



Recruitment Pack

IPMAT/Enhance MAT
Education Welfare Officer





We are currently a Trust of nine primary academies and are supporting other local primary schools as they look towards joining the Trust. We envisage our family growing over the next academic year. The focus of our Trust is to work with primary schools across the Wakefield District. Our VISION is to develop a community of schools working together to achieve excellent outcomes for all.

Since our establishment in 2016, the Trust has come a long way. Five of our nine schools have been inspected by OFSTED following conversion and the outcomes of each inspection have been positive, each report has highlighted strong and positive support from the Trust.

Our aim is to support schools through collaboration. We will ensure that our academies are able to provide an excellent education for children, families and community they serve. We believe in freeing teacher and leaders from bureaucracy to concentrate on providing the very best teaching, learning support and development that every child deserves.

We aim to deliver continuously improving educational opportunities and exciting educational experiences to all our pupils to share with their communities.

I wish you well with your application and look forward to hearing from you.

Sue Vickerman

CEO

The journey we have been on over the last 12 months serves to illustrate how we are making INSPIRE a very forward thinking and innovative Trust. Please read our **Annual IMPACT Report** available on the home page of our website: www.ipmat.co.uk.

We wish to grow our Trust and believe we have a compelling offer for others to join. Please look at our Trust Prospectus which is also available on the home page of our website: www.ipmat.co.uk.



Our Trust is made up of nine primary academies, all within the Wakefield District.



At Inspire Partnership Multi-Academy Trust, our values are central to all we do:

Respect

Where respect is the foundation of each school community, built upon professionalism, appreciation for diversity and embracing individuality.

Recognition

Where all individuals are recognised for their dedication and commitment leading to shared success for all.

Responsibility

Where responsibility, trust and openness underpin all we do. Forming a shared responsibility for professional collaboration and individual accountability, we make a difference to the children in the communities in which we serve.

Resilience

Where all individuals are resilient: striving for excellence, embracing challenge and collaborating with confidence and courage.



Job Description

Post Title:

Education Welfare Officer (EWO)

Grade:

Grade 10 SCP 32-35

Reporting to:

Deputy CEO, IPMAT and CEO, Enhance Multi Academy Trust

Location: Ability to travel to all schools across the two Multi Academy Trusts in the Wakefield and Kirklees area.

Purpose of Job:

- Proactively promote good attendance across Inspire Partnership and Enhance Multi Academy Trusts and take action where there are issues, carrying out the statutory duty of legal action where required.
- Provide guidance and support for young people at risk and their families.
- Ensure the Safeguarding Policy is upheld and promote the welfare of young people and to demonstrate this commitment in every aspect of this post

Requirement for the post

	Essential	Desirable
Qualifications /Training	<ul style="list-style-type: none"> CQSW, Diploma in Social Work or a degree in an equivalent subject Education/Welfare Service or equivalent 	
Knowledge	<ul style="list-style-type: none"> Extensive knowledge and understanding of the Statutory requirements in relation to Student Welfare, Safeguarding and Child Protection. Substantial knowledge of relevant policies and procedures and the ability to interpret advice/statute and to devise policy/practice in the light of these Extensive knowledge of court procedures, and legislation, Penalty Notices for parents/carers, Education Supervision Orders and the challenges faced by students /parents/carers. Ability to work effectively across multiple schools and to adapt to and be effective in the context of each community Ability to self-evaluate learning needs and actively seek learning opportunities 	<ul style="list-style-type: none"> Working knowledge of a Multi Academy Trust
Experience	<ul style="list-style-type: none"> Considerable experience of working as an Education Welfare Officer within an Academy/School environment. Considerable experience of working with students and/or parents/carers within an education or social work environment. 	<ul style="list-style-type: none"> Experience of working in a social work environment

	Essential	Desirable
Physical Skills	<ul style="list-style-type: none"> • Excellent keyboard skills in the use of computerised systems, including ability to develop and adapt management information systems. • The postholder will be required to visit parents/carers/pupils in their own homes on a regular basis. 	
Competencies and other skills required	<ul style="list-style-type: none"> • Must be able to think logically and strategically and be able to deal with difficult/challenging situations/instances in relation to student welfare and attendance. • Excellent Problem solving and time management skills are required. • Highly developed communication and interpersonal skills, including counselling, negotiation and persuasive skills. Dealing with all stakeholders on a regular basis. • Must be able to act on own initiative at all times. Ability to respond to crisis situations, take decisions & act on them. • Responsible for implementing fixed penalty notices for parents/carers, and Education Supervision Orders. • Ability to chair CAF meetings, etc., when required. • Ability to apply intense emotional resilience on a day to day basis, dealing with students/parents/carers Issues in relation to student welfare and attendance. • Ability to self-evaluate learning needs and actively seek learning opportunities • Full clean driving licence. • To have excellent attendance and punctuality. • Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety. 	

Responsibilities & Accountabilities

Attendance and Intervention Responsibilities

- Develop and maintain relationships with our pupils, their families and the wider community in order to facilitate and promote the importance of good attendance.
- Work closely with the relevant staff in each school regarding strategies to promote good attendance.
- Ensure that appropriate interventions are put in place where appropriate
- Ensure that there is effective intervention to support the attendance of vulnerable young people.
- Work closely with the relevant staff in schools to explore appropriate strategies for pupils whose attendance is persistently a concern.
- Deliver one to one interviews and small group work with identified pupils to proactively promote good attendance.
- Support and work with the Headteacher to arrange alternative education for excluded students
- Regularly monitor and report on pupils' attendance, giving advice and support to staff where required and feedback on matters to the Safeguarding Team.
- Lead Attendance Panel/fast track meetings with parents and students.
- Attend in year admission meetings where attendance has already been identified as a concern.
- Liaise closely with the relevant staff in schools regarding the attendance of students and with the SENCO and the Child Protection Officer regarding the attendance of SEN, EAL and vulnerable students.
- Liaise with outside agencies as required.
- Liaise with families to ensure that they are in receipt of benefits and support they are entitled to (including help with school meals, transport and uniform).
- Provide supportive measures to implement and agree Parenting Contracts as required.
- Advise and support parents/carers to meet their responsibilities with regard to relevant sections of the Education Act 1996 (namely s.443 and s.444).
- Prepare relevant reports for PSP, SEN Annual Reviews and implement relevant recommendations arising from such meetings.
- Complete and contribute to the completion of the Common Assessment Framework and share the chairing of CAF meetings as required.
- Implement regular home visits and interviews +with regards to attendance concerns.
- Attend CAF, PSP, IEP and SEN annual review meetings as required ready to contribute advice which is personalised to the pupil.
- Maintain detailed records of work undertaken with individual pupils, write up case notes, send letters to parents/carers

Safeguarding responsibilities

- Liaise closely with the Designated Safeguarding Lead (or Deputy) concerning pupils with irregular attendance, particularly Looked after Children (LAC) and all safeguarding and Child Protection matters, co-operating with the Designated Lead and Social Services in their role in the investigation and monitoring of Child Protection issues.
- Participate in meetings where attendance, safeguarding and inclusion matters are to be addressed as part of a multi-disciplinary approach.
- Attend CP and CIN meetings as directed by the Designated Safeguarding Lead (or Deputy) or Line Manager and be the Academy link as appropriate for CSE meetings.

Legal Responsibilities

- Ensure that the Academy Trust effectively implements statutory procedures in relation to attendance, liaising with the Education Welfare Service as required
- Liaise with the Local Authority to issue Penalty Notices to parents/ carers for their child's non-attendance at the Academy and to implement and take the lead on Fast-Track to Prosecution.
- Implement legal proceedings through preparation of notification of parental responsibility letters and summonses for prosecution of parents for their child's non-attendance or persistent lateness to the Academy.
- Provide the prosecution's evidence for legal proceedings implemented as above and to appear at court proceedings on behalf of the Academy Trust.
- Act as the lead officer in relation to Education Supervision Orders or Academy Attendance Orders to ensure that appropriate action is taken in response to any court direction.
- Prepare case papers for the prosecution of parents in relation to irregular attendance, including Section 9 witness statements, evidence gathering and appearances at court.
- Ensure accurate collection and collation of data to enable the production of comprehensive statistics on prosecutions, outcomes and attendance rates

General Responsibilities

- Contribute to and uphold the vision and ethos of Inspire and Enhance Partnership Multi Academy Trust.
- Recognise own strengths and areas of expertise and use these to advise and support others
- Promote team work and partnership working.
- Treat all with courtesy and consideration.
- Be aware and comply with all Academy Policies at all times.
- Other duties commensurate with the grade of the post as directed by the CEOs.

The duties and responsibilities highlighted in this Job Specification 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.

Responsibilities for Resources

Employees (Supervision):

Financial:

Physical:

- The jobholder has responsibility for updating and safe-keeping of highly confidential pupil/parent/carer information.

Safeguarding:

- To uphold and promote the academy's child protection and safeguarding policies and procedures and ensure they are adhered to by all staff.
- To promote the safety and wellbeing of students.

Customers and Clients:

- The jobholder works closely with students/parents/carers and outside agencies, on a regular daily basis, regarding student attendance.

Working Conditions:

- Mainly office based, across all academies.
- The number of academies is likely to increase over the next few years.

Characteristics of the post:

- The ability to regularly attend home visits
- Employees are encouraged to participate in training activities in order to enhance their own personal development.

Employment checks required of this post:

- Evidence of entitlement to work in the UK
 - Two satisfactory references
 - An Enhanced DBS Certificate
- Confirmation of medical fitness for employment
 - Evidence of essential qualifications
- Registration with appropriate bodies (where applicable)