



JOB DESCRIPTION

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

POST TITLE	Education Welfare Officer
SALARY	SO1, Point 29-31
RESPONSIBLE TO	TBA
PURPOSE OF JOB	The Education Welfare Officer will across the schools in The Cam Academy trust to ensure the highest possible levels of attendance and welfare for students. They will work in conjunction with the County Council to utilise the Local Authority's statutory duties, responsibilities and powers for school attendance

Main responsibilities:

To champion attendance across The Cam Academy Trust.

- To provide general advice to schools, parents, stakeholders and partners regarding all issues that impact on children and young people's ability and opportunities to access education(e.g. child employment, elective home education, term time holidays, medical needs etc.)

Family Working

- To make arrangements for and to lead on meetings with regards to individual students experiencing attendance issues adhering to the requirements of The Cam Academy Trust and Local Authority formal processes (e.g. parenting contract meeting, Penalty Notices) & the Pace Interview under the Police & Criminal Evidence Act 1984.
- Complete Early Help Assessments (EHAs) for students and families to facilitate multi agency support.
- To contribute to multi-agency/multi-disciplinary meetings, groups, interventions, plans and strategies as necessary and to maintain effective liaison with other services in the Children, Families and Adult Services, as well as with other services and agencies concerned with the education and welfare of children, especially with regard to cases of Child Protection.
- To plan and implement regular visits to support, advise, evaluate and challenge schools Senior Leaders on the effectiveness of schools procedures for the monitoring of overall and Persistent Absence rates for different groups of students attendance.

- To plan and implement regular visits to support, advise and challenge schools in developing a robust attendance strategy(including early intervention approaches) and policy for their school, contributing to their action plan for strategies including the application of the Education (Pupil Registration) (England) Regulations 2006 (Amended Sept 2013).
- Support school's across the Trust with attendance processes to ensure that swift, timely and appropriate interventions are in place for students to raise attendance.
- To refer cases to Education Welfare Legal Panel for consideration on enforcement actions and completing recommended actions within expected timescales. To prepare and present on behalf of the LA Legal Panel Section 444(1) prosecution cases in relation to non-school attendance.
- To work with the Local Authority to ensure it can appropriately fulfil its legal responsibility in locating Children Missing Education (CME) in Cambridgeshire and to support and enforce the regulations pertaining to the employment of school children and children in entertainment and to support those families who choose to educate children otherwise than at school (EHE).
- To prepare Section 9 statements for Magistrates' Court in relation to proceedings under the Education Act 1996 for irregular school attendance. To prepare applications for Education Supervision Orders acting as the Supervising Officer as appropriate.
- To appear as a witness in Magistrates' Court and Family Proceedings Courts in respect of irregular school attendance as required.

In addition to the responsibilities described above, to carry out any other duties of a similar nature at the reasonable request of the Head Teacher.

This Job Description will be reviewed periodically in the light of changing needs and circumstances. The Head Teacher or the post holder may initiate a review. The aim will always be to reach agreement on any changes but, if agreement is not possible, the Governing Body reserves the right to make changes following consultation.

This Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced DBS check and medical questionnaire.

November 2018