



Assistant Welfare Officer Job Description:

- Job Title:** Assistant Welfare Officer
- Hours:** 32.5 hours/Flexible hours will be considered
- Job Status:** Fixed Term for Two Years – Term Time Only
- Responsible to:** Head teacher/Inclusion Leader/Welfare Officer
- Salary:** **Grade 6 (8-13 points) with pay ranging from £25,992 - £28, 163 Pro Rata depending on experience.**

Actual Salary for 32.5 hours worked plus holiday pay over 43.5 weeks is £19, 098 - £20, 694.

Hours: 8.30am – 3.30pm (includes 30 minutes unpaid lunchtime break.)

Job Summary

To support the Welfare Officer with the on-going development of safeguarding and child protection policies. To assist in the co-ordination of referrals, action planning and reviewing services for children and families.

To assist the Welfare Office with Nurture sessions with individual children or small groups and provide pastoral support for vulnerable children, young carers and their families.

To support the Inclusion Leader with the monitoring of attendance. To meet with parents/carers to conduct parent contracts to improve attendance.

Key Functions:

Ensure that all safeguarding policies are adhered to at all times. To follow procedures, systems, structures and utilise resources available to promote the welfare and protection of children and support vulnerable families at Orchard Fields Community School. Under the guidance of the Welfare Officer, actively work jointly with parents/carers and other agencies through joint planning, training and monitoring of their arrangements for the safeguarding of children. To work with other staff to secure good outcomes for disadvantaged families by assisting teaching staff in narrowing the gap between pupil premium and non-pupil premium children.

Main Duties and Responsibilities

- To implement Orchard Fields Community School (OCC) Child Protection Policy and Procedures



- Encourage good practice by promoting and championing the Child Protection/Safeguarding Policy (Keeping Children Safe in Education) procedures
- Respond appropriately to pupils' disclosures or concerns which relate to their well-being and refer these immediately to a Designated Safeguarding Lead
- To maintain accurate, confidential and up-to-date documentation on all cases of safeguarding and child protection and report where required under the supervision of the Welfare Officer
- To work directly with children in need and their families in the community in order to promote, strengthen and develop the potential of parents/carers and their children with guidance from the Welfare Officer
- To follow the school's behaviour policy and use praise and sanctions as required based on the pupils' level of need
- Liaise closely with teaching staff and support pupils with challenging behaviour in class as required
- To support with the PSHE/Health and Well-Being curriculum as required
- Take advice from the Welfare Officer before liaising with statutory agencies and ensure you have access to all the necessary accurate information
- To support the Welfare Officer with referrals to outside agencies and co-ordinate referrals as directed
- When appropriate, to act as lead professional and co-ordinate Team Around the Family meetings with the support and guidance from the Welfare Officer
- Liaise with the Welfare Officer/Inclusion Leader/Head teacher to support vulnerable families
- To ensure pupils who are victims of abuse are supported appropriately and sensitively and that all actions assigned to Orchard Fields from planning and intervention meetings are successfully carried out and monitored as directed by the Welfare Officer
- To support the Welfare Officer with collating and producing statistical information with regards to safeguarding and pupil groups
- To work with identified pupils/premium group pupils and their families to narrow the attainment gap
- To assist the welfare Officer with safeguarding training within school
- To undertake home visits to support with improving children's attendance



Accountabilities

- As directed by the Welfare Officer, attend and participate in Child Protection Conferences and Planning and Review meetings (Core Group) whilst working closely with colleagues in Children’s Services as required
- To maintain confidentiality at all times in accordance with OSCB and School Policies
- To adhere to the school’s policies as outlined in the staff handbook

General Duties

- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this post
- To undertake health and safety duties commensurate with the post and/or as detailed in the school’s health and safety policy
- To work within the school’s health and safety policy guidelines
- To work in accordance to the school’s equality policy

Signed.....

Date.....

Review Date: January 2026