



# Job Description

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St. Helens Council

**Post: Education Welfare Officer**

**Post Number: EENEA28**

**Department: Children and Young People's Services**

**Grade: NJC scale points 26-28**

**Responsible to: Senior Education Welfare Officer**

**Responsible for: n/a**

**Purpose of the Post:**

## **Duties and Responsibilities:**

To ensure regular contact with pastoral staff in named schools for the purpose of individual referrals in relation to non-attendance at school.

To work closely with associated feeder primary schools in response to school attendance problems.

To visit pupils homes to ascertain the reasons for non-attendance at schools.

To provide and encourage regular school attendance in all discussions with pupils and parents.

Maintain records of contact with pupils and their families using the electronic Child Support System based at the LEA.

To be aware of the legislative framework that affects non-attendance at school (the 1996 Education Act, the 1989 Children Act and the guidance for Social Inclusion: Pupil support from the Dfes.

To give advice to formal Attendance Conferences and also to submit written reports for these meetings that outline the family and the pupils circumstances in relation to school non-attendance.

To monitor Child Employment and annually visit employers of children of compulsory school age on roll at secondary school.

To monitor names and numbers of performance licences being processed by the LEA from schools within the EWO's cluster.

To attend court in relation to the prosecution for school non-attendance.



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To liaise effectively with other professional agencies regarding a pupil's school non-attendance difficulties (other agencies include Educational Psychologists, Children and Families Services, Local Clinics and Connexions etc).

To develop relationships with local police service and traders in order to carry out Truancy Patrols.

To attend Child Protection Case Conferences when requested and appropriate.

To act as an advocate for children and parents in appropriate circumstances relating to schooling and educational issues.

To assist in the provision of monitoring information for LEA development and strategic plans.

To be aware of 'at risk' and vulnerable groups of pupils (looked after children, travelers and other of ethnic minority.)

Any other duties reasonably expected commensurate with grade of post.

To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.

To comply with the Council's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.

To comply with the Council's Data Protection Policy and Code of Practice within the service area of the post.

**This post is subject to Disclosure.**

**This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989.**

**The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.**

**Date Prepared: January 2006**