

Job Description

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| Job Title | Pastoral and Welfare Liaison Officer |
| Responsible To | Deputy Head Teacher |
| Responsible For | No subordinate staff |
| Number in Post | 1 |
| Date Drafted | January 2025 |

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| Job Purpose |
| <p>The post holder will work closely with our families to support them with challenges they may be facing both inside and outside of school. They will act with persistence, confidence and creativity in order to engage our families to work with us in a collaborative and supportive way. This will include coordinating and delivering targeted tiered interventions, carry out preventive education and working closely with a wide range of external agencies such as Children’s Services and the Local Authority.</p> |

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| Key Responsibilities of the Post: |
| <ol style="list-style-type: none"> 1. Direct work with children and families 2. Coordination and liaison with other professionals 3. Attendance 4. Safeguarding |
| 1. Direct work with children and families |
| <ul style="list-style-type: none"> • Develop and maintain regular communication with families of identified pupils to secure positive family support and involvement. • Provide and implement personalised support and intervention for families. |

- Provide practical help and emotional support for families particularly at times of crisis in a non-judgmental way. These could include bereavement, domestic violence, incarceration, family breakdown and school refusal.
- Support families with parenting skills through bespoke interventions, parent workshops or signposting to services in the local area.
- To have a robust understanding of, and adhere to, agreed policies and procedures for child protection and safeguarding.

2. Coordination and liaison with other professionals

- In collaboration with relevant staff, identify and assess support needs of children and families and develop packages of support to meet those needs, including regular reviews.
- Develop action plans in consultation with relevant staff and professionals, where necessary.
- Liaise and build relationships with external agencies and professionals, following up on actions where necessary.
- Maintain regular communication with relevant staff to update them on individual pupils and their family circumstance.
- To attend, and at times lead, multi-agency meetings including submitting written reports.
- To ensure recording of all work with children and families is maintained to a high and consistent standard, accurate and up to date.

3. Attendance

- Work closely with relevant staff on the daily management of whole school attendance, including following up on any unexplained absences with families, escalating issues as appropriate in line with school procedures.
- Develop and deliver whole-school initiatives to improve attendance and punctuality.
- Meet regularly with the school's Educational Welfare Officer.
- Build positive relations with parents/carers to encourage family involvement in their child's attendance.
- Carry out home visits, where necessary, to address attendance concerns for individual pupils.

4. Safeguarding

- Acting as a Deputy Safeguarding Lead, you will support the DSL in promoting and safeguarding the welfare of our young people who attend the college.
- Working collaboratively with the Designated Safeguarding Lead to plan, deliver and review projects that improve outcomes for vulnerable students.

- Work with young people where there are low level concerns of safeguarding but do not meet thresholds. Complete assessments and targeted work, always following conversations with the DSL.
- Support others in completing reports on college systems and ensure that records accurate and up to date records of all safeguarding concerns and incidents, reporting any concerns promptly and following up as required.
- Support the DSL in attending TAC and LAC meetings where appropriate.

Key Skills and traits required:

- Good communication and listening skills
- Non-judgemental manner
- Patience and understanding
- Ability to adapt well to different situation and scenarios
- Problem solving abilities
- Strong organisational skills

Notes:

We reserve the right to alter the content of this job description, after consultation, to reflect the changes to the job or services provided, without altering the general character or level of responsibility.

It may be amended at the request of our Head Teacher or post holder but only after full consultation with the post holder.

Location:

The job is initially located on our main site. However, it may be that from time to time the post holder will be required to work on different duties, or in any other jobs, within his / her competence, such jobs being in his / her present or any other location as may be deemed appropriate. In all cases, regard will be paid to the qualifications, experience, current duties and responsibilities and personal circumstances of the post holder.

Equality, Diversity and Inclusion:

The duties described in this job description must be carried out promoting equality of opportunity and dignity for all employees and service users and is consistent with our Equality, Diversity and Inclusion Policy.

Hours:

The post-holder is expected to work such hours as are reasonably necessary to fulfil his/her responsibilities.

Person Specification for Pastoral and Welfare Liaison Officer

| Education and Qualifications: | | To be identified by: |
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| NVQ Level 3 qualification in supporting teaching and learning or equivalent | Essential | Application Form |
| Level 2 or equivalent in English/Literacy and Mathematics/Numeracy | Essential | Application Form |
| Experience: applicants should be able to demonstrate recent and relevant experience of: | | |
| Minimum of three years' experience of working with children | Essential | Application Form |
| Experience of working in a relevant school/service environment | Essential | Application Form |
| Experience of supporting and leading people and initiatives | Desirable | Application Form/Interview |
| Experience of supporting pupils and families in challenging circumstances | Essential | Application Form/Interview |

| Knowledge: Applicants should be able to demonstrate a good knowledge and understanding of the following areas related to this post: | | |
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| Knowledge of external agencies and networks relevant to supporting families | Essential | Application Form/Interview |
| Knowledge of school safeguarding and child protection procedures | Essential | Application Form/Interview |
| Ability to relate well to children | Essential | Application Form/Interview |

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| Ability to work as part of a team and lead projects | Essential | Application Form/Interview |
| Knowledge of effective whole school attendance policy practice | Desirable | Application Form/Interview |
| Ability to develop action plans and hold colleagues to account | Desirable | Application Form/Interview |
| Good communication skills | Essential | Application Form/Interview |
| Ability to develop highly effective professional relationships with families, staff and external professionals | Essential | Interview |
| Time management skills | Essential | Interview |
| Organisation skills | Essential | Interview |
| Knowledge of the concept of confidentiality | Essential | Interview |
| First Aid Certificate | Desirable | Application Form |
| Ability to make effective use of ICT | Essential | Interview |

| Other: | | |
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| Commitment to undertake in-service development | Essential | Interview |
| Commitment to safeguarding and protecting the welfare of children and young people | Essential | Application Form /Interview |
| Be approachable, positive, flexible and enthusiastic with a good sense of humour | Essential | Interview |

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| Demonstrate a high level of commitment and professionalism | Essential | Interview |
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