



JOB DESCRIPTION	
Job Title	Education Welfare Officer & LAC Co-ordinator
Reports to	Vice Principal
Grade	Support Staff Pay Scale Grade 5 (Point 15 to 22)

Purpose

To actively promote good attendance, working with students, parents/carers and staff and to ensure statutory LAC process is undertaken.

ROLES AND RESPONSIBILITIES

- Building good relationships with students and parents/carers
- Identify attendance problems and possible solutions
- Making home visits or meeting students and parents/carers in school to provide on-going support
- Explaining to parents/carers about legal responsibilities to make sure that their children receive an education up to the age of 16
- Taking action through the magistrates' court if necessary
- Referrals to other agencies and professionals such as social services and educational psychologists
- Helping to arrange other education for students who are excluded from school
- Liaising with the student support team
- Helping families get benefits, such as free school meals, transport etc.
- Administration tasks, such as writing case notes, writing to parents and preparing court reports.
- Working closely with the Designated Safeguarding Team in school
- Liaising with the SENCO as necessary
- Ensuring that child employment meets regulations
- Collation of information from teaching staff regarding LAC pupils both before and after the LAC review

- Have a knowledge of all LAC students to include conduction of interviews in preparation for LAC. Monitor the progress of these LAC pupils and inform staff if there are movements from the agreed targets
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Signature of post holder _____ Date _____

Signature of line manager _____ Date _____

This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the salary or job title.

PERSON SPECIFICATION

<u>Essential</u>	<u>Desirable</u>
<p>Experience:</p> <ul style="list-style-type: none"> • Experience of working in a secondary school setting with improved attendance • Experience of working with children and families • Experience of communicating with a wide range of professionals • Experience of working in a multi-disciplinary way • Experience of using data as a performance management tool 	<p>Experience:</p> <ul style="list-style-type: none"> • Previous experience in education • Previous experience working with vulnerable people • Knowledge of good practice in policies and procedures to improve attendance
<p>Training/Qualifications:</p> <ul style="list-style-type: none"> • Education to degree level or equivalent relevant experience • An understanding of legislation relating to school attendance • Ability to keep up to date with changes to legislation • Knowledge and understanding of education systems 	<p>Training/Qualifications:</p> <ul style="list-style-type: none"> • education to degree level
<p>Knowledge of:</p> <ul style="list-style-type: none"> • Knowledge of issues related to children and families, including child protection and 	<p>Knowledge of:</p> <ul style="list-style-type: none"> • Knowledge of SIMs

<p>safeguarding</p> <ul style="list-style-type: none"> • Knowledge of good practice in policies and procedures to improve attendance 	
<p>Other:</p> <ul style="list-style-type: none"> • Full valid UK driving licence (to be produced at interview); access to a vehicle on a daily basis • Commitment to equal opportunities & safeguarding • Enhanced DBS Check • Able to contribute to an inclusive Academy ethos 	