

**City of Wolverhampton Council**

**JOB DESCRIPTION**

Post Title:	Education Welfare Officer
Directorate:	People
Service Group:	Children, Young People and Families
Division/Team:	Inclusion Support
Responsible to:	Education Welfare Officer
Responsible for:	N/A
Salary Grade:	Grade 5
Location:	Bingley Family Hub

**Job Purpose and Role**

Education Welfare Officers are members of the Attendance and Inclusion Service.

The post involves working with several designated schools to help them fulfil their responsibilities in promoting and raising attendance, in line with national, local and individual school targets.

The post holder will provide support to schools, children, young people and families where school attendance is a barrier to engagement. This support will be delivered as part of a Service Level Agreement (SLA) with the relevant school.

In addition, the post holder will assist, where required support the Senior Education Welfare Officers in fulfilling the council's statutory responsibilities regarding school attendance, children missing education and elective home education (EHE).

The post holder will work collaboratively with colleagues in schools, and with a range of other professionals and other agencies.

## Principal Duties and Responsibilities

- To adhere to and use the Behaviours and Guiding principles framework for Children & Young People Services in everyday working practice.
- To work collaboratively with colleagues in the Attendance and Inclusion Service and other relevant partners.
- To work with staff in designated schools on a regular basis to discuss children whose attendance/welfare is causing concern, providing advice and receiving appropriate referrals.
- To encourage and support schools to improve the attendance of Persistent Absentees and children seeking admission to designated school(s)
- To advise schools on appropriate registration and attendance practices
- To undertake the casework arising from consultations and referrals and to facilitate improved home/school working by means of home visits, meetings, and assistance with Early Support Plans.
- To ensure that all interventions are recorded in accordance with standard procedures as underpinned by an Early Support Plan and ensure there is a clear action plan in place which is regularly reviewed.
- To participate in inter-agency children in need and child protection procedures as required, including attending case meetings, safeguarding conferences and core groups.
- To act as a Lead Professional when required, coordinating the activity of other colleagues to ensure a high quality of collaborative work with children and their families.
- To help prepare cases for court hearings, in response to unauthorised absence, under the guidance of the Officers fulfilling the Local Authority's statutory responsibilities around school attendance.
- To support Senior Education Welfare Officers in delivering the council's statutory responsibilities regarding children missing education (CME) and elective home education (EHE)
- To actively participate in formal Supervision as required
- To follow agreed procedures for maintaining a diary in Outlook, reporting sickness, annual leave, mileage claims etc.
- To attend team/ Service meetings and other meetings as required

- To undertake such other duties as may reasonably be regarded as within the responsibilities of the post as defined. These will be agreed by the Attendance and Inclusion Manager/Head of Service
- To actively engage in a program of professional development and performance review
- To act in accordance with the Council's Constitution and other Codes of Conduct.
- To participate in staff development, appraisal and training as appropriate, including continuous professional development

## City of Wolverhampton Council

### Person Specification

**Job title:** Education Welfare Officer

Factors	Essential	Desirable	How identified
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• NVQ level 3 or equivalent e.g. in Education, Health or Social Care, Community Development e.g. CACHE (NNEB) BTEC National Diploma in Nursery Nursing, Diploma in Youth &amp; Community Work</li> <li>• The achievement of English and Maths or equivalent to level 2 of the National Qualification Framework</li> </ul>	<ul style="list-style-type: none"> <li>• Education to higher education level or equivalent</li> <li>• Related profession qualification: eg youth work, counselling, child care</li> </ul>	Application Interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of voluntary or paid work with children and families, especially those who are vulnerable</li> <li>• Evidence of good working relationships with schools and/or other agencies</li> </ul>	<ul style="list-style-type: none"> <li>• Previous voluntary or paid work with children and families in an educational setting</li> </ul>	Application Interview
<b>Special Knowledge/Skills</b>	<ul style="list-style-type: none"> <li>• Excellent organisational skills including recording and case management skills</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of law and procedures relating to exclusions, safeguarding and wider</li> </ul>	Application Interview

Factors	Essential	Desirable	How identified
	<ul style="list-style-type: none"> <li>• Knowledge of law on school attendance</li> <li>• Knowledge of appropriate interventions with children and young people experiencing difficulties with education</li> </ul>	<p>child welfare issues</p> <ul style="list-style-type: none"> <li>• Experience of efficient use of Information Technology in service provision, including use of email</li> <li>• Understanding of the “Outlook” diary system and EMS</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Personal reliability, ability to manage time, professional integrity.</li> <li>• Willingness to use IT in time management, email etc.</li> <li>• Good interpersonal communication skills including ability to recognise issues of confidentiality</li> <li>• Development and maintenance of good working relationships with colleagues</li> </ul>		Application/Interview
<b>Commitment</b>	<ul style="list-style-type: none"> <li>• Commitment to equal opportunities and anti-discriminatory practice</li> <li>• Motivated to provide good quality service to all clients</li> </ul>		Application/Interview