



BROOKHOUSE PRIMARY SCHOOL

'Be the best you can be'

JOB DESCRIPTION

Job Title: Pupil and Family Wellbeing Officer
Grade: Band F – SCP 17-23
Salary: £30,209 to £33,680 pro rata
Term: Part-time - Term Time Only
Contract: Permanent
Hours: 32.5 hours
Required: as soon as possible, but by 1st November 2024 at the latest

Closing date Monday 16th September 2024 by 12 noon

JOB SUMMARY

1. To work under the direction of the Headteacher, in partnership with other professionals, to offer practical help and emotional support to pupils and families identifying and supporting any area of need that children and families may have
2. To liaise with staff to identify pupils who would benefit from additional support
3. To support pupils and their families in school, the community and home visits where appropriate and provide regular ongoing assistance to support inclusion and progression
4. To provide a friendly, approachable and confidential point of contact for families
5. To provide support for staff (including the headteacher) in the school, particularly when dealing with challenging or vulnerable pupils and families.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. To work with parents and carers to develop parenting skills and deliver parenting training
2. To support and promote children's wellbeing and emotional and social development and signpost to relevant emotional wellbeing support

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3. To establish positive relationships with pupils and families
4. To establish strategies and support pupils in self-esteem and confidence building activities
5. To listen to and help pupils resolve a range of issues that are creating barriers to learning
6. To develop and enhance parental and carers engagement with the school and other agencies
7. To visit parents at home if needed and to discuss issues and difficulties and run groups sessions and workshops for parents
8. Advise parents on behaviour strategies and parenting skills
9. To be trained and promote the use of the Grade Care Profile
10. To work closely with the Attendance Officer and attend home visits where necessary
11. To maintain appropriate and confidential written records e.g. CAF
12. To initiate the CAF process, complete all relevant paperwork and act as Lead Professional
13. To produce reports for reviews and meetings as required
14. To work collaboratively with professionals from a range of agencies supporting the child and family and advise of appropriate referrals when necessary
15. To be a point of contact for both telephone and face to face enquiries, taking messages and making appointments
16. To liaise with all educational establishments and gain any relevant information on new pupils
17. To work with individuals or small groups of pupils
18. To work under the direction of the SEND Co in relation to supporting pupils with medical needs:
 - be the point of contact in school for pupils and staff with medical conditions
 - Liaise with parents and other members of staff to ensure that the school has a full picture of all pupils' health needs
 - Work with healthcare professionals where relevant, e.g. GP surgeries
 - Work with the SENCO and headteacher to implement care plans and undertake risk assessments for pupils with medical conditions

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- Support staff and pupils with medical needs and assist with the implementation of care or support provision where necessary
 - Maintain up-to-date knowledge and records of pupil diagnoses and ensure that all relevant staff are aware of these diagnoses
19. To attend relevant training and take responsibility for own development
 20. To attend relevant school meetings as required
 21. To respect confidentiality at all times

GENERAL DUTIES & RESPONSIBILITIES

1. To participate in the appraisal process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the line manager
2. To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
3. To administer First Aid and medicine to pupils as required and in keeping with the school policy
4. To attend to pupils' personal needs including help with emotional, social, welfare, care and health matters
5. To promote positive pupil behaviour in line with school policies and help keep pupils on task
6. To understand and apply school policies in relation to health, safety and welfare
7. To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.

The duties and responsibilities 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.

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**PUPIL & FAMILY WELLBEING OFFICER
PERSON SPECIFICATION**

APPLICANTS MUST DEMONSTRATE THE FOLLOWING KEY AREAS:

Note: Candidates failing to meet essential criteria will automatically be excluded

No.	CATEGORIES	Essential/ Desirable
QUALIFICATIONS		
1.	Minimum TA Level 3 or above qualification	E
2.	GCSE (Grade C or above) in English and Maths or recognised equivalent qualification	E
3.	Evidence of regular and recent professional development through CPD/INSET	E
4.	First aid qualification	D
5.	Safeguarding training	E
6.	DSL training or willingness to complete	E
7.	Additional training has been undertaken or have a willingness to undertake this training: i.e. Graded Care Profile; Prevent	D
8.	ELSA Training/Experience	D
No.	CATEGORIES	Essential/ Desirable
EXPERIENCE		
1.	Experience of working with children and families in the community	E
2.	Experience of safeguarding in a school or other relevant organisation	E
3.	Building relationships with children and their parents, particularly the most vulnerable, in order to promote best outcomes	D
4.	Working and communicating effectively with relevant agencies	D
5.	Implementing and encouraging good safeguarding practice throughout a large team of people	E
6.	Demonstrable evidence of developing and implementing strategies to help children and their families	E

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7.	Knowledge and practice of being a lead professional or the willingness to undertake CAF training	E
8.	Experience of handling sensitive data and upholding the principles of confidentiality at all times	E
9.	Knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies	D
10.	Ability to work with a range of people with the aim of ensuring the safety and welfare of children	D
11.	Ability to work within a team	E
12.	Ability to work with flexibility and independence where required once actions have been agreed with senior leaders	E
13.	Awareness of local and national agencies that provide support for children and their families	D
14.	Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns	E
15.	Good IT skills, including previous use of CPOMS	E
16.	Effective communication and interpersonal skills	E
17.	Ability to communicate a vision and inspire others	E
18.	Ability to build effective working relationships with staff and other agencies	E
19.	Ability to form and maintain appropriate relationships and personal boundaries with children	E
20.	Ability to manage conflicts and challenges	D
21.	Experience of working within different educational settings, PRU, SEN school etc or within Social Care	D

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No.	CATEGORIES	Essential/ Desirable
SKILLS & ABILITIES		
1.	Work with an individual or a group	E
2.	Act as a good role model by promoting school values at all times	E
3.	Develop good working relationships with all colleagues	E
4.	Positively and effectively manage the behaviour of pupils	E
5.	Liaise with the Headteacher, SENCO, teachers and outside agencies	E
No.	CATEGORIES	Essential/ Desirable
PERSONAL QUALITIES		
1.	Commitment to ensuring the safety and welfare of children	E
2.	Commitment to promote Brookhouse's vision, mission statement and values	E
3.	Act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school	E
4.	Ability to work under pressure, prioritise and manage time effectively	E
5.	Maintain confidentiality at all times	E
6.	Commitment to diversity and equality	E
7.	Willingness to undergo appropriate checks, including enhanced DBS checks	E

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