

Job Description - Attendance and Welfare Officer

<p>Job Title: ATTENDANCE AND WELFARE OFFICER Line Manager: ASSISTANT PRINCIPAL Function Manager: BUSINESS MANAGER Location: SOUTH AXHOLME ACADEMY Grade: FTE £23.511 Contract type: PERMANENT Hours worked: 37 HOURS PER WEEK Days worked per annum 190 DAYS (term time only) + 3 days</p>
<p>Overall purpose of job:</p> <p>The post holder will be expected to have experience of working with young people and their families. The role will involve attending meetings and liaising with parents/carers, outside agencies and social workers in relation to attendance, punctuality and other pastoral issues. They will need to establish and maintain good relationships with all of these groups. The role may necessitate visiting some parents/students at home.</p> <p>A key purpose will be to work with students and their families to overcome the barriers to learning; ensure they receive the education entitlement; support their well-being by creating bespoke packages around their needs and referring to other agencies as appropriate</p> <p>The post holder will be able to:</p> <ul style="list-style-type: none"> • Show passion and enthusiasm for working with young people and have a good understanding of their needs. • Use IT to compile clear reports and collate information/statistics in a structured manner as required by the Academy • Drive with a full driving license and have the use of a car on a daily basis. • Cope with matters of confidentiality and possible stressful situations. • Communicate effectively with all stakeholders and outside agencies
<p>Main responsibilities:</p> <ul style="list-style-type: none"> • Engagement with a wide range of young people (aged 11-18) and their parents/carers, including many experiencing severe family difficulties. • To be responsible for supporting young people, their families and academy in achieving maximum attendance at school. • Early identification, investigation and assessment of school attendance concerns. • To work collaboratively within South Axholme with S L T , Progress and Achievement leaders, Form tutors and with other agencies • To manage individual cases causing concern regarding school attendance, following up individual cases by means of correspondence, interview, home visits and other appropriate measures. • To contribute to case conferences and pastoral support programmes offering support and guidance to both students and parents. • Facilitate home links and the fostering of good relationships between families and the academy to improve communication and co-operation. • To ensure that parents and staff are advised of the range of educational facilities which remove barriers to learning and support attendance at school. • To undertake statutory work regarding non-school attendance by compiling accurate evidence; and when all attempts to improve school attendance have failed, providing this evidence within

the statutory framework of legal action (in partnership with Legal Services).

- To contribute to the monitoring of attendance and exclusion rates and ensure relevant accurate statistics are maintained to provide benchmark data for the Leadership Team and Governors
- To assist with the re-engagement of excluded students, including liaison between those students who are accessing education via an off-site learning provider and the necessary agencies involved.
- In partnership with schools and other agencies, to instigate and develop different strategies in working with students recognized as being at particular risk of poor attendance and exclusion from school.
- To co-operate with Social Services in their role in the investigation and monitoring of Child Protection issues and contribute to case reviews.

Qualities required

- Excellent and wide ranging personal and interpersonal skills
- Ability to cope with matters of confidentiality and possible stressful situations.
- Effective in dealing with wide range of pupils and parents, including many experiencing severe family difficulties
- Team player
- Ability to work well in multi-agency setting
- An understanding of, and commitment to the current Social Inclusion Agenda.
- An ability to establish credibility with schools, parents and other partners working in this field.
- Experience of monitoring, evaluating and supporting educational activity.
- Ability to identify children who may be at risk from significant harm through physical, sexual or emotional abuse or who are suffering deprivation or neglect. Our AWO will need to have an understanding of Level 1 Safeguarding Children
- An ability to work to fixed and often conflicting deadlines.
- Demonstrate a flexible and responsible approach. Able to meet the challenge of rapid change
- Demonstrate ability in report writing on education issues.
- Show evidence of continuing professional development.

Position in Organization:

The post reports directly to the Assistant Principal.

Note:

Post holders will be expected to be flexible in undertaking duties and responsibilities attached to their post and may be asked to perform duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

The Academy is committed to safeguarding children and promoting their wellbeing. All appointments are subject to an Enhanced Criminal Records Check

SOUTH AXHOLME ACADEMY PERSON SPECIFICATION - ATTENDANCE AND WELFARE OFFICER

Ref	Criteria	E/D	App	Ref	Int
1. Qualifications and Training					
1a	NVQ Level 3 or equivalent qualification in a related discipline (Related disciplines are diverse and include youth and community development, health related and nursing, early years, education, social work, counselling, advocacy and guidance)	E	✓	✓	
1b	English and Maths GCSEs at grade A to C or equivalent	E	✓	✓	
1c	A minimum of 4 GCSE's (Grade A – C) or equivalent, or a minimum of 3 years working with children of school age.	D	✓	✓	
1d	Full Driving licence with own car / transport	E	✓		
2. Professional Experience					
2a	Significant and successful experience of working with vulnerable children, groups and families.	E	✓	✓	✓
2b	Experience of working in a multi-agency environment	E	✓	✓	✓
2d	Experience of supporting children individually or in groups	E	✓	✓	✓
2e	Experience of contributing to the assessment, monitoring and review to support successful outcomes	D	✓		✓
3. Professional Skills and Knowledge					
3a	A clear understanding of internal procedures to support attendance in school and ability to lead, influence, empower and manage change	E	✓	✓	✓
3b	Knowledge and understanding of the policy that impacts upon education welfare work	D	✓		✓
3c	Understanding of the principles of child development, learning processes and barriers to learning	E	✓		✓
3d	Awareness of the legislation affecting school attendance	D	✓		✓
3e	Effective use of behaviour management skills and high expectations	D	✓		✓
3f	The ability to be a sympathetic and trusted role model, remaining calm in stressful situations	E	✓		✓
3g	An ability to work constructively as part of a team, understanding the roles and responsibilities of others and your position within these	E	✓	✓	✓
3h	Knowledge of relevant policies, codes of practice and legislation e.g. Safeguarding, Equal Opportunities, Data Protection, etc.	D	✓		✓
3i	Effective use of ICT and other specialist equipment/ resources	E	✓	✓	✓
3j	Experience of effective record keeping and writing case reports	D	✓		✓
3k	Excellent interpersonal and communication skills, both oral and written	E	✓	✓	✓
3l	A flexible, adaptable approach and an ability to act decisively	E	✓	✓	✓
4. Equal Opportunity					
4a	Must be able to recognise discrimination in its many forms and willing to put the Equality Policies into practice	E	✓		✓
5. Other Skills					
5a	Able to adapt to new legislation, policies and procedures	E	✓		✓
5b	Able to use own initiative to problem solve, demonstrating a willingness to embrace change	E	✓		✓
5c	Able to prioritise and meet deadlines with changing demands	E	✓		✓
5d	Able to work as part of a local team and the wider Trust	E	✓		✓

All posts at South Axholme Academy are subject to a Satisfactory Enhanced DBS Disclosure

