

POST TITLE	EDUCATION WELLBEING OFFICER
DIRECTORATE	CHILDREN, EDUCATION AND JUSTICE SERVICES
SERVICE	EDUCATION
RESPONSIBLE TO	TEAM LEADER - EDUCATION WELLBEING SERVICE
NUMBER OF POST HOLDERS	11
ACTING UP/ SECONDMENT	NO

PURPOSE OF JOB

Working directly with schools and partner services as part of locality teams, provide whole-family support to promote wellbeing and maximise school attendance, leading on the Council's policy on maximising attendance and using strategic learning community approaches to support children and families.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- Education Wellbeing Officers will be required to develop and maintain effective networks with a diverse range of partners, including education, health, housing, police and third sector groups, to assist and support children and families to access, sustain and maintain appropriate levels of attendance.
- Support the co-construction of collaborative and sustainable learning communities and ensure that promoting attendance remains a high priority of these workstreams.
- Discuss attendance data with schools to establish support and early intervention that promotes attendance and facilitates policy implementation.
- Support transitions between key stages.
- Signposting and providing advice on appropriate referrals to partner services, and linking schools to the support that is available.
- Co-deliver professional learning for education establishments across the learning community to promote attendance.
- Use evidence-based interventions to support the wellbeing of children and families.
- Participate in and support the delivery of the aims and objectives of GIRFEC, advising and supporting on attendance-related elements of the Child's Plan and being part of the team around the family, where necessary.
- Manage a caseload, ensuring that work undertaken adheres to existing legislative, policy and procedural requirements and is focussed on achieving improved outcomes for children and their families.
- Maintain accurate case records in accordance with service procedures, as well as maintaining statistics on cases and providing relevant reports, as required.
- Undertake Risk Assessments prior to working with individual children/ families.
- Work collaboratively with the wider Education Wellbeing Team and support the work of the Education Wellbeing Service and the development of the team.
- Keep abreast of existing and new legislation, research and guidance and undertake relevant training, as required.
- Contribute to the induction training for new members of staff.

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)

- Bachelor's degree or equivalent experience and professional learning in relevant subjects as noted above in the purpose of the role.
- Organisational skills to contribute towards tailored planning, preparation and delivery of services.
- Clear communication skills to foster positive relationships and work collaboratively with schools and partners in the learning community.
- Sound judgement and the ability to give reliable and accurate information to colleagues on maximising attendance eg advising staff and quality assurance of SEEMIS coding.
- Deliver evidence-based programmes through regular individual, small group work or targeted family activities eg delivering parent programme training.
- Strong knowledge and understanding of wellbeing and of evidence-based approaches to support. Experience of engaging effectively with children and families through individual targeted work with the view to empowering and increasing their capacity to implement change.
- Suggest then implement solutions to barriers to maximising school attendance, using their initiative and specialist knowledge to decide how each case should be dealt with and the priorities of work.
- Collate and report on data to evaluate and evidence impact of interventions to maximise attendance over time.
- Understand systems and procedures to ensure the operational implementation of service policies and procedures.
- Sound administrative and organisational skills, experience of computer-based packages and relevant databases.
- Support the local authority approach to inclusion and wellbeing.
- Implement Child Protection Guidelines, eg when a personal observation has been made, on receipt of information from a third party, or when a young person has made a disclosure of a serious nature.
- The post is subject to PVG (Protecting Vulnerable Groups) scheme membership.

ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

- The post holder will work across a range of settings including schools and education establishments, community and locality offices/ venues, as well as meeting families in their home. In any of these settings, the Education Wellbeing Officer will be dealing with potentially sensitive matters and may be taking a view that is in opposition to the views of parents and children. The Education Wellbeing Officer will spend up to 10% of their time working with families in their homes.
- Work collegiately as a locality team with other Education Wellbeing Officers.
- Use time and resource effectively to contribute to a high-quality locality approach to supports and interventions.
- Act on own initiative and make decisions regarding services and resources, only referring to the team leader for advice in the most complex of cases.
- Regularly communicate with the Education Wellbeing Team Leader.
- Potential exposure to challenging environments and behaviours. Required to carry out dynamic risk assessments and make appropriate decisions for own and others safety.
- Although the post may be exposed to some physical demands these will be predominantly within the range of normal office-based activities.

SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)

NONE

RESOURCES

- Regularly access the SEEMIS system, with shared responsibility for its quality assurance, update, security and maintenance.
- Responsibility for maintaining reliable up to date electronic records. Responsible for personal IT items to enable them to carry out their work.

HEALTH AND SAFETY

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).

NB: The total length of the JD should be 2 pages. It is therefore important to be concise when summarising the duties and requirements of the post