



Job Description

Educational Welfare Officer

REPORTS TO: Principal or Assistant Principal (or other designated person)

PURPOSE OF JOB:

Responsible as part of a team responding to the needs of children, working under direction of the Senior Leadership Team for the care and welfare of pupils and for assisting in implementing the education, attendance strategies and care programmes for individuals and groups of children.

Participating in creating a caring and stimulating environment, keeping records as required in accordance with National Care Standards.

MAIN RESPONSIBILITIES, TASKS & DUTIES:

- Work with the Pastoral Teams and ensure they have information to support tackling attendance.
- In conjunction with the Principal (or other designated person) assist in the implementation of care and educational programmes.
- To care for the physical welfare of the children, their training in personal hygiene and general safety standards in accordance with National Standards.
- To work on group and individual programmes with the child/children under the guidance of the class teacher, senior residential care staff and other allied professionals.
- To prepare back-up and support material for activities and display areas as required.
- General care and supervision of children throughout the school day
- To participate in Academy activities and attend appropriate staff meetings and in-service training courses.
- To make themselves knowledgeable of all Academy policies particularly those appertaining to the particular area they are working in, and health and safety legislation and National Care Standards.
- To be aware of the fire prevention systems including drill and emergency evacuation procedures
- Working in all areas of the Academy setting according to the rota and the Academy needs. Providing support and implementing programmes throughout the establishment.
- Must be able to have flexibility in working hours e.g. to be able to meet with parents before and after-school.

MANAGEMENT OF PEOPLE/SUPERVISION OF PEOPLE

No staff supervision responsibility, occasionally act as mentor to new recruits during the induction period.

CREATIVITY AND INNOVATION

The post holder undertakes the role within laid down procedures and policies, there may be occasions to be creative e.g. developing activities to resolve a child centred problem.

CONTACTS AND RELATIONSHIPS

Direct contact in delivery of service to children.

Occasional meeting with parents/carers.

Contact with other staff employed at the Academy, outside agencies and School Governors.

DECISIONS

a) Discretion

Required to work on own initiative within school policies and practices.

b) Consequences

Impact on child/children, however, errors should be easily identified and quickly rectified.

WORK ENVIRONMENT

a) Work Demands

Work is subject to interruption, but generally does not involve change to the overall programme of work.

b) Working Conditions

Work is generally performed in-doors in a heated, well lit and ventilated environment, noise associated within a classroom. **Occasional external visits to family homes and Court.**

c) Work Context

May be at risk to personal safety arising from dealing with children e.g. aggression and or abuse.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time 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.

Equal Opportunities - The post holder is required to carry out the duties in accordance with Academy Equal Opportunities policies.

Health and Safety - The post holder is required to carry out the duties in accordance with the Academy Health and Safety policies and procedures.

Safeguarding:

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact will be to adhere to and ensure compliance with the Academy Child Protection Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the Academy s/he must report any concerns to his/her Line Manager or the Academy Child Protection Officer.

Signed: _____ **(Postholder)**

Name: _____

Date: _____

Signed: _____ **(Principal)**

Date: _____