



Purfleet Primary Academy
Education Welfare Officer
Job Description

Reports to: Headteacher/AHT Inclusion Lead
Salary: Thurrock Pay Scales (Band F, Point 21-27)

Job Purpose

- To promote the welfare, appropriate development and protection of children and young people
- To co-operate in the multi-agency/disciplinary network of support for children and young people to eliminate abuse and exploitation
- To assist in the development and, where necessary, maintenance of effective home-school partnerships
- To be a DSL for child protection issues.
- To liaise with Social Services regarding children on the Child Protection Register, Children in our Care or receiving other social work intervention.
- To liaise with other professionals involved in pupil welfare, eg the school nurse.
- To use the TAF process to assess the needs of children and families and provide or commission a co-ordinated package of support using the Team Around the Family approach.

Main Tasks

- To work closely with Senior Leaders.
- Accept, support and implement final SLT decisions.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment the context of the job, skills and grade.
- To support families and children who are vulnerable – including those with English as an Additional language
- To ensure that medical policies and procedures are accurate and adhered to
- To support the emotional well-being of vulnerable pupils – for example delivering counselling / play therapy sessions as required.
- Undertake any other tasks reasonably required.

Parenting support and information

- Promote high quality at home parenting such as promoting conversations between parents and their children, and encouraging authoritative rather than authoritarian discipline;
- Support parents of children with early signs of social, emotional, health or behavioural issues, and work with them, school staff and other support agencies to prevent problems worsening and interfering with the child's ability to engage with school and learning;
- To provide impartial information or referrals about national and local services available to parents, children and families including those provided by education, social care, youth justice, childcare providers, the voluntary sector and others, including facilitating swift and easy access to specialist services where appropriate through the use of the Common Assessment Framework;

Parental engagement with their child's learning

- Working with parents in a school context, supporting them and building their engagement with their child's learning.

Attendance and Education

- To assist Attendance Officer with home visits/contacting pupils' homes to undertake assessment social and education access needs, carry out professional (often complex) casework, advise on associated issues and encourage improved attendance
- To determine where necessary, whether application should be made to the Family Courts for Education Supervision Orders (ESOs)
- To liaise, where required, with LA supervising officer in cases where ESOs are granted, giving directions to pupils with regard to their education as deemed necessary. Ensure co-operation of parents and carers
- To keep professional, accurate and detailed records in accordance with service policy and practice
- To, in the case of exclusions from school, and where necessary, advise parents/carers, assist in monitoring the procedure on behalf of the pupils as necessary, both during and following the exclusion process
- To provide such monitoring and support services as may be appropriate for children educated otherwise than by school attendance

Child Protection

- To in accordance with the Local Authority's statutory duties, Child Protection Committee and LA child protection procedures work closely with colleagues from other agencies/disciplines in order to protect children from abuse by:
- being ever alert to the signs and symptoms of abuse; - receiving disclosure of abuse sensitively and professionally;
- making appropriate referrals about actual or suspected abuse;
- attending and contributing to child protection case conferences and involvement in decision - making processes;
- providing reports as required
- being part of child protection core groups as necessary
- monitoring of children in school on the Child Protection Register as required
- working with schools to encourage and advise in order for them to be equally alert and involved in protecting children and young people
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for Health & Safety in the workplace
- To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- To undertake other duties commensurate with the post as allocated by members of the Senior Leadership Team.

The Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.