Education Welfare Officer
Permanent, Full-time

Job Ref: EDC1512

Booklet Contents:
- Job Description
- Person Specification
- Background Information
- Terms & Conditions of Work
- Making Your Application

www.reading.gov.uk
Job Description

**Job Title**  
Education Welfare Officer

**Location**  
Children’s Action Teams

**Grade/Salary Range**  
RG5/RG6 (SCP 28-37) from £24,717 up to £32,164 p/a

**Service/Directorate**  
Children’s Services  
Directorate of Children, Education & Early Help Services (DCEEEHS)

**Job Purpose**

1. Work with schools, pupils of statutory school age, parents and other agents to secure regular attendance of all children who are registered pupils at schools in Reading.
2. To improve access to education for vulnerable pupils and their families.
3. To carry out the Local Authorities (LA) statutory responsibilities under relevant legislation to enforce regular school attendance, safeguarding and promoting the welfare of children.

**Designation of Post and Position within Departmental Structure**

This post sits within the Housing, Neighbourhood and Community services area and sits in one of the Children’s Action Teams. Line management arrangements vary according to the size and set up of a particular Children’s Action Team.

**Main Duties and Responsibilities**

**Within the School**

1. Build and maintain relationships with key and senior staff members at allocated schools to monitor attendance.
2. To work with schools to identify pupils with irregular attendance
3. To plan with schools appropriate interventions to address attendance/welfare issues
4. To provide regular attendance data and information to support schools to improve whole school attendance.
5. To lead on identified projects to improve whole school attendance e.g. Attendance Challenges
6. To provide advice and guidance on attendance and relevant legislation changes.
7. To support schools through the inspection process and advise on Attendance Policies.
8. To provide relevant training to school staff/governors and to contribute to whole school assemblies/parents meetings.

**Legal/ Statutory Duties**

9. To write professional letters and reports to support the LA to meet statutory responsibilities, eg Court, Statutory Assessments, Child Protection, multi professional meetings.

10. To keep accurate and up to date case files/records of intervention to evidence planned interventions are planned that can be used to support legal proceedings (Prosecution of parents Ed. Act 1996 Education Supervision Order CG. Act 1989)


12. To work/liaise with the LAs legal team to support successful prosecutions.

13. To give evidence in the Magistrates and Family proceedings court on behalf of the LA as required.

14. To be the Supervising Officer (where appropriate) for a pupil/parent who is subject to an Education Supervision Order or Parenting Order.

**With Families**

15. To build strong professional relationships with children, young people and families of concern, which may include a range of interventions, eg outreach, home visits, school meetings

16. To liaise with professionals to support comprehensive assessment of families needs, focusing primarily on improving attendance but covering issues which are impacting on their family life. Whole family assessments will include use of the Common Assessment Framework.

17. To lead on or contribute to developing and monitoring a single family plan that primarily meets the child’s needs but also addresses other issues within the family to enable positive outcomes.

18. To work with other professionals to arrange Attendance Panels and to arrange/contribute to Team Around the Child/Family meetings.

19. To contribute to Child Protection and Children in Need procedures and plans as required.

20. To work with schools to identify Children Missing Education/missing pupils and to ensure that appropriate procedures are followed.

21. To work with Admissions Team to support unplaced pupils, including those wishing to change schools, to access education
Within the Children’s Action Teams and Education Welfare Service

22. To attend CAT full team meetings, relevant training and briefings as required.

23. To attend service specific meetings and briefings as required.

24. To participate in regular supervision and annual appraisal processes.

25. To adhere to the case recording policy and participate in audits of work as required.

26. To facilitate group work with parents and/or children e.g. transition/parenting.

27. To undertake assessments and contribute to decision making and planning and review process for vulnerable children and their families - LAC/SEN

To progress through the gateway RG5 to spine point 32:

To chair Team Around the Child/Family meetings

To lead group work with parents and/or children eg transition/parenting

To take a lead on a project or specific area of work for the whole Education Welfare Service.

To go through career progression to gateway of RG6 (34-37) - subject to budget

To take a lead on a project or specific area of work for the Children’s Action Team that they work in or for the whole of the CAT service.

To take on a key working approach with the most vulnerable families as agreed with line manager.

To provide high quality whole family and adult assessment which leads to a whole family plan to enable sustained change for vulnerable children.

**Scope of Job (Budgetary/Resource Control/Impact)**

1. N/A
**Special/Other Requirements/Responsibilities of this Post**

<table>
<thead>
<tr>
<th><strong>Level of DBS check required for this post</strong></th>
<th>Enhanced with a check of the barring list(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Does the post require a check against the list of people barred from working with vulnerable adults?</strong></td>
<td>NO</td>
</tr>
<tr>
<td><strong>Does the post require a check against the list of people barred from working with children?</strong></td>
<td>YES</td>
</tr>
<tr>
<td><strong>What other security/safer recruitment clearances are required for this post? (excluding standard identity/work permit/education qualification checks)</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Is this post “politically restricted”?</strong></td>
<td>NO</td>
</tr>
<tr>
<td><strong>Responsibility for Health &amp; Safety:</strong></td>
<td>LEVEL 1</td>
</tr>
<tr>
<td><strong>Please specify responsibility for implementing the Council’s risk management strategy as it applies to the service, ensuring risks to service delivery and specific projects or initiatives are recognised and that actions are taken and monitored to mitigate risks identified</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Please specify any other Statutory Duties and/or responsibilities of this post not already covered in the “Main Duties &amp; Responsibilities” above</strong></td>
<td>N/A</td>
</tr>
</tbody>
</table>
Person Specification

Qualifications/Education/Training

1. Relevant professional qualification (e.g. Social Work, Education, Youth Work) with membership of appropriate professional body where relevant (e.g. GTC, GSSC) or NVQ level 4 in relevant field (e.g. Education Welfare, Learning Mentor, Connexions), or substantial previous experience as an Education Welfare Officer.
2. Knowledge of current Education legislation including child employment
3. Good working knowledge of child protection and safeguarding processes, procedures and thresholds

Experience

1. Experience of providing direct work with families/children/young people
2. Experience of working with schools and/or in a statutory agency
3. Experience of preparing and presenting reports for court, case conferences etc.
4. Experience of assessing needs of vulnerable children and their family situation
5. Experience of working in child protection procedures,
6. Experience in leading or facilitating group work

Skills, Abilities & Competencies

1. Demonstrate the skills and ability to:
2. Communicate effectively orally and in writing with colleagues, clients, school staff and other professionals
3. Negotiate and plan interventions that meet the needs of vulnerable children
4. Relate sensitively to service users particularly in terms of ethnicity, gender and disability
5. Prepare and present reports to a high standard
6. Provide clear professional advice and information to senior staff members
7. To be able to offer appropriate challenge to both families and senior staff members that brings a change in action or attitude.
8. Manage caseloads and respond appropriately to a wide range of priorities
9. Manage time effectively and be accountable
10. Be creative and innovative so that service delivery is enhanced
11. Use and respond to supervision, and take advantage of training opportunities to maintain skills and knowledge
12. To lead group work and other projects
13. Use IT to produce letters and other documents

**Specific Working Requirements**

1. Commitment to Equal Opportunities
2. Commitment to customer care
3. Ability to travel around Reading, mileage expenses reimbursed through Casual Car User Expenses
Background Information

Reading Borough Council is a progressive and successful unitary local authority in Reading, a large town in the heart of Berkshire, England and also part of the Thames Valley, providing a wide range of quality services to a multi-cultural local community. The population of the borough is growing with now over 150,000 inhabitants, and around 5,000 Reading Borough Council staff in service. We care about the people who live in Reading and about those who work for us.

Historically an imperative town in the medieval period, Reading has royal connections through Reading Abbey, founded in 1121 by King Henry I of England who is now buried there. Modern day Reading is a large commercial centre, with the award winning Oracle shopping centre located a short walk from the Council’s Civic Offices on Bridge Street. Reading is also the home of Reading Football Club who have had numerous spells in the English Premier League, as well as the University of Reading, and Reading Festival, one of England’s biggest music festivals.

Please see our Living & Working in Reading Guide for more details.

Please also take a look at Reading:UK Magazine which is a publication highlighting the regeneration progress and future investment opportunities across Reading. The magazine is accompanied by a website and quarterly email news bulletin service.
Terms & Conditions of Work

Below is a summary of our typical Statement of Main Terms & Conditions of Employment.

Please note: this may differ depending on the post.

Probation

- New employees subject to a six month probation period;
- Targets set to establish suitability for the post.

Salary

- Stated in your offer of employment;
- Paid monthly in arrears on the 25\textsuperscript{th} of the month;
- Pay progression is subject to annual performance assessments;
- Progression increments awarded on 1\textsuperscript{st} April.

Working Hours

- Normal working hours are 37 per week;
- Flexi-time scheme applies where appropriate.

Annual Leave

- 24 days plus bank holidays;
- Additional annual leave entitlements at service anniversaries;
- Leave year runs from 1\textsuperscript{st} April to 31\textsuperscript{st} March;
- Pro-rata entitlements for part-time staff.

Pension

- Automatic admission to a pension scheme;
- Option to opt out;
- Contribution rate dependant on salary level.
Making Your Application

How to Apply

To conform to our equal opportunities policy, please fill out either an application form using our recruitment website, or one of our application forms by hand. Use of our standard form ensures we give all candidates fair treatment. For this reason, we do not accept CVs as a form of application.

Our recruitment website can be found at www.reading.gov.uk/jobsearch where you will be able to access this vacancy.

Supporting Statement

At application stage, the shortlisting panel will use the criteria from the person specification to select candidates for interview. Thus it is crucial you demonstrate your skills, abilities, knowledge and experience against both the person specification and the job description.

Qualifications

If you are shortlisted for interview, you are asked to ensure that you bring with you to interview any original relevant certificates of qualification, copies of which will be taken.

References

No offer of employment will be made without the receipt of two satisfactory references. Please see the application form for further guidance.

Pre-Employment Checks

For posts with access to vulnerable groups, successful applicants may be required to undergo pre-employment checks which can include a criminal record check and a check of client records. The level of criminal record check required is stated on the advert. The check is carried out by the Disclosure & Barring Service (DBS). Please visit www.gov.uk/disclosure-barring-service-check/overview to find out more about criminal record checks.

In addition Social Services has a policy not to employ spouses/partners where there will be a line management relationship between them, or where they will be employed in the same work setting or within the same line management.

Applicants should note that people employed in posts within Social Services will not normally also be appointed to be foster carers for Berkshire Children or to provide respite care or supported lodgings for adults or children. If you are currently a foster carer or provide respite care or supported lodgings, please indicate this in the supporting statement section of the application form. This will not preclude you from any shortlist but this will indicate the need for a discussion with you prior to appointment if successful.
All new staff are required to undergo a medical clearance, and will be asked to provide
documents to confirm entitlement to work in the United Kingdom as required by the
Asylum & Immigration Act 1996.

**Equal Opportunities**

We recognise the importance of equal opportunity in employment and have a policy in
place to support this. Please see our [Equal Opportunities Policy](#); further information is
available on the application form itself. Please note: the shortlisting panel do not see
any personal details as these are removed before shortlisting. Decisions are therefore
made based on evidence of skills, abilities, knowledge and experience provided on your
application form.

**Positive About Disability**

Candidates with a disability who can show that they meet the minimum requirements of
the person specification are guaranteed an interview.

**Right of Appeal**

If you feel you have been discriminated against for any of the reasons set out in the
[Equal Opportunities Policy](#), please let us have written details of your complaint within 10
working days. This should be addressed to: HR & Payroll Services Manager, Reading
Borough Council, Civic Offices, Bridge Street, Reading, RG1 2LU.

**Interview Expenses**

We will reimburse reasonable interview expenses. Normal expenses are based on 2\(^{nd}\)
class rail fare or actual car mileage. Please request an Interview Expenses Form when
you attend an interview.

**Recruitment Process**

Please note: as part of our online service, you will receive updates on the status of your
application via email, as well as have the ability to book your own interview time. If you
submit your application by hand, you will not have access to the benefits of our online
service and will be kept in touch with by post.

Following the closing date, a panel will score each application received on the criteria
listed on the [person specification](#). A shortlist of candidates will be selected for interview
based on their scores. Candidates will receive an email informing them whether they
have progressed to the interview stage or not. Candidates shortlisted for interview will
be invited to book an interview timeslot preset by the recruiting manager. You will be
required to bring certain documents with you to interview; these will be detailed in your
interview confirmation email once you have booked your timeslot. Once you have
booked, references will be sought from referees you have given us permission to contact.

If you are selected as a preferred candidate following interview, we must ensure all
documentation is collected - including two satisfactory references, relevant ID copies,
declaration forms, and a starter form from the recruiting manager. Once these are
collected, you will be sent an offer letter and medical clearance form together with
documentation relevant to the post.
**Feedback**

If you would like feedback on your application, please email recruitment@reading.gov.uk and your request will be passed on to the recruiting manager. Alternatively, if you would like to provide us with any feedback, please email this to the same address as above.