Job Description
Education Welfare Officer
Information

Salary grade: D1
Salary: £21,854 - £24,204
Full/Part-time: Full-time
Responsible to: Head of Vocational Learning
Deadline: Thursday 11th May, 12 Midnight

Introduction:

As part of our rapidly expanding youth provision for 14-19 year olds, we are now looking to hire an experienced Education Welfare Officer to further drive up the quality of delivery, student experience and outcomes.

As Education Welfare Officer, you will be responsible for student records, student well-being and support and liaison with external agencies.

As part of the Youth Services Team you will report directly to our Head of Vocational Learning. This is a brand new position so there is plenty of scope to shape your role and make a significant impact.

You will be a positive and inspirational communicator with experience of working with young people in a school setting, combining a friendly and personable approach with a knowledge of students with learning differences. You must have a genuine interest in the education sector and youth support. You will also be highly self-motivated and proactive, with a keenness for working with vulnerable young people.

Aims of the post:

1. To be a key point of contact for all young people, both on alternative provision and on the 16-18 Study Programme, including their parents or carers, schools and external agencies.
2. To be part of the support and pastoral care for young people while they are studying at ELATT, promoting their wellbeing and engagement with their studies.
3. To support tutors and staff working with young people to raise aspirations and achievement for our young people.
4. To be a key point of contact for parents/carers, schools and external agencies in regards to the wellbeing of your young people.
Key Performance Indicators:
- Improved attendance and punctuality.
- Achievement of contracts.
- Improved engagement with external agencies; including schools, colleges and employment agencies.
- Improved parental involvement.

Our Values:
Before applying for this role, please check that you share the following values:

1. You believe in the life-changing value of education
2. You celebrate and value diversity and the enrichment and benefit it brings to society
3. You thrive in a fast-paced environment and can re-prioritise your work plans according to events and needs
4. You believe in an empathetic and caring approach to team working, valuing the contribution of team members at all levels
5. You believe in the importance of continuous improvement and learning new skills

Read more about our values here: http://www.elatt.org.uk/docs/Our_Values.pdf

Responsibilities of the Post:

Attendance and Punctuality

1. To maintain a range of ELATT records and data relating to pupil attendance records. To respond to requests for such data from a range of staff in ELATT and assist in the interpretation of such data and information.
2. To work with subject tutors to supply accurate student attendance data.
3. To monitor and track data around attendance and attainment and to use this data to support identified groups of vulnerable young people to show an improvement in these areas.
4. To monitor and evaluate attendance and punctuality data so as to review the success of ELATT policies and initiatives to improve the attendance and punctuality of students where this is of concern.
5. In cases of poor attendance and/or welfare issues to be proactive in assessing the situation and liaising with the appropriate professionals when pupils may be in need of additional support.

6. To offer general advice to parents and schools on education and curriculum matters regarding ELATT provision.

7. To maintain regular contact and establish constructive relationships with families/carers of children in need of extra support, to keep them informed of the child’s needs and progress and to encourage positive family support and involvement.

8. To proactively maintain and develop contacts with other statutory and voluntary agencies.

9. To communicate and advise staff of the procedures and rules necessary for the correct functioning of the attendance system to ensure adherence to ELATT’s policies and processes with regards to the management of attendance problems and awareness of support programmes in place, through IEPs or ILPs where necessary.

10. To network and liaise with a range of external health and support agencies on a regular basis, with a view to seeking advice and support on behalf of students with specific concerns which may affect their attendance at ELATT, under the direction of a member of ELATT management team.

11. To work with ELATT management team, the Inclusion Coordinator, teaching staff and the relevant advisers so as to contribute to the review and development of ELATT policies and processes relating to attendance management, ensuring adherence to DfE guidelines and consideration of the success of ELATT’s existing policies and processes.

12. To evaluate the success of support initiatives with regard to attendance problems and to produce reports on student attendance on a regular basis.

13. To liaise with schools, staff, other EWOs, Behaviour Support Services, Hackney Learning Trust, Social Services, Health and Family Support services as appropriate to identify pupils at risk of disaffection.

14. To have knowledge and appreciation of the range of activities, courses, opportunities, organisations and individuals that could be drawn upon to provide extra support for pupils.

15. To network with learning mentors, parent support advisers, family support workers and the Education Welfare service to share best practice.
Admissions

1. To be the first point of access to ELATT's enrolment process for under 18s, including booking appointments and liaising with parents/carers, schools, Hackney Learning Trustor any other referral agency.
2. To be responsible for maintaining accurate pupil records, ensuring all new pupils joining ELATT and those leaving are recorded on ELATT's administration systems.
3. In conjunction with ELATT staff and external agencies as appropriate, to participate in the comprehensive assessment of new pupils to identify those in need of extra help to overcome barriers to learning.
4. To conduct Information, Advice and Guidance (IAG) with learners and
5. To signpost to young people to external agencies, if appropriate.
6. To support and identify children and parents in transition, at all phases as appropriate to ensure effective engagement in education.

Reporting

1. To monitor and maintain Individual Education Plans (IEPs) and student reviews with the Youth Projects Coordinator
2. To liaise with tutors on matters of behaviour, attendance and punctuality and to keep accurate records of concerns and incidents.
3. To record all dialogues with young people and parents/carers in terms of behaviour, attendance and punctuality or any barriers to learning and achievement
4. To report to the Head of Vocational Training and the Youth Projects Coordinator any concerns for the wellbeing of young people on our programmes.
5. To be aware of and work in accordance with ELATT’s child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted in the course of duty.

General

1. To maintain high standards of confidentiality.
2. To act as the point of contact for access to services and programmes for supported students.
3. To encourage students to engage in out of hours motivational learning opportunities.
4. To remain aware and work within all relevant ELATT working practices, policies and procedures.
5. The post holder is responsible for his/her own self development on a continuous basis.
6. To lead on safeguarding, with the Youth Projects Coordinator, adhering to ELATT policies and procedures.
7. To be aware of and adhere to applicable rules, regulations, legislation and procedures including ELATT’s Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
8. To work proactively with ELATT staff and other professionals to devise and monitor alternative education packages for disaffected or underachieving pupils within the social inclusion guidelines.
9. To work with and support vulnerable young people; including looked after children, learners with special educational needs or learning difficulties and social, emotional and mental health difficulties.
10. To be involved in employer engagement, in relation to traineeships and apprenticeships.
11. To carry out administrative tasks associated with all of the above duties.
12. To undertake other duties appropriate to the grading of the post as required.

Person Specification

Experience
Considerable experience of working in one or more of:

1. Working with Children, Young People and Families (F)
2. Teacher with Pastoral experience or work in a comparable Profession (F)
3. Education Welfare Work (F)
4. Social Work (F)
5. Working in Education setting (F)
6. Working with students with SEN and LD (F)

Skills and Abilities

1. Understanding of UK Education Legislation (I)
2. Child protection and safeguarding training (F, I)
3. Multi agency working (F, I)
4. Excellent interpersonal and communication skills (I)
5. Practical skills relating to planning and utilising individual learning programmes.
6. Ability to communicate with a variety of people (I)
7. Meet deadlines whilst working under pressure (I)
8. Ability to travel both in and out of borough in accordance with the requirements of the post. (I)
9. Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people. (F, I)
10. Self-motivated and able to work constructively as part of a team (F, I)
11. Ability to relate well to children and adults (F, I)
12. Understanding of principles of child development and learning processes
13. Ability to work to deadlines and methodical approach to work (F, I)

**Essential**

1. Attainment of GCSE grade C or above in English and Maths (or able to demonstrate equivalent numeracy and literacy skills to a level 2 standard of education. (F)
2. Have or be willing to work towards: NVQ 3 in learning and support services for children, young people and those who care for them (F, I)
3. Excellent ICT skills (A)

**Desirable**

1. Counselling qualification (F)
2. Dip SW or CQSW (F)
3. Education degree/diploma level (F)
4. Teaching qualification (F)
5. Youth and Community Qualification (F)
6. IAG Level 4 (F)

F – Tested by CV and supporting statement
A – Tested through assessment
I – Tested though interview

*This job description will be kept under review and may be amended from time to time, following consultation with the post-holder, to reflect changing organisational needs.*