


Profile Title:	Welfare Officer	 BARNSLEY Metropolitan Borough Council				
Reports to:	Manager					
Employee Supervision:	None	Grade:	7	Profile Ref:	35517	
Purpose of the Post						
To ensure the regular school attendance of pupils, including vulnerable groups, using assessments and home-school liaison in order to achieve positive outcomes whilst promoting the welfare and well-being of young people (Education Welfare roles only).						
To ensure young people reduce their drug or alcohol use, including vulnerable groups, using assessments and family liaison in order to achieve positive outcomes whilst promoting the welfare and well-being of young people (Substance Misuse roles only).						
Responsibilities						
<ul style="list-style-type: none">Develop positive working relationships with pupils, parents, school staff and other relevant agencies.To undertake assessments of children, young people and their families in line with the relevant assessments and threshold criteria.Utilise available resources and referring cases to other agencies as appropriateMaintain an accurate and up to date electronic case recording system.Provide appropriate advice, guidance and information to a range of internal and external stakeholders, including advising parents.Utilise own skills to undertake preventative and remedial work with parents and pupils in the home and school setting to ensure regular school attendance.To facilitate meetings with parents in the home and school settingPrepare documentation, witness statements and give evidence in regard to actions brought before the court under relevant legislation.Undertake the supervision and/or interventions of pupils/young people subject to Court Orders.Contribute to the assessment and placement of pupils in accordance with legislation regarding special educational need, as well as ensure the effective operation of the council's policies and procedures concerning excluded pupils and pupil admissions.Participate in the service's supervision and case management arrangements.Assist in the collection of relevant data and information including school attendance records.Undertake appropriate training and development in connection with the role.Operate in accordance with relevant national legislation and procedures as well as the council's policies, procedures and frameworks including safeguarding of children and young people, child employment, performance licencing, health and safety and data protection.Undertake any other duties commensurate with the post as requested by management.						
Education and Training					Measure	Rank
<ul style="list-style-type: none">4 GCSEs (Grades A-C) or equivalent					A/I/	E

<ul style="list-style-type: none"> Commitment to achieve NVQ Level 4 Qualification in a relevant programme of study 	A/I	E
Relevant Experience	Measure	Rank
<ul style="list-style-type: none"> Demonstrate experience and competency in working with children, young people and their parents and carers. 	A/I	E
<ul style="list-style-type: none"> Proven ability to work under own initiative 	A/I	E
<ul style="list-style-type: none"> Proven ability to undertake lone working 	A/I	E
<ul style="list-style-type: none"> Experience of engaging families in and undertaking comprehensive assessments 	A/I	E
General and Special Knowledge	Measure	Rank
<ul style="list-style-type: none"> Knowledge and experience of home-school liaison 	A/I	E
<ul style="list-style-type: none"> Knowledge and experience of current and relevant legislation and practice 	A/I	E
<ul style="list-style-type: none"> Knowledge and experience of the function and purpose of the school setting. 	A/I	E
<ul style="list-style-type: none"> Knowledge and experience of undertaking home visits 	A/I	D
Skills and Abilities	Measure	Rank
<ul style="list-style-type: none"> Proven ability to work with professionals and other agencies. 	A/I	E
<ul style="list-style-type: none"> Proven written and oral communication skills, with the ability to produce comprehensive reports. 	A/I	E
<ul style="list-style-type: none"> Ability to communicate effectively with the public using a suitable level of fluency in spoken English, in line with the English Language requirement for public sector workers. 	A/I	E
<ul style="list-style-type: none"> Good interpersonal and negotiation skills. 	A/I	E
<ul style="list-style-type: none"> Able to work as a member of a team. 	A/I	E
<ul style="list-style-type: none"> Ability to promote and deliver a service based on the principles of anti-oppressive practice. 	A/I	E
<ul style="list-style-type: none"> Able to work under pressure, whilst managing a case load and meeting deadlines 	A/I	E
<ul style="list-style-type: none"> Ability to be highly innovative in methods of engaging children, Parent./Carers in their child's Education and in ensuring satisfactory attendance. 	A/I	E
Additional Requirements	Measure	Rank
<ul style="list-style-type: none"> Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the council. 	A/I	E
<ul style="list-style-type: none"> Willing to undertake training and continuous professional development in connection with the post. 	A/I	E
<ul style="list-style-type: none"> Work in accordance with the council's visions priorities, values and behaviours. 	A/I	E
<ul style="list-style-type: none"> Able to undertake any travel in connection with the post. 	A/I	E