainment by pupils.

### 1. Supervision / Line Management Responsibilities of the post

No line management responsibilities.

### 2. Working Environment & Conditions of the post

In support of the Trust's vision and ethos of shared teaching and learning to improve educational outcomes for young people, the post may be required to travel and work within any school in the Ted Wragg Multi Academy Trust.

### 3. Other Duties

- a) To undertake additional duties as required, commensurate with the level of the job.
- b) To participate in induction training, staff review processes and professional development opportunities

#### 4. Other Duties

- a) All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- b) The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- c) The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- d) The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.
- e) The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at
- f) This post is expected to work across the Trust schools in Exeter and Plymouth
- g) The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

## Person Specification

Area	Job requirements	Essential/Desirable
A Qualifications and Professional Development	<ul style="list-style-type: none"> <li>GCSE English and Maths Grade C or equivalent</li> <li>Professional qualification in a relevant field</li> </ul>	Essential Desirable
B Experience	<ul style="list-style-type: none"> <li>Experience of delivering Education Welfare support or working within a similar field</li> <li>Proven ability to provide advice and guidance in accordance with legislation</li> <li>Experience of maintaining accurate data, producing statistical and factual reports.</li> <li>Proven ability to undertake tasks with conflicting priorities and timescales</li> </ul>	Essential  Essential  Desirable  Desirable
C Knowledge	<ul style="list-style-type: none"> <li>Knowledge of education law affecting school attendance</li> </ul>	Essential
D. Other skills/Attributes	<ul style="list-style-type: none"> <li>Ability to managing workload of self and others to achieve results</li> <li>Achieves objectives on time to the required standard and within the resources available</li> <li>Shows self-motivation, demonstrating drive and energy</li> <li>Shares information appropriately.</li> <li>Demonstrates a readiness to make quality decisions, based on logical analysis of information and can originate action.</li> </ul>	Essential  Essential  Essential Essential Essential
E. Other Conditions	<ul style="list-style-type: none"> <li>Must satisfy relevant pre-employment checks</li> <li>Driving license and access to car</li> <li>This post will involve contact with vulnerable groups (children and young people) and therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced Disclosure Barring Service (DBS) check. This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands and bind-overs both spent and unspent in their application regardless of the passage of time.</li> </ul>	Essential Essential Essential