Inclusive
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Being Bracknell Forest

Bracknell Forest Council

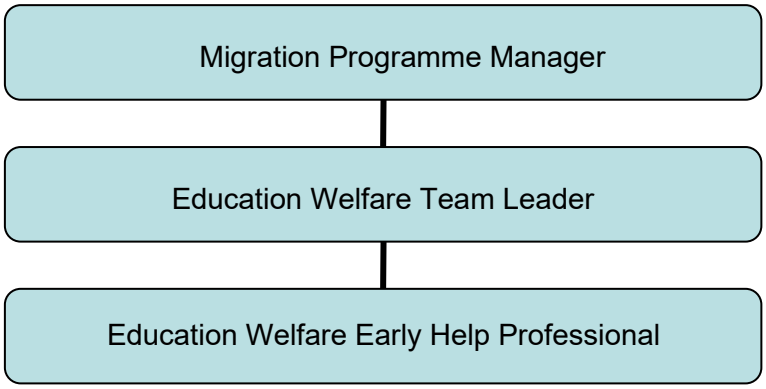
JOB DESCRIPTION

Job Title:	**Education Welfare Early Help Professional (Term Time Only 39 weeks)**		
Directorate:	**People**	**Salary:**	**£32,563 - £36,516 plus £652 London Weighting (FTE £37,563 - £42,123 Plus £753 London Weighting)**
Section:	**Early Help**	**Grade:**	**BG-G SCP 25 - 30**
Location:	**Family Hubs**	**Work Style:**	**Flexible**

Key Objectives of the role

- Champion and lead a strategic approach to improving school attendance across Bracknell Forest, supporting schools to embed early intervention, robust systems, and inclusive practice in line with DfE guidance and the Bracknell Forest Attendance Strategy.
- Provide specialist advice, challenge and support to schools and partners, using data to target resources effectively and unblock barriers to attendance at school and system level.
- Strengthen multi-agency collaboration and alignment with Early Help, ensuring children and families receive timely, coordinated support to improve attendance and reduce escalation.
- Fulfil the local authority's statutory duties in relation to school attendance, including initiating legal processes where appropriate, ensuring decisions are proportionate, timely and child centred.

Designation of post and position within departmental structure



Daily and monthly responsibilities

- Act as the named attendance lead for a group of schools, providing regular advice, support, and professional challenge to improve attendance and reduce persistent absence.
- Analyse pupil, cohort and school-level attendance data to identify patterns, target support, and contribute to strategic planning and reporting.
- Facilitate and participate in attendance improvement meetings, networks and multi-agency forums, ensuring clear communication and joint planning between partners.
- Promote early identification and intervention by supporting schools to implement graduated approaches, embed robust processes, and remove barriers to attendance.
- Lead statutory enforcement processes under the Education Act 1996 where voluntary support has not led to improvement, including Penalty Notices, Section 444 prosecutions, and parenting contracts.
- Conduct interviews under caution, prepare evidence files and represent the local authority in court when required, ensuring legal compliance and safeguarding considerations are prioritised.
- Champion the voice of the child and family in all decision-making, promoting inclusive and trauma-informed practice.
- Contribute to the development and delivery of Bracknell Forest's Attendance Strategy and associated action plans, sharing learning and best practice across the system.
- Maintain accurate, timely records and ensure compliance with data protection, safeguarding and council procedures.
- Work flexibly across office, school and community settings, including occasional evening work, to meet service priorities.

Scope of role

The post holder will have the flexibility to divide their time between, Family Hubs and Community facilities as required. Visits to family homes may also be required.

The post holder is responsible for following and maintaining all policies and procedures.

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All employees working with children, young people and vulnerable adults have a responsibility for safeguarding and promoting their welfare.

The job description will be flexible to allow for changing priorities and needs and will be developed in conjunction with the post holder.

Commitment to the Council's Equal Opportunities policy at all times.

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

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PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	Educated to Level 4 (e.g. education, social care, family work) or equivalent relevant experience. GCSEs (A–C / 4–9) including English and Maths. Evidence of continuous professional development related to education, safeguarding or attendance.	Degree level qualification in education, social care or a related field. PACE (Police and Criminal Evidence Act) interview training or willingness to undertake. Training in data analysis, coaching, or facilitation.
Competence Summary (Knowledge, abilities, skills, experience)	Understanding of and commitment to the requirements of safeguarding children, young people, vulnerable adults and promoting their welfare. Strong understanding of the statutory framework for school attendance including detailed knowledge of *Working Together to Improve School Attendance* (DfE, 2022) and its implications for schools and local authorities. Awareness of forthcoming legislative changes under the Schools Bill / Schools Wellbeing Duty. Understanding of safeguarding legislation, Working Together to Safeguard Children (2018) and thresholds of need. Understanding of barriers to attendance including SEND, SEMH, health, and family factors. Experience of working with schools, families and multi-agency partners to improve outcomes for children. Proven track record of supporting schools to improve attendance through advice, challenge and targeted interventions. Experience of analysing and interpreting data to inform strategic decision-making.	Knowledge of Bracknell Forest's Attendance Strategy and local education landscape. Knowledge of exclusion and alternative provision processes. Understanding of systemic approaches and trauma-informed practice. Awareness of local community groups, voluntary sector organisations and how they can contribute to attendance improvement. Ability to use case management systems including Mosaic, Capita ONE, Studybugs and Power BI.

Work-related Personal Requirements	The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment. Commitment to improving outcomes for children and young people through promoting regular school attendance. Resilient, adaptable and able to work under pressure. Politically aware, with an understanding of the local authority context. Commitment to equality, diversity and inclusion in practice. Willingness to work flexibly, including occasional evenings.
Other Work Requirements	A satisfactory enhanced Disclosure and Barring Service check. DBS level required: Enhanced DBS, Child Workforce, Child Barred List. The ability to converse easily in spoken English, explain complex or technical information to members of the public and respond effectively to detailed or complex questions for an extended period of time. This post is exempt from the Rehabilitation of Offenders Act 1974
Role models and demonstrates the Council's values and behaviours	Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities. We make our values real by demonstrating them in how we behave every day.

All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.

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workplace wellbeing CHARTER