

# Success for all Educational Trust

(Comprising of The Royal Liberty School and Redden Court School)

## EDUCATIONAL WELFARE OFFICER (EWO)

Grade: SO1

Contract: Permanent Term Time (39 weeks per year)

Hours: 36 hours per week (excl lunch breaks)

Reports to Heads of Pastoral both Royal Liberty and Redden Court School: This post is professionally responsible to each individual Academy's designated link person but will be line managed by the Pastoral Leads in both schools.

Location: Initially within Redden Court and The Royal Liberty. The postholder will be expected to work in other schools that buy into the EWO service the Trust offers.

### **CONTEXT:**

To act as children's education advocate and to facilitate the educational partnership between home, school, community and Local Authority, by support, liaison and negotiation; and where conflict arises to give paramount consideration to the interests of the child.

### **PURPOSE OF JOB:**

This is a very important post as it contributes enormously to raising student attendance and achievement across the two academies. The EWO works closely with teaching and non-teaching staff to help students overcome barriers to learning, particularly but not exclusively in attendance and punctuality. Liaison with the Borough's Statutory EWO

Service will also be essential to take families to court where necessary. The EWO shares responsibility with the Headteacher, for the outcomes of the students who are persistently late for school and who are persistently absent for school.

## **1.0 Main Responsibilities and Tasks:**

1.1 To help meet the Academies' attendance and punctuality targets. This to include:

- To provide advice and support to parents, schools and children on welfare matters, and to mobilise financial and other material resources from voluntary and statutory sources where required to further educational opportunities;
- To ensure a professional approach to schools and offer support to key staff on developing absence systems across the multi –academy trust to improve attendance.
- To offer advice and guidance to the pastoral teams surrounding attendance and hold staff to account for following up any persistently absent students.
- To ensure the paperwork is thorough to be able to take a parent/carer to court and liaise with the local authority so they can proceed with the case.
- To liaise with the alternative provision co-ordinators to ensure that students who are educated off site are attending and receiving an appropriate education.
- To attend any appropriate core group, child in need or child protection conferences and be able to comment on how attendance may be impacting on their education.
- To work with the senior leadership team to challenge and support parents/carers where attendance is below the school thresholds.
- To place students on medical evidence where necessary and call parents/carers to ensure they produce this. If parents/carers do not produce this evidence then the EWO will hold families to account by hosting meetings, sending warning letters and even taking them to court where necessary.
- To present attendance information to students in assemblies, to all year groups.
- Working with other Academy leaders to raise the profile of the importance of good attendance and to implement the Academies' attendance and punctuality policies.
- Checking and monitoring the attendance and punctuality of students.

- This to include carrying out regular checks of Academy and lesson attendance and punctuality and taking appropriate follow-up action;
- Monitoring in particular the attendance of Children Looked After, and following up as appropriate, including attending review meetings and feeding information into PEP.
- Ensuring that parents and staff are aware of their statutory responsibilities.
- Working with students and families to establish the reasons for non or poor attendance, making assessments and using appropriate strategies to aid return to the Academy; this to include unsupervised home visits.
- Chairing attendance panels and following up decisions.
- Convening or attending, as appropriate, multi-agency meetings to help improve attendance (TAF, Conference CP – other relevant);
- Using appropriate legal action, in conjunction with Havering Education Services, against parents not upholding their statutory responsibilities; this to include compiling and presenting evidence in court, issuing fixed penalty fines or other legal sanctions introduced by statute;
- Liaising actively with out of borough EW Services;
- Liaising with the IAG, the Home School Tuition Centre, MASH team, EXLA team, Pastoral team, the school nurses and counsellors to ensure a coordinated approach;
- Being responsible for holding any statutory orders made in the Magistrates or Family Proceedings Courts, such as Education Supervision Orders and Parenting Orders;
- Keeping detailed records of all interviews, in and out of school;
- Reporting regularly to the heads and other members of the senior leadership team, Board Members (Governors) on overall attendance statistics, patterns of attendance and individual problems;
- Completing DFE and borough attendance returns as required;
- Completing MARF as appropriate;
- Produce weekly reports on attendance that can also be used for OFSTED purposes.
- Be heavily involved in the decision making process along with the Head of Pastoral Care to decide if a particular student should be referred to The Bridge, IYFAP, The Olive Academy or another suitable placement.

1.2 To follow the Academies' Child Protection procedures, in line with DfE guidelines and in liaison with the relevant Child Protection Officers (N.B. except in cases involving accusations against staff). This to include:

- To manage a situation during a home visit which could include calling

- the police or social care to safeguard a child.
- Making referrals to Social Services where appropriate;
- Attending planning and review meetings;
- Monitoring attendance of students on the Child Protection register;
- Contribute and lead where necessary on training linked to Child Protection and attendance to staff;
- Maintaining excellent records of all meetings and concerns communicated to you;
- Keeping the head and Child Protection Officers, fully informed at all times.
- Liaising with police or relevant agencies surrounding student who truant school/missing in education.
- To promote the safety of students and protect them from abuse, using the agreed procedures for identification. The EWO will respond to this disclosure by reporting this information to the safeguarding lead professional.

1.3. To support students and parents in all matters of welfare and issues which provide a barrier to learning. This to include:

- Drop-in sessions;
- Regular meetings with Year/House Coordinators;
- Attendance at Student Support Service meetings;
- Liaison with outside agencies.
- To conduct home visits alone
- To lead a professionals meeting including agencies such as social care, police, mosaic housing, CAMHS, counsellor etc to ensure that all members are aware of any attendance and child protection concerns.

1.4 To keep up-to-date with all legislation regarding the above MARF.

## **2.0 Other Main Duties**

2.1 To be fully aware and understand the duties and responsibilities pertaining to the Children's act 2004 in relation to child protection and safeguarding children and young people, reporting all concerns to an appropriate person;

2.2 To be aware of and support difference and ensure equal opportunities for all.

2.3 To play a full part in the life of the Academy communities, to support their ethos and to encourage students, staff and colleagues to do the same.

- 2.4 To engage actively with the performance review process and take responsibility for own training and development.
- 2.5 To undertake any other duties that the Head or responsible person may reasonably request.
- 2.6 To comply with Academies' health and safety policies at all times and to take responsibility for own and others Health and Safety, ensuring issues are raised or reported as required to senior management or Health and Safety representatives.
- 2.7 To liaise with alternative provision providers regularly to ensure that students are attending where necessary.
- 2.8 To work in accordance with the values of the multi-academy trust with regard to promoting positive attitudes towards tolerance and respect for other people.
- 2.9 Develop and maintain robust student records including any home visits, meetings with staff, meetings with student, interventions put into place and the impact of this.
- 2.10 Devise and develop a range of alternative actions to promote attendance and reduce barriers to learning.
- 2.11 To advise Head teachers, school staff and parents/carers on the implications of legislation linked to attendance; and its practical application to schools, student and their parents/carers.

### **3.0 Person Specification**

#### **3.1 Qualifications**

Essential: GCSE English and Maths or equivalent

Clean driving licence and will have their own transport

Desirable: A relevant degree or professional qualification relevant to the post

#### **3.2 Experience & Knowledge**

- a) Experience of working with young people, parents and families, preferably in an educational context;

- b) Experience of working as part of a team;
- c) Experience of working within a statutory framework, preferably one involving presenting cases in family courts.
- d) Knowledge of relevant recent legislation, including the Children Act and Every Child Matters;
- e) Knowledge and understanding of Child protection issues;
- f) Knowledge of school systems and how these impact on attendance;
- g) Knowledge of IT systems, including Microsoft Office, databases and other relevant software.
- h) Understanding of the social reasons which impact on poor attendance and barriers to learning;
- i) Understanding of the implications of Equal Opportunities as they relate directly to the post;

**3.3 Competencies and Skills.** (Evidence of the ability to):

- a) Organise own work, deciding on priorities and keep to agreed deadlines;
- b) Maintain accurate records, interpret statistical data and write concise, accurate and informative reports;
- c) Communicate effectively orally and in writing to young people and adults;
- d) Use ICT systems effectively;
- e) Encourage parental support for attendance and education;
- f) Work in a flexible way.

**3.4 Personal attributes**

- a) Ability to develop constructive relationships and communicate with other agencies and professionals;

- b) Ability to keep a good sense of humour and display resilience under pressure and when making difficult decisions.
- c) An excellent record of attendance and punctuality.

*Although some specific responsibilities may be fixed as part of an individual's job description, there will be a regular audit of tasks and responsibilities within this job description to ensure they meet the needs of the business in the future. Some tasks or aspects of responsibility may change over time in response to internal and external changes or to maximise opportunity for professional development and the need to ensure a collaborative approach to all aspects of work. Any significant changes to this job description will be discussed with the individual.*

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