**Mapplewell Primary School**

**Pupil Welfare Officer Job Description**

**Position**: Pupil Welfare Officer

**Reports to**: Head Teacher

**Scale**: Grade 6

**Key Purpose**

To work with senior leaders to implement safeguarding practices and procedures across school.

To work with children and families to overcome barriers to learning and support them as appropriate.

To monitor attendance and support families with attendance issues to ensure all pupils access school daily and receive a quality education.

**Accountabilities**

School Attendance:

* To identify with parents’ reasons for their children’s non-attendance, and to work with parents and others to achieve regular attendance and reduce exclusion.
* Give close attention to early identification and prevention of absence habits.
* Work with parents to identify why their children are not achieving full attendance. Ascertain the probable causes of the absences and suggest and assist in the implementation of plans/action to resolve the situation, working closely with school staff, the child and the child’s family.
* Work closely with the schools EWO, making attendance referrals as appropriate.
* Carry out home visits where appropriate to support parents in encouraging their children to maintain full and regular attendance.
* Process all leave of absence requests and fines as appropriate.
* Conduct internal attendance meetings with parents and school staff as necessary.

Reporting:

* Keep records and all documentation pertaining to meetings / contact with children and young people and their families.
* Conduct reviews and assessment of the effectiveness of the work being carried out including evaluation of parenting courses by the delegates.
* Keep informed records of all action taken to improve the attendance of pupils.

Liaison with other agencies:

* Participate in internal and cross-organisation working groups as appropriate for exchange of information and ‘best practice’.
* Work with external agencies to gain relevant information to ensure the health and well-being of children are met.
* Keep up to date on the range of agencies working locally in order to maintain knowledge of services that parents might be signposted to.

Inclusion work:

* Following up missed appointments and work with parents to ensure they attend future appointments.
* Attend annual reviews to support parents with actions resulting from the review and in completing the documentation for said review.

Safeguarding:

* Take the lead role on disclosures or concerns that relate to the well-being of a child and follow procedures and policies.
* Maintain accurate, confidential and up to date documentation on all cases of safeguarding and child protection.
* Represent the school at child protection conferences and complete reports in liaison with teaching staff to ensure all concerns are recorded.
* Attend planning and review meetings, Child in Need meetings and Looked After Child meetings.
* Completion of Early Help Assessments with parents and organize and lead on Team Around the Family meetings where necessary.
* Keep accurate records of all meetings and ensure actions are followed up.
* Completion of Safeguarding audit report.
* Work closely with outside agencies, for example the safeguarding team, school health and family services.
* Liase with social care as and when required, completing referrals as and when appropriate.
* Attend regular safeguarding training courses and any other courses pertinent to the lead and feedback to staff in school.
* Attendance at safeguarding board meetings.
* Update and amend safeguarding policies.
* Keep staff and Governors up to date with safeguarding issues.
* Lead regular safeguarding meetings with all staff in school.
* E-Safety coordinator, updating policies, promoting safety within school and planning and delivering E-Safety lessons to KS2 pupils.

Working directly with children:

* Working 1:1 and small group with children identified by parents and/or staff to support emotional / social needs. For example: Drawing and Talking, Social and Emotional work, bereavement and separation/attachment work.

General requirements:

* To act in a professional manner and contribute to the overall ethos of the school, promoting our vision and values.
* To complete any other duty assigned by the Headteacher.