

**THE BISHOP OF WINCHESTER ACADEMY JOB
DESCRIPTION- SUPPORT STAFF**

**Section One General
information**

Post Title	Education Social Worker with Attendance
Post Holder:	
Purpose and Responsibilities:	<p>All academy post-holders are expected to support the sponsors' vision, Christian ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self- discipline, creativity and hope.</p> <p>Purpose of the role:</p> <ul style="list-style-type: none"> • To understand the life-changing potential of a safe and supportive home and school life. • To provide support to schools and families on matters primarily relating to school attendance, exclusion and safeguarding in line with departmental and national legislation, guidance and policy. • To play a key role in helping vulnerable children and young people to transform their futures. • To ensure that students and their carers have the support that they need to thrive. • To be a safeguarding champion for the academy. • To ensure that students are safe and secure, well looked after, and that the Academy's high standards are consistently maintained. <p>Responsibilities:</p> <p>First-line Support and Referrals:</p> <ul style="list-style-type: none"> • Working with students, carers and families that are needing care and support, to identify risk and develop strategies to minimise these risks. • Writing of reports and attendance for: <ul style="list-style-type: none"> • Child in Need reviews • Child protection conferences • Child protection core groups • Team around the Families (TAFs) • Team around the Child (TAC) • Emergency Strategy meetings • Multi-Agency meetings • CAMHS and Health meetings • Attendance meetings

- Liaising with external agencies including the police, MASH (Multi Agency Safeguarding Hub), CAMHS (Child and Adolescent Mental Health Services), Early Help, and The Local Authority.
- Undertaking assessments of child/ family needs and develop care and support plans. To recommend, when required, any identified needs for external support from appropriate providers.
- Adapting and applying Social Worker techniques to ensure that the approach meets the needs of the student and carers requiring the support.
- Promoting positive outcomes by taking appropriate action in the provision of professional support, advice and decisions to ensure that all students referred have a plan based on assessment of need. To ensure that such plans are evidence-based, recorded, reviewed and modified as appropriate.
- Ensuring that practice and subsequent decisions safeguard the welfare of students at risk and to make decisions in the best interest of the child.

Support with Attendance Issues:

- To manage attendance referrals when no improvement has been made following support from the relevant Head of Year (HOY).
- To complete legal paperwork, and witness statements to support prosecutions for non-attendance.
- To conduct home visits or welfare visits for students not attending, and work with families to improve attendance.
- Ensuring that CME (Children Missing in Education) procedures are followed.
- To work with the Leadership Team and the Attendance Officer to reduce persistent absence.

Liaising with the SENCO and Pastoral Team to maintain a holistic understanding of individual students, their situations and needs:

- Attending behaviour meetings for students at risk of permanent exclusion to assess any further needs and support that may be needed.
- Overseeing the Wellbeing and AP (Alternative Provision) room to support students on adapted curriculums.
- Liaising with and making referrals to the School Counselling Service and School Nurse.
- Making referrals to Alternative Provision for students missing school due to illness, or those unable to attend mainstream lessons. Conducting fortnightly reviews for the provision of these, but also having weekly communication with home and education partners.

Safeguarding:

- To support with Safeguarding CPD training for Academy Staff and ensure that Staff are aware on procedures for reporting Safeguarding concerns.

	<ul style="list-style-type: none"> • To deal with Safeguarding concerns, liaise with parents and make appropriate referrals for these concerns. To ensure that all concerns are updated and actioned on the academy's Safeguarding system (My Concern). • To triage all My Concern entries to Heads of Year and Wellbeing and close completed concerns. • To ensure that Safeguarding files (including electronic My Concern entries) are sent on to other Colleges and schools when students leave. <p>General:</p> <ul style="list-style-type: none"> • To manage an efficient workload: Responding effectively to cases that arise through careful planning and continual review. Ensuring proportionate response to each situation whilst recognising and managing potential risks.
	<p>This job description is not necessarily a comprehensive definition of the combined posts. The posts will be revised at least once each year, but may be subject to modification or amendment at any time after consultation with the holder of the post. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. The job description is not necessarily a comprehensive definition of the post. It will be revised at least once a year, but may be subject to modification or amendment at any time after consultation with the holder of the post.</p>
Reporting to:	Academy Leadership Team
Responsible for:	Working alongside the safeguarding and pastoral team to safeguard students and ensure the welfare of children at risk.
Liaising with:	The Designated Safeguarding Lead and their Deputies, the Attendance Officer, The Admissions and Exclusions Officer, the Wellbeing team, the Pastoral team, external agencies as appropriate, staff, students and their carers and families.
Nature of Contract:	Standard Terms and Conditions of Support Staff
Disclosure Level:	Enhanced

Section Two

Professional Duties and Responsibilities

Ethos	All academy post-holders are expected to support the sponsor's vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.
Self-Development	To continually seek development opportunities to improve personal performance Line Manager is advised of training needs. Development opportunities are sought/acted upon.
Attitude	To act as a professional and positive ambassador for the academy in order to support the academy's mission and profile Positive/constructive feedback from parents/students/visitors/colleagues/supporters will evidence supportive attitudes Level of self-motivation and encouragement of others. Will support development of the academy ethos and contribute positively towards the development of specialisms.
Policy promotion	To actively promote the academy's Equal Opportunities, Health and Safety, Data Protection policies, to ensure that the academy operates effectively, fairly, and in line with legislative requirements at all times.
Safeguarding	To adhere to and follow the academy's Safeguarding procedures in order to protect the safety of all children.
Confidentiality	To ensure confidentiality of the academy's activities is maintained in order to protect the integrity of the organisation and its people.
Flexibility	To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation.

The Bishop of Winchester Academy is committed to developing the skills of its people. If you have any query about your own personal development, please speak to your line manager.

Signed: _____

Date: _____

The Academy reserve the right to amend this document as necessary, after consultation with the individual concerned, in order to reflect changes in organisational requirements and ensure that the future goals of The Bishop of Winchester Academy are successfully achieved.