



Acting Headteacher: Mr. D Downs BSc (Hons)

“Success through partnership”

A Specialist Mathematics & Computing College

1st March 2017

Dear Applicant,

Post of Education Welfare Officer

Thank you for your interest in Robertsbridge Community College, and the post of Education Welfare Officer.

We are seeking an Education Welfare Officer to work with a range of students supporting their attendance to college. We need an individual that has the skills to work with hard to reach students, their families and carers to develop their attendance at College.

This is a 22.5 hour per week post, with working hours will be five 4.5 hour days working 8.30am until 1pm. This is a term time only position, plus the last week of the summer holidays paid for 46 weeks per annum. Grade 5 £17,178 - £18,070 pro rata.

This post is a permanent position.

If you would like an informal conversation, or would like to tour the College, we would welcome your visit. Please contact the College on 01580 880360

The closing date for applications is Fri 24th March I enclose a job description, person specification and application form, which is also available electronically on our website www.robertsbridge.org.uk/vacancies you can submit this directly at devans@robertsbridge.org.uk

I very much look forward to hearing from you

Yours sincerely

David Evans

David Evans
Business Manager

ROBERTSBRIDGE COMMUNITY COLLEGE

JOB DESCRIPTION

POST:	Education Welfare Officer
GRADE:	East Sussex Single Status Grade 5
	Working hours 8.30am-1.00pm Monday – Friday (Term Time only + the last week of the summer holiday)
RESPONSIBLE TO:	Attendance Officer/Assistant Headteacher i/c attendance

Main Purpose of the Job

To provide an education welfare service to children and their families on behalf of the College. To work to ensure, in conjunction with others, that children receive education appropriate to their needs by regular attendance at school or otherwise. To assist them to obtain maximum benefit from this education; and to be involved in the development of the service and staff.

Main Functions

1. To act as children's education advocate and to facilitate the educational partnership between home and school, by support, liaison and negotiation; and where conflict arises to give paramount consideration to the interests of the child.
2. To work with the Attendance Officer and other relevant staff on improving whole school attendance to consistently be in excess of 95%, with a specific focus on disadvantaged students.
3. Arrange and undertake home visits to school refusers, implementing strategies to improve their attendance.
4. Arrange and attend attendance meetings with relevant Head of House, parent and child as necessary. Lead these meetings and set appropriate attendance targets, feeding back to the Attendance Officer.
5. To take supportive/remedial action in respect of individual absentees to secure their regular attendance at school or other education provision. To make referral to, to liaise and collaborate in joint work with other practitioners, educational colleagues, local agencies and community groups in relation both to individual cases and aspects of children's general welfare.
6. To undertake student intervention with vulnerable groups.
7. To provide a minibus service to collect students who have failed to attend school punctually, or are known to struggle to attend.

8. In the last week of the summer holiday, to focus on those students who may struggle with returning to school after the long break and prepare them for the new academic year.
9. To attend meetings with ESBAS and other multi-agency meetings as necessary.
10. To support the Attendance Officer in the use of attendance statistics for the monitoring and management of school attendance.
11. To contribute pro-actively and with a preventative emphasis to relevant areas of school policy and planning including the whole school attendance policy and liaison with governors as appropriate.
12. To maintain appropriate records, prepare assessments and reports; and provide statistics as required.
13. To deal with all confidential matters with tact and discretion.
14. To carry out the above duties in accordance with the Education Department's Equal Opportunities Policy.

Child Protection and Safeguarding Policy

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the College's Child Protection and Safeguarding Policy, and the requirement to report to the Child Protection Officer any concerns relating to the safety or welfare of children.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

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This job description may be amended at any time following discussion between the Headteacher and member of staff, to be reviewed annually.

Signed: (Postholder) Date:

Signed: (Headteacher) Date:

	Essential Criteria	Desirable Criteria	Method of Assessment/ Source of Information
Key Skills & Abilities	<p>Ability to deal with students who may be challenging and reluctant to engage.</p> <p>Good communications skills; the ability to use language and other communication skills that children can understand and relate to</p> <p>Ability to help children express themselves appropriately</p> <p>Ability to undertake observations of individual pupils and complete assessments under the direction of the teacher and/or Inclusions</p> <p>Ability to work as part of a team</p> <p>Good organisational and time management skills</p> <p>Ability to liaise and communicate with parents or carers</p> <p>Ability to demonstrate active listening skills.</p> <p>Able to converse at ease with customer and provide advice in accurate spoken English</p> <p>Ability to offer constructive feedback to students to reinforce self-esteem.</p>		(e.g. Application form, Interview, Test)
Education & Qualifications	GCSE or equivalent in English Language and Maths		Application Form
Knowledge	<p>Knowledge of the National Curriculum and an understanding of the entitlement for all children</p> <p>Knowledge and understanding of the SEN Code of Practice</p> <p>An understanding of the principles of child development and learning processes and in particular, barriers to learning</p>		Interview

	<p>Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the students.</p> <p>Awareness o the organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.</p>		
Experience	<p>Experience of establishing positive relationships with children</p> <p>Experience of working with, and supporting, pupils with learning, social, emotional and behaviour needs</p> <p>Experience of adapting/preparing appropriate resources for children with individual needs</p> <p>Experience of working with children with language communication difficulties</p> <p>Experience of using Information Technology to support students in the classroom and Head of House with administration.</p>		
Personal Attributes	<p>Patient and calm manner</p> <p>A positive role model for children</p>		
Other			
December 2016, JE8994			