



# WIGMORE ACADEMY TRUST

## Job Description



### Student Welfare Leader

**Organisation(s):** Wigmore High School

**Pay Range:** TLR 2b

**Contract:** Full-time and permanent, alongside Teaching contract

**Responsible to:** Assistant Headteacher – Student Care and Safeguarding, Head of Pastoral Care

**Responsible for:** Form Tutors; Careers Advisor; Work-related learning co-ordinator

**Main Purpose of Job:**

To lead the pastoral development and future opportunities for students at Wigmore High School

**Specific Responsibilities:**

- Work with the Assistant Headteacher for Student Care and Safeguarding to develop the school's vision for pastoral care; establish and maintain a culture and ethos that promotes effective collaboration, excellence, equality and high expectations of all pupils and staff;
- Lead the school's Careers Programme so that it covers all elements of the Gatsby benchmarks
- Assist with the day to day management of student behaviour and consequences, including supervision of students around school
- Promote and celebrate pupil achievement;
- Liaise with parents and staff on issues of pupil achievement, behaviour and welfare;
- Liaise with external agencies to support pupil achievement, behaviour and welfare;
- Manage, monitor and support the work of form tutors;
- Organise and chair meetings for form tutors;
- Organise and oversee the tutorial programme for Wigmore High School;
- Evaluate and quality assure the delivery of the tutorial programme;
- Assist in the recruitment and management of School Prefects;
- Co-ordinate the school's examination revision programme;
- Oversee the KS2-KS3 transition in liaison with the Assistant Headteacher for Student Care and Safeguarding;
- Organise and lead Taster Days for Primary School pupils to promote Wigmore High School;
- Organise and lead the induction process for new pupils alongside the Assistant SENCo, including Induction Day and Evening
- Oversee the induction of in-year transfer alongside the Assistant SENCo;
- Oversee the KS4-5 transition process in liaison with the Assistant Headteacher for Student Care and Safeguarding
- Monitor behaviour and attendance of individual pupils, providing support and intervention when necessary;
- Monitor and maintain uniform standards;
- Organise, oversee and contribute to Parents' Evenings;
- Lead and organise assemblies;
- Monitor and reinforce the use of whole school behaviour and reward systems;
- Assist with the Y9 preferences process;
- Lead on extra-curricular opportunities; organising specific events, trips and residential visits;

- Act as Educational Visits Co-ordinator, ensuring that all logistics and paperwork associated with school trips are completed in a timely fashion
- Participate in the recruitment and development of teaching and non-teaching staff within the pastoral team;
- Communicate politely, effectively and appropriately with all stakeholders;
- Attend meetings with staff, parents and outside agencies, providing reports and information as required;
- Undertake the principal of a collective team decision, promoting and upholding decisions to all stakeholders;
- Manage any relevant budgets.

### Safeguarding

- To act as Deputy Designated Safeguarding Lead for Wigmore High School
- Support the implementation of child protection policies and procedures;
- Collaborate and help implement child protection plans;
- Occasionally represent the Trust at designated lead meetings and circulate the information to staff members;
- Provide support to all LAC pupils and those for whom child protection and safeguarding concerns have been raised;
- Identify pupils who may be at risk, using the correct protocol to reduce these risks, and respond appropriately to disclosures or concerns relating to the wellbeing of a pupil;
- Review and monitor any cause of concern relating to the welfare of pupils;
- Monitor and act on concerns raised in MyConcern
- Be alert to, and understand, the specific needs of vulnerable pupils.

### Multi-Agency Work

- Have a working knowledge of how LAs conduct a child protection case conference and Child in Need meetings, and occasionally be able to attend these, as well as effectively contribute when required;
- Liaise with the police as and when required;
- Assist the pastoral team with the LA Multi-agency Safeguarding Hub (MASH) including completion of necessary paperwork to refer pupils as required and follow up any referrals made, ensuring the Trust aids the LA's work where necessary;
- Assist the pastoral team with other outside agencies and take the lead as necessary to support pupils and their parents with an Early Help assessment and intervention programme;

### Training

- Undertake training and updates on an annual basis, including child protection and safeguarding training;
- Keep staff members up-to-date with guidance regarding safeguarding and LAC, and provide support with child protection issues, such as radicalisation;
- Keep up to date with and respond to national developments.

### **General Information:**

This job description summarises the main duties and accountabilities of the post and is not exclusive. The post holder may be required to undertake other duties of similar level of responsibility.

It is anticipated that this job description will change over time in accordance with the needs of the role. The role holder will be consulted on any proposed amendments.

It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The postholder must ensure that the confidentiality of personal data remains secure and the terms of the Data Protection Act and relevant Trust policies are met in respect of information held on the Trust's computerised systems.

The Trust is committed to equality of opportunity. All staff are required to comply with current legislation, Trust policies and good practice guidance.

This job description should be read in conjunction with the Staff Induction Policy, Staff Handbook, Teachers' Standards and the current School Teachers' Pay and Conditions Document.

All staff are required to participate in the Trust's appraisal process and undertake any necessary training and development, to keep up to date with the requirements of the job.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Performance Management Review.

Under the H&SAWA 1974 the post holder must take reasonable care of their own health and safety and that of any other person who may be affected by their acts or omissions. The post holder must also co-operate with the Trust on all matters concerning health and safety and not interfere with, or misuse, anything provided for the purpose of health, safety or welfare.

All staff are required to undertake child safeguarding training, adhering to policies and established practices. This post is subject to an enhanced disclosure.

**Executive Headteacher's Name:** Rob Patterson (Executive Headteacher)

**Executive Headteacher's Signature:**

**Date:**

**Employee Name:**

**Employee Signature:**

**Date:**

**Date Job Description reviewed:**



## WIGMORE ACADEMY TRUST

### Person Specification



#### Student Welfare Leader

	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"><li>First Degree or equivalent (AF)</li><li>QTS (AF)</li><li>Recent relevant educational training (AF, I)</li></ul>	<ul style="list-style-type: none"><li>Further middle leadership qualifications (working towards or willingness to work towards), e.g. Leadership Pathways, NPQML, MEd (AF, I)</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>Form tutor experience (AF, I)</li><li>Dealing with parents (AF, I)</li><li>Contribution to raising standards (AF, I)</li><li>A commitment to extra-curricular opportunities (AF, I)</li></ul>	<ul style="list-style-type: none"><li>Teacher for at least 3 years across at least two key stages (AF)</li><li>Line management of a team of staff (AF, I)</li><li>Performance management of members of staff (AF, I)</li><li>Working with a range of stakeholders (AF, I)</li><li>Collaborating with external agencies (AF, I)</li><li>Safeguarding training (AF, I)</li></ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"><li>Current educational initiatives (I, R)</li><li>Current safeguarding and welfare initiatives (I, R)</li><li>Strategies for behaviour for learning (I, R)</li></ul>	<ul style="list-style-type: none"><li>School leadership (I, R)</li><li>PSHE curriculum knowledge (AF, I)</li><li>Knowledge of the Gatsby benchmarks (AF, I)</li></ul>
<b>Abilities and Skills</b>	<ul style="list-style-type: none"><li>Strong behaviour management (I, R)</li><li>Ability to communicate effectively with pupils, parents, staff, governors and external agencies (I, AF)</li><li>Ability to inspire, challenge, motivate and empower others (I, R)</li><li>Ability to think creatively to anticipate and solve problems (I, R)</li><li>Ability to build on current good practice whilst moving the school forward with vision and vigour (I, AF)</li><li>Ability to think strategically and contribute to creating a coherent school vision (I, AF)</li><li>Ability to analyse and summarise data, drawing conclusions (I, R)</li><li>Ability to manage and resolve conflict (I, R)</li><li>Ability to work under pressure, maintaining a sense of perspective (I, R)</li><li>Ability to manage own time effectively (I, R)</li><li>Excellent communication and presentation skills (I, R)</li><li>Excellent literacy skills (AF, I, R)</li><li>Excellent ICT skills (AF, I, R)</li></ul>	<ul style="list-style-type: none"><li>Ability to differentiate approach to get the best outcomes (I, R)</li><li>Ability to initiate and develop ideas (I, R)</li></ul>

<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Resilient (I, R)</li> <li>• Reliable (I, R)</li> <li>• Committed (I, R)</li> <li>• Honest (I, R)</li> <li>• Trustworthy (I, R)</li> <li>• Dedicated (I, R)</li> <li>• Patient (I, R)</li> <li>• Loyal (I, R)</li> <li>• Good sense of humour (I, R)</li> <li>• High expectations of self and others (I, R)</li> </ul>	
<b>Other Factors</b>	<ul style="list-style-type: none"> <li>• Excellent attendance record (R)</li> <li>• Outstanding references (R)</li> <li>• A commitment to high educational standards, which maximise the achievements of all pupils (I, R)</li> <li>• A commitment to equality of opportunity for all pupils (I, R)</li> <li>• A belief in working in partnership and as part of an established team (I, R)</li> <li>• A commitment to continuous professional development (I, R)</li> </ul>	<ul style="list-style-type: none"> <li>• Aspiration to move to Senior Leadership Team within the next 5 years (I)</li> </ul>

**Evidence Key:**

(AF) – Application Form  
(I) – Interview  
(R) - References