

Northumberland County Council  
**JOB DESCRIPTION**

<b>Post Title:</b> Education Welfare Officer	<b>Director/Service/Sector</b> Education Welfare Service Children's Services		<b>Office Use</b>
<b>Band:</b> 7	<b>Workplace:</b>		<b>JE ref:</b> 345 <b>HRMS ref:</b>
<b>Responsible to:</b> Senior Education Welfare Officer	<b>Date:</b>	<b>Manager Lever:</b>	

**Job Purpose:** To work with children and their families in developing and maintaining effective relationships with schools and to assist them to obtain maximum benefit from this education. To support schools in achieving high levels of attendance and contribute generally to the promotion of regular attendance at school; and to be involved in the development of the service and staff.

<b>Resources</b>	Staff	Occasional supervision/mentoring of student placements
	Finance	none
	Physical	none
	Clients	Children, young persons and their families and schools

**Duties and key result areas:**

1. To comply with Department policy, procedures and guidance in relation to the responsibilities placed on the Local Authority by statute, regulation and Government guidance with schools and provide and promote high standards of professional practice
2. To take statutory action over non-attendance cases when necessary, including presentation of cases in court, under the Education Act 1996 and the Children Act 1989; and to be the designated supervisor for Education Supervision Orders.
3. To invoke and participate in child protection procedures, as appropriate, including making education social work contribution to design and implementation of child protection plans; to provide child protection advice, information and support to school staff. To undertake work with children in need and their families, including:
  - ensuring that children receive full-time and appropriate education as defined by the Education Act 1996;
  - carrying out assessments of children in need;
  - work to help children entering the child protection and looked after systems;
  - assess the children who are in the looked after and child protection systems.
4. To establish and promote appropriate working relationships with Schools, staff of the Directorate, other Directorates and Agencies and to mobilise financial and other material resources from voluntary and statutory sources where required to further educational opportunities.
5. To make case recordings and maintain case management records in accordance with Departmental and professional requirements.
6. To advise and support schools in the implementation of School Attendance Regulations and in the use of attendance statistics for the monitoring and management of school attendance.
7. To prepare and provide to an agreed standard reports for planning meetings, conference and courts.

8. To work in a manner which promotes the best interest of the child and openness and partnership with children, young people and their families.
9. To participate in meetings or working groups designed to look at particular needs or contemporary issues and promote solutions.
10. To contribute pro-actively and with a preventative emphasis to relevant areas of school policy and planning including the development of a whole school attendance policy and liaison with governors as appropriate.
11. To implement aspects of the legislation governing the employment of children and children in entertainment
12. The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature level and scope of the post and the grade has been established on this basis.

#### **Work Arrangements**

Physical requirements:	Physically able to meet the demands of the job which may include encountering aggression
Transport requirements:	To be able to meet the transport requirements of the job.
Working patterns:	To visit schools, homes, work sites, courts, throughout the county on a regular and routine basis.
Working conditions:	Full Time post. Lone working .Some after normal working hours required.
	Office based and field work

## PERSON SPECIFICATION

<b>Post Title:</b> Education Welfare Officer	<b>Director/Service/Sector:</b>	<b>Ref:</b> 345
	<b>Education Welfare Service Children's Services</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>		
<b>Essential</b>  Recognised professional degree or equivalent qualification in Education/ Social Work/ Teaching.	<b>Desirable</b>  Post qualification awards in subjects related to child and family work and /or Education Related Child care qualification High standard of general level of education at secondary level to GCSE 'A' Levels or equivalent which must include English and Mathematics.	
<b>Experience</b>		
Experience of working with children and families in an education setting, social care setting, in a voluntary or paid capacity, or during professional training.	Assessing the needs of children in need and their families and implementing plans. Experience of working in an Education/ Children's Services Directorate. Experience of working in a school Understanding Attendance Regulations ,Data and Persistent Absence Experience of court work and court room skills and giving evidence.	
<b>Skills and competencies</b>		
Knowledge of contemporary and relevant legislation, especially the School Standards and Framework Act 1998; the Crime and Disorder Act 1998 and the Children's Act 1989 and 2004; 21 <sup>st</sup> Century Schools Knowledge of services provided by the Local Authority and the framework for educational arrangements in the County. Knowledge of Local Authority services for children in need and their families. Demonstrate skills in working with children and their families. Dealing with children, young people and families whose behaviour can be challenging and emotionally demanding. Ability to work under pressure and to deadlines and ability to work jointly with colleagues from this and other Directorates/Agencies. Ability to write informed and concise reports. Ability to articulate views in meetings. Ability to manage time effectively and organise own work. Good written and verbal communication skills. Confident and effective in stressful situations  <b>Motivation</b> Commitment to Inter-Agency working and to the provision of high quality services for young people and their families. Commitment to access to education for all. Commitment to equal opportunity and anti-discriminatory practice	Ability to use computer based information systems	

Demonstrate integrity and uphold values and principles.		
<b>Physical, mental and emotional demands</b>		
Dealing with children, young people and families whose behaviour can be challenging and emotionally demanding.		