



## FINHAM PARK SCHOOL JOB DESCRIPTION

**Post:** Education Welfare Officer Support and Early Help Lead  
**Salary Level:** Grade 5 - 37 hours per week (TTO plus two weeks)

### Job Purpose:

To provide a complimentary service to that provided by teachers and pastoral staff in school in order to address the needs of pupils who need help and support to overcome barriers to learning both inside and outside school in order to achieve to their full potential.

To contribute to raising standards of attainment, improving attendance and supporting with pastoral issues of SEND and bursary students in Post 16. Providing individual support to identified pupils who need this to overcome barriers to learning by working collaboratively with teaching and support staff to develop appropriate intervention plans.

To monitor and track the progress of a target group of students and provide pastoral support where required.

To support the Education Welfare officer in improving the attendance of persistent absentees by engaging with targeted students and conducting home visits, which will require the post holder to have use of a car, with business insurance, and possess a valid driving licence. Mileage allowance will be reimbursed inline with national guidelines.

To lead on the whole school 'Early Help Assessment' process.

**Responsible for:** Providing individual support and intervention to identified pupils to address barriers to learning

**Responsible to:** Education Welfare Officer

### Description of Duties and Responsibilities

- 1 To develop positive one to one mentoring relationships with pupils identified by the AHT – Post 16 as needing support.
- 2 Work collaboratively with teachers, pastoral staff, SENCO's, Education Welfare Officers and other agencies to identify pupils with barriers to learning and at risk of disaffection in order to ensure that these receive support.
- 3 To devise, implement and evaluate individual pupil action plans for pupils identified as needing support, working with teachers and other staff.



- 4 To establish and maintain home/school liaison with the families/carers of pupils receiving support in order to keep them informed about pupils' needs and progress and to secure positive family/carer involvement and support and
- 5 To support with the management of the 16-19 Bursary as required.
- 6 Establish good relationships and work closely with other agencies who may also be involved in supporting a targeted pupil e.g. Learning and Behaviour Support, Children & Family First, other Mentors so that the needs of the pupil concerned are met in a focused and integrated way.
- 7 To develop a full understanding and knowledge of the range of agencies and activities which can be drawn upon to support vulnerable pupils.
- 8 To encourage positive attitudes to pupils receiving support and a shared understanding of their needs within the school.
- 9 To network with Learning Mentors in other schools to ensure identification and dissemination of best practice.
- 10 To liaise and meet regularly with the AHT – Post 16 to report and discuss progress and activity and to take appropriate action as agreed.
- 11 To attend regular team briefings for Post 16 staff.
- 12 To support the school's monitoring and evaluation procedures with regard to the personalised learning agenda, working with relevant staff.
- 13 To draft action plans as required in line with the School Improvement Plan and to co-ordinate implementation with relevant staff.
- 14 To attend on-going training, professional development and support sessions within the scope of the post as required.
- 15 To be aware of and work within the Child Protection Framework and safeguarding policies.



- 16 To lead the whole school 'Early Help Assessment' process, which will involve conducting assessments using EHA protocol, organising, chairing and recording EHA meetings and referring to external agencies as identified. Meet half-termly with the Local Authority EHAC (Early Help Assessment Co-ordinator) for case oversight. Liaise with the EHAC regularly to ensure best practice. Record all Early Help Assessments and subsequent TAF's (team around the Family) meetings on the 'Ecaf' System.
- 17 To support the EWO and conduct home visits and work one-to-one with Persistent absentees in years 7-11 to support the EWO in improving persistent absence and whole school attendance.

To carry out any additional duties as required within the scope and spirit of the job purpose, title of the post and its grading.