

EDUCATION WELFARE ASSISTANT

Role Title				
School Attendance and Family Support 1		<i>family support worker.</i>		
Purpose of the role (job statement)				
To engage with parents/carers and families to provide early intervention, support and guidance to improve attendance and learning outcomes for pupils.				
Responsibilities				
Key duties:				
<ol style="list-style-type: none"> 1. Develop and maintain effective contact and communications with parents/carers and families including home visits 2. Work with a range of school staff to help plan strategies and interventions to address individual pupil issues 3. Provide advice and guidance to families to reinforce their self-esteem and support pupil achievement 4. Implement action plans with parents / carers and monitor and report on progress and achievements 5. Signpost families to sources of advice and guidance 6. Support school strategies to improve behaviour and attendance 7. Work with external agencies, such as health professionals, Children's Centres 8. Maintain pupil records and case files 9. Undertake first day contact of parents/carers. 10. Liaise with other staff regarding persistent absentees: follow through incomplete registrations and reasons for absence. 				
Individuals in this role may also:				
<ol style="list-style-type: none"> 1. Develop and deliver a programme of family-related activities to meet the needs of the school community. 				
Indicative knowledge, skills and experience				
<ul style="list-style-type: none"> • Working at or towards national occupational standards (NOS) for working with parents and knowledge / skills equivalent to current national qualifications for working with parents at level 3. 				
Job Evaluation Assessment				
Factor	Relevant Job Information		JE Level	
1.	Knowledge	. Requires understanding of the range of potential barriers to learning and attending school faced by children and young people. Knowledge and skills equivalent to national qualifications level 3.	3	60
2.	Mental Skills	Work with a range of school staff, parents, carers and families to help plan strategies and interventions to address individual pupil issues around attendance and behaviour.	3 2	39
3.	Interpersonal & Communication Skills	Communicates with parents / carers and families to exchange information and provide support Works with a range of external agencies, such as health and social care.	3	39
4.	Physical Skills	Standard keyboard skills	2	26

5.	Initiative & Independence	Works within guidelines, but with some use of initiative, such as when working with individual families and responding to their queries or situations.	3 2	39
6.	Physical Demands	Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads.	1	10
7.	Mental Demands	Medium periods of concentrated sensory attention for work with parents and pupils where work is occasionally interrupted, although this does not normally require a switch from one activity to another. Short periods of concentrated mental attention for report writing. Maintains pupil records.	2	20
8.	Emotional Demands	Exposed to emotionally demanding behaviours and situations as a result of dealing with pupils' and parent / carers individual circumstances.	3	30
9.	Responsibility for People Wellbeing	Implements action plans. Works with individual pupils, parents, carers and families to improve attendance, behaviour or performance.	3	39
10.	Responsibility for Supervision	May demonstrate own duties to new or less experienced staff.	1	13
11.	Responsibility for Financial Resources	No financial responsibility	1	13
12.	Responsibility for Physical and Information Resources	Maintains and updates sensitive pupil records and case files.	2	26
13.	Working Conditions	Work is in an office environment and will also often involve home visits.	2	20
Total				374

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