

Job Description

Job Title	Welfare and Support Officer
Grade	<ul style="list-style-type: none"> ➤ 2020 Scale 7, point 19 (2019 Band 4) FTE £25,481.00 ➤ 28.75 hrs a week (8.30am to 3.15pm each day with an hour for lunch) ➤ 38 weeks (plus 1 week in the holidays with additional inset days as and when required).
Reports to	Headteacher
Liaison with	Teaching staff, support staff, pupils, parents / carers, Safeguarding/Welfare professionals from local schools, Social Care professionals, the school nursing team, and other external agencies, as required,
Job Purpose	<p>This post will support the school in all matters relating to attendance, student welfare, behaviour, safeguarding and child protection issues. There will therefore be extensive involvement with senior staff (including SLT) and with external agencies (including Social Care) as well as parents/carers.</p> <p>To provide effective support for the safeguarding, welfare and pastoral support of students & staff members, including in matters of attendance and punctuality.</p>
Duties	<ul style="list-style-type: none"> • Ensuring the students welfare needs are met so that students feel safe and secure both within school and at home; • Establishing and maintaining positive links between the school and parents / carers in parenting or eliciting outside support for them to do so; • To establish and coordinate links with a variety of external agencies to support pupils with serious behavioural, emotional, safeguarding or child protection needs; • To liaise with parents and alternative educational provision services to ensure the educational and pastoral needs are met of pupils with specific needs; • Contacting and working with parents / carers and the school pastoral team to address on-going concerns regarding their child's welfare, including absence, lateness and truancy. • Evaluate the impact of interventions and put in place actions to address further concerns; • To review and produce policy documents in relation to the above job title, in addition to completing and submitting Child Protection and Safeguarding paperwork in the required time scales using secure procedures; • Setting and monitoring targets for attendance and punctuality in relation to school context and national expectations with the Inclusion Leader; • Monitoring the attendance of all pupils and implementing strategies to improve attendance and punctuality to meet school targets so that pupils' attainment improves; • To liaise regularly with Senior Leadership Team with feedback on welfare and safeguarding (including attendance) issues; • When required, to produce regular statistical reports to Senior Leadership Team and Governors; • Analyse and then update the SLT, Governing Body regularly on the school's performance in relation to safeguarding, attendance, punctuality and exclusion targets; • Arrange and complete home-based visits where necessary for safeguarding and attendance concerns;

	<ul style="list-style-type: none"> • Make home visits to discuss with parents / carers support strategies designed to encourage and develop appropriate behaviour in a variety of settings • To prepare and present information and recommendations regarding pupils educational and pastoral needs to an internal school Senior Behaviour & Attendance group • To be the designated person of contact for LAC (Looked After children) and to liaise with the Designated Teacher and other professionals; • To make referrals and liaise regularly with Social Services regarding child protection matters, organising and attending PEP, TAC, TAF and core group meetings, attending child protection meetings and feeding back to the relevant staff regarding pupil educational needs; • To assess pupils' individual needs, often with parental support, to consider and implement the best possible support to address any concerns, liaising with and making referrals to external agencies where required; • To plan and deliver a range of practical school-based workshops for parents / carers to support them with parenting skills, analysing the impact of such support. • To deliver safeguarding training to staff members at the school. • To discuss with parents' pupils' specific educational needs, advise and support them in selecting appropriate alternative courses for pupils; • To organise placements, liaise with and visit external education providers and other professional services, regarding safeguarding concerns (including pupil attendance, behaviour and academic progress), working directly with the providers, school liaison, parents / carers and pupils to address any issues, evaluating the success of such interventions. • When required to make home visits on children of concern, devising action plans and implementing strategies to support these pupils and their families. Continue with input until resolved or transfer to the EWO or other services (if legal intervention is required); • To produce and provide the Senior Leadership Team with appropriate reports and statistics upon request and, where necessary, to feed back to all concerned staff in a timely manner; • To seek/provide support for assisting students who are exhibiting difficult, aggressive and distressing behaviour.
General	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development (through CPD) and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for safeguarding and health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful experience working with children/ in a school/early years environment or social care etc.
	Knowledge of relevant policies and procedures	Knowledge of Safeguarding/Child Protection Good knowledge of appropriate procedures, regulations and guidance.
	Literacy	High standard of Literacy skills
	Numeracy	High standard of mathematical skills
	Technology	Good working knowledge of ICT to support learning and for administrative/ organisational effectiveness
Communication	Written	Ability to write detailed reports, complete returns and write complex letters
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively
	Languages	Specialist language/communication skills if appropriate
	Negotiating	Ability to negotiate effectively with adults and children
Working with children	Behaviour Management	Ability to demonstrate effective implementation of the school's behaviour management policy
	SEN	Ability to demonstrate effective strategies to achieve inclusion of pupils at risk of social exclusion
	Curriculum	Good understanding of the school organisation, timetable and learning and pastoral support systems
	Child Development	Good understanding of child development and pastoral issues such as inclusion and transition
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Ability to make a proactive contribution to the work of the team supporting children, their families and carers Ability to work with parents and carers to improve support for children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with a range of adults Influences the attitudes and opinions of others, according to an agreed plan, gaining their agreement through persuasion to ideas, proposals and courses of action
	Information	Contribute to the development and implementation of effective systems to share information

Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	Ability to manage and support the work of others
	Time Management	Ability to manage own time effectively Ability to meet deadlines
	Creativity	Demonstrate creativity and an ability to resolve problems independently
General	Equalities	Awareness of and promotion of equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Good understanding and effective implementation of Child Protection & Safeguarding procedures
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Constantly improve own practice/knowledge through effective self-evaluation and learning from others