

## Northern Education Trust – Job Description

<b>Job Title:</b>	Education Welfare Officer		
<b>Base:</b>	Academy		
<b>Reports to:</b>	Deep Support Lead	<b>Grade:</b>	SCP 29-32
<b>Service responsibility:</b>		<b>Salary:</b>	
<b>Additional:</b>	Some travel may be required.	<b>Term:</b>	

### JOB PURPOSE

- To support children whose education is at risk.
- To help families to improve their children's access to learning and enable all children and young people to maximise their educational opportunities, especially those vulnerable groups that may need additional support.

### JOB SUMMARY

1. To assist in meeting agreed targets and outcomes in the Academy;
2. To identify those children in need of support by reason of their behaviour, absence from academy, family dysfunction, disability, social or emotional needs or any other special educational needs;
3. To work with Looked After Children and their carers to improve access to the Academy;
4. To give guidance and support to teachers, parents and children in dealing with issues of concern;
5. To assist the academy to safeguard students through joint work with partner agencies;
6. To assess need, plan interventions, implement effective action and evaluate outcomes against agreed objectives, whilst involving service users in decisions whenever possible, focusing on interventions at phases two and three of the Continuum of Need;
7. To focus on Academy/Partnership responsibilities for children by:
  - Carrying out assessments on appropriate referrals using common assessment or other agreed frameworks;
  - Implementing the academy attendance management procedures;
  - Undertaking the management of Education Supervision and Parenting Orders;
  - Supporting parents and students when the exclusion process is implemented;
  - Assisting parents to ensure that all students who are not in mainstream academy are receiving an appropriate programme of education;
8. To prepare clear and concise reports as necessary.
9. To maintain appropriate records.
10. To maintain up to date knowledge and skills in accordance with service specifications and National Occupational Standards through regular training and performance review.
11. To have regard to the agreed Referral and Assessment Pathways published by the Local Authority/Government
12. To have regard in all areas of work to the welfare of the child in any situation where abuse is suspected in accordance with Safeguarding Procedures. This includes:

- Providing reports and attend Case Conferences and Reviews
  - Participating in Core Groups
  - Assisting in child protection training of academy staff and other agency services
  - Joint casework with other children's services, including initial assessments
13. To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Designated Child Safeguarding Person over any safeguarding issues or concerns and the completion of the Common Assessment Framework where necessary;
14. To comply with the Academy policies and procedures at all times.

### **Personal Contacts**

External - Contractors, suppliers, parents and relevant health professionals.

Internal - Students, staff, Academy Councils, parents and any other visitors to the Academy

### **GENERAL**

1. To participate in wider Academy meetings and working groups as required.

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed: .....

Date: .....

**Northern Education Trust**  
Post: Education Welfare Officer  
**PERSON SPECIFICATION**

			Assessed by:	
No	Categories	Essential / Desirable	App Form	Interview / Task
QUALIFICATIONS				
1.	First degree or NVQ Level 4 in social work, teaching, counselling, psychology or youth and community work or other work related to work with children and/or relevant experience	E	✓	
2.	Willingness and ability to obtain and/or enhance qualifications and training for development in the post	E	✓	
3.	Post qualifying training in social work, counselling or other professional development areas relevant to working with families/parents/children and young people	D	✓	
4.	Training on safeguarding	E	✓	
5.	Evidence of continuous professional development and training	E	✓	
EXPERIENCE				
6.	Experience of using social work or counselling approach to working with parents and children	E	✓	✓
7.	Experience of accurate record keeping	E	✓	✓
8.	Experience of report writing	E	✓	✓
9.	Experience of working in the education system and in multi-agency settings	D	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
10.	Knowledge of school systems and pastoral systems	E	✓	✓
11.	Knowledge of different approaches to working with parents of disaffected students	E	✓	✓
12.	Knowledge of positive approaches to empowering and enabling students and parents/carers to help themselves	E	✓	✓

			Assessed by:	
No	Categories	Essential / Desirable	App Form	Interview / Task
13.	Ability to undertake assessments and write reports to a high standard	E	✓	✓
14.	Knowledge of the legislative framework that underpins the work of supporting families and schools, including attendance and behaviour	E	✓	✓
15.	Knowledge of safeguarding principles and legislation	E	✓	✓
16.	Highly developed organisational skills and the ability to prioritise own workload	E	✓	✓
17.	Excellent negotiating skills	E	✓	✓
18.	Ability to work individually or as part of a team	E	✓	✓
<b>PERSONAL QUALITIES</b>				
19.	A strong commitment to the Trust values and ethos	E	✓	✓
20.	Commitment to support the Trust's agenda for safeguarding and equality and diversity	E	✓	✓
21.	A flexible approach and strong work ethic	E	✓	✓