



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.

Please download and save a separate copy before completing this

Post Details	
Job Title	Senior Education Welfare Officer
Job Reference	704108
Service	Children's Services, Education and SEND
Team	Education Welfare Service
Location	Hybrid – Shute End and home address
Reports to	Principal Education Welfare Officer
Worker Style	Hybrid - Remote working with attendance at Council Offices as and when required
Responsible for	Education Welfare Support Officer
Grade	8
Contract Type	Permanent
Hours	37 hours per week, term time only (39 weeks) plus 5 days

Main Accountabilities	
1.	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 or access to suitable education.
2.	Multi agency partnership collaborations to support vulnerable young people to improve their attendance, including attendance at 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.
3.	Undertake proceedings on behalf of the Local Authority, in respect of parents who do not ensure their children's regular attendance at school.
4.	Lead in an area of specialism and include development and maintenance of supporting documentation and attendance at relevant meetings i.e. Children Missing in Education, Elective Home Education, Penalty Notices, Family Support Panel, EMRAC.





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.	Day-to-day management and supervision of Education Welfare Assistant and staff training
7.	To produce policies and procedures in line with DfE and the law
8.	Oversee and sign off on issued Penalty Notices and legal proceedings
9.	Support the Principal Education Welfare Officer with suspension Governor Disciplinary meetings and permanent exclusion Governor Disciplinary meetings and cover other aspects of the role when necessary
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	Desireable
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	Yes
Experience Working within an Education Welfare Team or setting 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 reasons	Yes to all criteria	
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.	Yes to all criteria	





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

Purpose Details	
Service Purpose	Education is a human right. The Education Welfare Service aims to work closely with all schools, parents/carers and young people, 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. To support the Principal Education Welfare Officer as required.

Supervision and Relationships	
Supervision Received	Regular supervision provided by the Principal Education Welfare Officer
Supervision Given	Supervision of the Education Welfare Support Officer
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	No
Working with Children (under 18)	Yes
Working with Elderly/Vulnerable Adults	No
Work Environment Details	Hybrid working – Office based & home based & local community.

Role Involvement	Details
Working with Children	Yes
Working with Vulnerable Adults	Yes
Both of the Above	Yes
Providing Care/Supervision for Children	No
Providing Care/Supervision for Vulnerable Adults	No
Both of the Above	No
None of the Above	<Y/N>

Disclosure and Barring Service (DBS)	Details
DBS Requirement	Enhanced DBS
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.>





WOKINGHAM
BOROUGH COUNCIL

Evaluation Declaration

Date of Evaluation:	07/09/2026
Evaluated by:	Carole Vernon, Principal Education Welfare Officer

