



Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Education Welfare Officer
Job Reference	704112
Service	Children's Services
Team	Education Welfare Team
Location	Hybrid – Shute End/Homeworking/Local community
Reports to	Principal Education Welfare Officer
Worker Style	Hybrid – Remote working with attendance at Council offices as and when required
Responsible for	None
Grade	7
Contract Type	Permanent
Hours	Full time, term time only

Main Accountabilities	
1.	Consultation visits to schools to assist in the identification of pupils experiencing attendance issues, advise on strategies for improving attendance, accepting individual referrals and agreeing on a plan of action to be taken by the school and the Education Welfare Service
2.	Attendance/inclusion related casework. Working closely with the school, young people, parent/carers and other relevant people to facilitate an improvement in an individual pupils' school attendance
3.	Meetings in school with parents/ carers and home visits when attendance of a pupil meets the EWS threshold
4.	Multi agency partnership collaborations to support vulnerable young people to improve their attendance.
5.	Ensure that safeguarding procedures are adhered to recognising and taking action in relation to the safety of children and or vulnerable adults where concerns or risks are identified.
6.	Undertake proceedings on behalf of the Local Authority, in respect of parents who do not ensure their children's regular attendance at school.





7.	To attend relevant meeting such as Team Around the Family, Child Protection and Child In Need meetings, Strategy Meetings, Core Group Meetings and make valid contributions to plans that include attendance concerns.
8.	Administrative tasks in relation to preparation for school visits, the writing up of consultation notes, letters to parents, minutes of meetings, the writing and compiling of legal documents.
9.	To be a specialist in an area of responsibility within the team
10.	To undertake any other reasonable duties which are commensurate with the grade of post and a degree of flexibility of post holder to perform work not specifically referred to above.

Person Specification	Essential	Desirable
Education/Qualifications Appropriate professional qualification (e.g. degree/teaching qualification/diploma in social work) 5 GCSE or equivalent (grade 4 or above) 2 A-Levels or equivalent	Yes	Yes
Experience Work with children, young people and families Work within a team environment Working autonomously and using informed initiative as appropriate Working with different partners including schools Writing formal reports for a variety of audiences.	Yes Yes Yes Yes	Yes
Skills/Knowledge Ability to build positive and appropriate relationships. Strong interpersonal skills. Excellent verbal and written communication skills for a range of purposes and audiences. Organisational and time management skills. Ability to record work accurately and timely. Ability to analyse a range of situations and to work under pressure. Ability to work flexibly within the team. Ability to work independently. Ability to use information technology to support EWO work. Tact, diplomacy, confidentiality and sensitivity. Ability to use and respond to supervision.	Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes	





Ability to relate sensitively to service users, particularly in terms of ethnicity and gender.	Yes	Yes
Ability to negotiate at all levels.	Yes	
Personal resilience and emotional strength	Yes	
Knowledge of Department for Education Advice and Guidance's relating to school attendance and exclusions.	Yes	
Knowledge of the legal powers and duties governing school attendance and how they apply to local authorities, schools, pupils and parents	Yes	

Purpose Details	
Service Purpose	Education is a human right. The Education Welfare Service aims to work closely with all schools and other agencies to promote the regular school attendance of all young people. To assist in resolving any difficulties which may lead to a young person not receiving efficient education and remove barriers to support pupil's accessing appropriate provision. The Education Welfare Service also aims to ensure that the LA's statutory responsibilities in relation to school attendance, child protection and exclusions are carried out to the highest possible standard.
Role Purpose	To work in partnership with schools and other agencies to support and ensure young people have appropriate access to education. To undertake proceedings on behalf of the Local Authority in respect of parents who do not ensure their children's regular attendance at school. To undertake the issuing of Penalty Notices for failed Notice to Improve and unauthorised absences on behalf of the Local Authority. To make relevant assessments and action plans in partnership with young people, parent(s), school staff and other relevant parties, concerning attendance at school or alternative educational provision. The use of legal action, as a last resort, will be considered as part of a planned intervention with families. To ensure accountability for cases taken to court and liaise with schools concerning such cases. To work with schools, families and agencies to promote the inclusion of vulnerable pupils.

Supervision and Relationships	
Supervision Received	Regular supervision provided by the Principal Education Welfare Officer
Supervision Given	None
Contacts	Parent, carers, children and young people, schools, Social Workers, Early Help Workers, IRO's, SEND, health, Prevention Youth Justice Service, housing, Virtual School.

Resources/Budget Management





None

Special Requirements

Driving License and daily access to reliable vehicle.
Enhanced DBS required.

Occupational Health Risk Assessment

Details

Skin/Respiratory Sensitisers	No
Working at Height	No
Exposure to Noise (>80-85dB)	No
Confined Spaces	No
Frequent Display Screen Equipment Use	Yes
Driving for Work	Yes
Hand Arm Vibration	No
Lone Working	Yes
Healthcare/Social Contact with Patients	No
Blood Borne Viruses Exposure	No
Food Handling	No
Working with Animals	No
Specialised Medical Screening	No
Night Working	No
Safety Critical Work	No





Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	Y
Working with Elderly/Vulnerable Adults	N
Work Environment Details	Hybrid working – Office based & home based & local community.

Role Involvement	Details
Working with Children	Y
Working with Vulnerable Adults	Y
Both of the Above	Y
Providing Care/Supervision for Children	N
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	

Disclosure and Barring Service (DBS)	Details
DBS Requirement	Enhanced DBS required
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)

Re-checks
<Details of required regular checks in line with regulations.>

Evaluation Declaration	
Date of Evaluation:	07/05/2026





WOKINGHAM
BOROUGH COUNCIL

Evaluated by:

Carole Vernon, Principal Education Welfare Officer

