**Job Description**

**Reporting to:** Assistant Principal

**Location:** Ark Acton Academy

**Contract:** Permanent

**Working Pattern:** Term Time Only 36/per week

**Salary:** Ark Support Scale Band 6 Points 8-19(£23,185.05 - £27,855.80)pro-rata

**The Role**

As an Education Welfare Officer, you will promote strategies which secure outstanding attendance, punctuality and encourage social inclusion.

**Key Responsibilities**

**Learning Support**

* To make arrangements for and to lead on meetings with regards to individual pupils experiencing attendance issues. When required, support in Early Help assessment and the identification of a lead professional.
* To contribute to multi-agency/multi-disciplinary meetings, groups, interventions, planned 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 regarding cases of Child Protection.
* To plan and implement regular home visits to support, advise, evaluate and work with Heads of Year on the effectiveness of school’s procedures for the monitoring of overall and persistent absence rates for different groups of student attendance.
* To run attendance meetings with families and students to support good attendance
* To support reintegration of PA students into the school community
* To make attendance phone calls as needed
* To work with the attendance officer to plan and implement the development of a robust attendance strategy (including early intervention approaches).
* To support the DSL/DDSL in encouraging the follow-up of safeguarding concerns

    Create positive working relationships with parents.

**Support for the school**

* Supervise pupils whilst on duty etc and assist with general pastoral care
* To provide general support in school for 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)

**Other**

* Actively promote the safety and welfare of our children and young people
* Assist the Principal in maintaining and developing all that is distinctive in our Academy
* To ensure the Academy vision and values of the Academy are clearly articulated, shared, understood and acted upon effectively by all
* Ensure compliance with Ark’s data protection rules and procedures
* Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
* Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

**Person Specification: Education Welfare Officer**

**Qualifications**

·       Maths and English GCSE at grade C or above (or equiv)

**Knowledge, Skills and Experience**

* Experience of pastoral teams, safeguarding and parental meetings
* Knowledge of current education issues
* Understanding of the issues which may cause poor school attendance
* Knowledge of the legislation relating to Education and Children is preferable
* Knowledge of Safeguarding procedures
* Knowledge of how schools and education welfare function
* Knowledge of the legal framework related to school attendance is preferable
* An awareness of the needs of children, parents and schools
* Demonstrable IT skills regarding the use of databases and MS Office
* Ability to produce accurate, concise, written reports etc.
* Effective interpersonal and communication skills
* Ability to work individually and as a team member and the flexibility to manage competing pressures and demands
* Presentation skills are preferable
* To be emotionally resilient and able to work in a challenging environment
* Able to deal with minor incidents, first aid, and pupil’s personal health and hygiene

**Behaviours**

* Genuine passion for and a belief in the potential of every pupil
* A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, an
* understand how and when to take appropriate action.
* Belief that every student should have access to an excellent education regardless of background
* Professional outlook, detailed orientated and able to multi-task and meet deadlines
* A team player that can work collaboratively as well as using own initiative
* Helpful, positive, patient and caring nature
* Calm and professional under pressure
* Understanding of the importance of confidentiality and discretion
* Flexible attitude towards work and demonstrates sound judgement

**Other**

* Right to work in the UK
* Commitment to equality of opportunity and the safeguarding and welfare of all students
* Willingness to undertake training
* This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark’s safer recruitment process, please click this* [*link*](https://arkschools.sharepoint.com/%3Aw%3A/r/sites/Library/Recruitment/03.%20Creating%20and%20advertising%20your%20role/1.%20Writing%20an%20advert/2.%20Safeguarding%20statements%20-%20MUST%20appear%20on%20all%20adverts.docx?d=w8edf7ff02c7a44c69a0ea0fcd566b421&csf=1&web=1&e=JkclMk)