

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Children's Services

Job Ref Number: 4727

Service Area: Education Support

Grade: G7

Job Title: Safeguarding and Education Welfare Officer

PURPOSE OF JOB:

To advise and support Headteachers and senior school staff in all Lincolnshire secondary, primary, special Schools and other educational providers on all matters relating to attendance and the statutory functions in accordance with the local authority attendance strategy.,

To support the local authority to fulfil its statutory duties with respect to school attendance, part-time employment of children of compulsory school age, children in entertainment, children missing education and elective home educated children.

To support the local authority to fulfil its safeguarding duties in relation to Education Providers as outlined in Sec 175 of Education Act 2002.

Contribute to the delivery of services for area of responsibility. Assist, as appropriate, with:

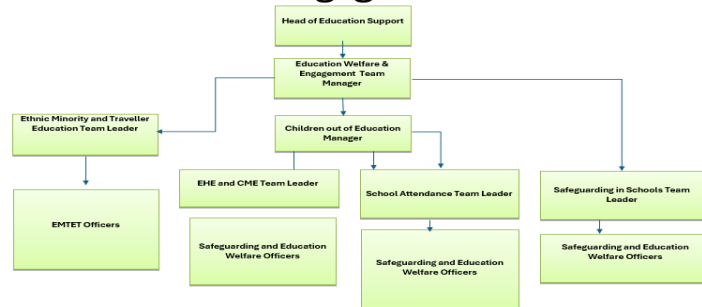
- Providing an integrated approach to performance management, quality standards and service delivery
- Embedding new ways of thinking and working
- Developing and maintaining strong, positive working relationships with colleagues within and external to the Council

To provide day-to-day leadership, advice and guidance to the provider team(s) and/or work within own area of responsibility.

Continuously look for synergies and efficiency savings across area of responsibility.

STRUCTURE CHART:

Education Welfare & Engagement Team Chart



MAIN DUTIES:	
1	Advise Children's Services, schools, and education providers on legislation and statutory responsibilities relating to school attendance, CME, EHE, child employment, and children in entertainment.
2	Manage a caseload of complex and multi-agency cases involving irregular attendance, CME, and EHE, ensuring timely and effective interventions.
3	Engage with children, young people, and their families to promote access to education, supporting parental choice while ensuring the child's right to education is upheld.
4	Establish and maintain effective working relationships with internal teams, schools, voluntary organisations, and external agencies to support safeguarding and education outcomes.
5	Implement procedures for children removed from school rolls for EHE, and prepare and process legal proceedings in cases of persistent non-attendance, including attendance at legal panels.
6	Provide safeguarding advice to education providers from early years to post-16, ensuring compliance with statutory guidance and contributing to child protection procedures.
7	Deliver and evaluate safeguarding training for schools and local authority staff in line with statutory requirements and best practice.
8	Maintain high standards of case recording and reporting, using LCC's IT systems to support case management, performance monitoring, and data analysis.
9	Contribute to service improvement initiatives, lead on specific areas of development as directed, and support the implementation of new policies and procedures.
10	Support quality assurance processes, contribute to performance reviews, and ensure services are delivered efficiently, effectively, and in line with LCC's values and standards.
11	Act as a role model for best practice, contribute to the development of colleagues through mentoring or coaching, and represent the service at panels, meetings, and strategic forums

PERSON SPECIFICATION			
Requirements	Where identified*	Essential	Desirable
A minimum of 5 GCSE's including Mathematics and English.	A	Y	
Knowledge of support services available in Lincolnshire to support children and families	A/I	Y	
Knowledge of both CME and EHE Policy and Legislation	A/I	Y	
Excellent communication and interpersonal skills, including the ability to engage with challenging families	A/I	Y	
Experience of working with children, young people, and families in an educational or safeguarding context	A/I	Y	
Experience of managing complex caseloads and multi-agency working	A/I	Y	

Knowledge of child protection procedures and thresholds	A/I	Y	
Awareness of the legal framework around child employment and performance licensing	A/I		Y
Understanding of data protection and confidentiality in working with children and families	A/I	Y	
Confident in using IT systems for case management and data analysis	A/I	Y	
Ability to analyse data, write clear reports, and maintain accurate records	A/I	Y	
Commitment to equality, diversity, and inclusion in service delivery	A/I	Y	
Willingness to travel across the county and work flexibly.	A/I	Y	
Full UK driving licence and access to a vehicle	A	Y	
Ability to write clear, concise, and legally robust reports to support enforcement action and legal proceedings	A/I	Y	
Ability to manage and resolve conflict or challenge from schools and other stakeholders constructively	A/I	Y	

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

Job Details:

Job Title	Safeguarding and Education Welfare Officer
Identifier	4727
Director Area	Children's Services
Service Area	Education Support
Score	462
Grade	Grade 7

Factor Levels:

Supervision/Management Of People	1
Dispersal Awarded	No
Creativity & Innovation	4
Contacts & Relationships	5
Decisions - Discretion	3
Decisions - Consequences	2
Resources	1
Work Demands	3
Physical Demands	1
Working Conditions	1
Work Context	3
Knowledge & Skill	4