



FINHAM PARK SCHOOL

Job Description

FINHAM PARK
MULTI ACADEMY TRUST

Post: Education Welfare Officer

Salary Level: Grade 5

Job Purpose:

To support children whose education is at risk due to attendance related issues. To help families improve their children's access to learning and enable all children and young people to maximise their educational opportunities, to take particular note off attendance issues with vulnerable groups especially Looked After Children, SEN, FSM, EAL and to take appropriate action as necessary. To assess need, plan interventions, implement effective action and evaluate outcomes against agreed objectives, whilst involving service users in decisions where possible and appropriate.

- To investigate the reasons for pupils absence from school and take appropriate action to secure regular attendance.
- To implement the schools attendance management procedures and policies – providing advice and guidance as appropriate and as required.
- To develop and maintain high quality pastoral relationships with pupils with an attendance of 95% or below.
- To contribute to wider pastoral support for young people.

Duties and Responsibilities

1. To promote and track attendance across school and put in place appropriate rewards relating to attendance.
2. To support and work within the Inclusion & Pastoral Teams, working with students and families with low attendance.
3. To line manage and work with the Learning Mentors responsible for attendance.
4. To gain a knowledge of pupils through school records, discussions with staff and personal observation.
5. To identify those students in need of support by reason of their behaviour, absence from the schools, other secondary or primary schools, family dysfunction, disability, social or emotional needs or any other special educational needs.
6. To establish and maintain good links with parents / carers through home visits and support, and relay information where appropriate.
7. To maintain accurate and up to date information relating to attendance or incident logs for all students and sharing information where relevant.
8. To undertake the management of education Supervision and Parenting Orders as required.
9. To support parents and pupils when the exclusion process is implemented.
10. Responsible for removing students from the school register as per relevant legislation and completing the associated paperwork within the correct

time scales. For Example, Children missing in education referrals and elective home education referrals.

11. Assisting parents to ensure that all pupils who are not in mainstream school are receiving an appropriate programme of education by liaising with Assistant Headteachers and other school staff.
12. To liaise with other external agencies when appropriate under guidance of the Assistant Head Teacher responsible for attendance & inclusion.
13. To prepare clear, concise and accurate reports as necessary. To maintain appropriate, accurate and up to date records (digital and paper). Use of computerised database.
14. To identify students requiring a Fixed Penalty Notice and undertaking appropriate paperwork and initiate prosecution proceedings following current statutory guidance.
15. To provide reports and attend case conferences, reviews and to represent the school in court cases as required.
16. To be willing to be flexible in attending relevant meetings to accommodate parents / carers availability.
17. To provide guidance, support and training to academy staff as required on matters of attendance and to assist academy staff to safeguard pupils through joint work with partner agencies on matters of attendance. To comply with the schools' Safeguarding Procedures, including regular liaison with the schools' Safeguarding Officers, Leadership Team and Governing Body.
18. Any other duties as within the scope and spirit of the job purpose, the title of the post and its salary grading.
19. Arranging regular Team meetings for EWOs across the city to share good practice.

The additional 60 hours per annum must be worked as per the direction of the School Leadership Team and are likely to include: attendance at court, parents & tutor evenings, Open Evening, Year 7 Induction evening etc but may include other school based events and requirements. (TTO +2 Weeks)

All duties and responsibilities must be carried out with due regard to the schools' Health and Safety Policies.

This is primarily a term time appointment – annual leave is therefore not permissible during term time.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the schools' Equal Opportunities Policies.

Finham Park School is committed to safeguarding and promoting the welfare of children and young people and expects our staff and volunteers to share this commitment.

Responsible for: Attendance

Responsible to: School Leadership Team