

## Job Description

**Job Title:** Education Welfare Officer

**Reporting to:** Vice Principal – Deep Support      **Grade:** 8

### Overall purpose of the post:

- To support children whose education is at risk.
- To help families to improve their children's access to learning and enable all children and young people to maximise their educational opportunities, especially those vulnerable groups that may need additional support.

### Main duties and responsibilities:

- To assist in meeting agreed targets and outcomes in the Academy.
- To identify those children in need of support by reason of their behaviour, absence from school, family dysfunction, disability, social or emotional needs or any other special educational needs.
- To work with Looked After Children and their carers to improve access to the Academy.
- To give guidance and support to teachers, parents and children in dealing with issues of concern.
- To assist the Academy to safeguard students through joint work with partner agencies.
- To assess need, plan interventions, implement effective action and evaluate outcomes against agreed objectives, whilst involving service users in decisions whenever possible, focusing on interventions at phases two and three of the Continuum of Need.
- To focus on Academy/Partnership responsibilities for children by:
  - Carrying out assessments on appropriate referrals using common assessment or other agreed frameworks.
  - Implementing the Academy attendance management procedures.
  - Undertaking the management of Education Supervision and Parenting Orders.
  - Supporting parents and students when the exclusion process is implemented.
  - Assisting parents to ensure that all students who are not in mainstream school are receiving an appropriate programme of education.
- To prepare clear and concise reports as necessary.
- To maintain appropriate records.
- To maintain up to date knowledge and skills in accordance with service specifications and National Occupational Standards through regular training and performance review.
- To have regard to the agreed Referral and Assessment Pathways published by the Local Authority / Government.

- To have regard in all areas of work to the welfare of the child in any situation where abuse is suspected in accordance with safeguarding procedures. This includes:
  - Providing reports and attending case conferences and reviews.
  - Participating in Core Groups.
  - Assisting in child protection training of Academy staff and other agency services.
  - Joint casework with other children's services, including initial assessments.
- EWO's who have progressed beyond the Band 8 bar will be expected to undertake additional duties, such as taking lead responsibility for a service development area or deputising managers in particular areas of work. EWO's who have progressed will also be expected to contribute to staff training.

### **Additional Responsibilities**

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation were applicable
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

### **Personal Contacts:**

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.