

Assistant Education Welfare Officer (School based)

Department	Children, Young People, Education and Skills
Section	Le Rocquier School
Reports to	Education Welfare Officer
JE Ref	CYP1209
Grade	8

JE Date: 28/03/2024

Job purpose

The post holder plays a key role in the development of the Education Welfare Service at the school by supporting with the management of punctual attendance and by providing a welfare service for the children and their families in accordance with current education and child protection legislation.

Job specific outcomes

To assist the Educational Welfare Officer (EWO) in carrying out their daily tasks.

To support the EWO with the monitoring of attendance and punctuality of all students at the school and to ensure first day contact is made for all absences.

To ensure all teachers record student presence daily by maintaining and updating the school attendance database.

To implement and evaluate early intervention strategies alongside individual programs of study to prevent poor attendance.

To set up support mechanisms and action plans for individual students to ensure regular, punctual, and relevant school attendance. To work in collaboration with members of the Schools Inclusion Team to manage identified caseload.

To work with Heads of Year and Form Tutors to develop strategies for maintaining, improving, and promoting school attendance.

To facilitate the educational partnership between home, school, and student and to support liaison and negotiation where conflict arises in order to safeguard the wellbeing of the child.

To promote and support parental responsibility for attendance and where necessary, taking statutory action over non-attendance cases by preparing reports for the Attendance Panel, Parish Hall, and the Magistrate's Court.

To review school policy on attendance in collaboration with the EWO and Deputy Head for Inclusion.

To work with the school designated safeguarding lead in maintaining detailed records relating to the safeguarding of identified students and to work in partnership with key welfare and enforcement agencies to support, manage and engage these students and their families in accordance with Jersey's Safeguarding Standards.

To lead and conduct home visits to investigate the underlying causes of poor attendance and to pursue concerns relating to other welfare issues, formulating strategies to deal with the causes of poor attendance.

To work in conjunction with the school based EWO and other Education Welfare Officers (Centre Based), including Team Manager Education Welfare Service to support families and pupils during transition from primary to secondary school and on to further education.

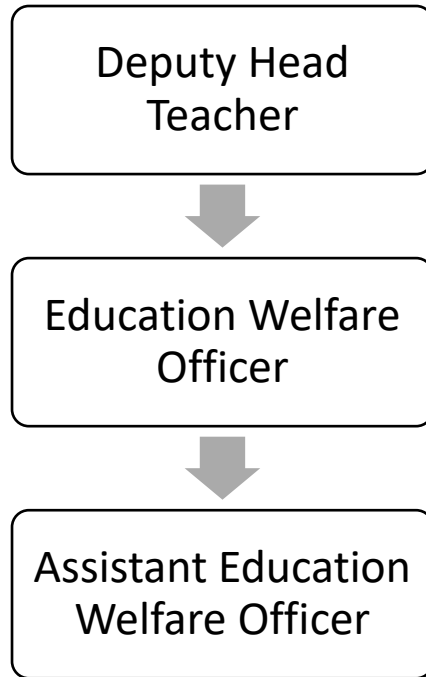
Statutory responsibilities
 Active engagement, participation, and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisational structure

One Government Departments



Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>The post holder should be educated to A Level or equivalent. The post holder should have or be working towards a relevant qualification in- Childcare, Health, or Education.</p>	<p>Level 3 Safeguarding Certificate – Jersey Safeguarding Partnership Board or equivalent</p>
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>The post holder must have the ability to provide pastoral guidance, care, and support to students and - families to -ensure the safeguarding and welfare of identified students.</p> <p>In order to keep up to date with relevant safeguarding initiatives for all young people both in and out of school, the post holder has to undertake on-going training and development in new and alternative systems, and work with relevant IT systems (SIMS, MyConcern) in accordance with CYPES.</p> <p>The post holder should have a working knowledge of relevant Education Legislation, Safeguarding and Childcare Law.</p>	
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Hold a current clean driving licence (to carry out home visits)</p>	

<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>The role requires a high degree of self-motivation, good organisational skills, and excellent interpersonal and communication skills.</p> <p>It is essential that the post holder can work independently of others and employ a high level of initiative and a proactive approach to problem solving.</p>	
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>The post holder should have experience of working with families and young people in an education setting. They should have experience of working with other welfare linked agencies.</p>	

Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the Government of Jersey Tier 5 core accountabilities attributes and behaviour indicators.