

Senior Student Welfare Officer

NJC Pay Range	Band F
Responsible To:	Achievement Leader/AVP

Main Purpose of the Post

- To provide high quality pastoral care, support and guidance for students, identifying and removing barriers to learning, promoting health and wellbeing to secure positive progression routes.
- To liaise with staff, multi-agencies and parents/carers to ensure that students develop the emotional, social and physical resilience to engage successfully with learning.

Key Areas of Responsibility

- To promote high standards of personal presentation, good manners and traditional values of respect, courtesy and British Values which underpin the ambitious ethos of Maltby Learning Trust.
- To support the day to day year based tutor system and ensure a consistent approach, positive professional conduct and high standards and expectations in all aspects of associated work streams.
- To support provision for the day to day behaviour and conduct of young people at the Academy, ensuring Academy standards and expectations are regularly communicated and upheld.
- To actively patrol the site, seeking out students in the learning environment to visit, monitor and carry out check-ups on their conduct and engagement.
- To ensure the Maltby Learning Trust's behaviour for Learning policy operates effectively by working as part of a team on the on-call Standby System.
- To maintain accurate and up-to-date records on students.
- To provide daily pastoral care, support and guidance as required which actively promotes excellent attendance, punctuality and commitment to life-long learning.
- To prepare resources/updates for the Assemblies, focused on promoting inclusion, individual and year group achievements.
- To monitor a key groups of students – maintaining and rewarding engagement and success in the face of adversity and recognising those who commit to school everyday.
- To provide the daily contact for young people beyond the classroom – liaising with staff, multi-agencies and parents/carers to ensure that students develop the emotional, social and physical resilience to engage with learning both academically, socially and emotionally.
- To analyse and interpret SIMS Behaviour and performance logs to identify important issues/trends, problems and intervene accordingly.
- To ensure same day communication with parents/carers and work proactively to solve problems and secure effective and time related solutions.
- To support Achievement Leaders in identifying students with additional needs and collating the necessary paperwork to seek additional interventions through the Vulnerable Learners Network.

- To act as first point of contact for medical needs and to liaise with Attendance and Safeguarding Team to support a partnership approach to working with children and their parents/carers whose medical needs impact on attendance and punctuality.
- To contribute to the organisation and delivery of House Assemblies, Parents Evenings, and Events.
- To support the attendance team to improve student attendance and reduce PA.

Other Considerations Relevant to the Role

- To work from an identified MLT Office location.
- To work with flexibility, travelling to and from Academies and other locations in the course of undertaking work duties.
- To work outside contract hours in order to meet the needs of the role.

The aim of the Role Description is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility. This is an outline Role Description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed by the Principal.

Supplementary Information

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Standards and Expectations

- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
- Take responsibility for promoting and safeguarding the welfare of children, young people and adults within the organisation.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents/carers, governors and members of the local community.
- Regularly review own practice, set personal targets and take responsibility for own personal development.

Securing Policies and Compliance

- To apply Academy and Trust wide policy and procedures.
- To promote and safeguard the welfare of students and other adults within the Learning Trust by adhering to all statutory and associated work place policies.
- To ensure compliance through quality assurance and evaluation.
- To report and advise on any matter that may place the brand and reputation at risk.

Leading People and Managing Performance

- To lead and develop staff within the team to deliver high quality performance.
- To actively manage own performance and that of others, participating in the Trust's appraisal process as Appraiser and Appraisee.
- To take responsibility for line managing specific individuals and teams, being accountable for their performance and ensuring that they meet the overall standards expected by the Trust.
- To lead, plan, co-ordinate and manage the work of the team.
- To ensure that Leaders receive high quality advice and guidance emanating from area of work/responsibility.

Engagement with Stakeholders

- To build and maintain effective professional relationships with relevant external stakeholders and service user groups.
- To lead and contribute to the development and delivery of staff and leader training and support across the Academy/Trust.
- To secure and actively engage with professional networks and collaborative arrangements with outside agencies and professional bodies associated with area of responsibility.
- To provide reports and updates to Leaders and Governors in relation to area of responsibility.
- To set clear standards for and expectations of communication with parents/carers and other key stakeholders ensuring follow up is timely, effective and appropriate.

- To work collaboratively with others to deliver added value to the Academy and Trust.
- To understand the changing community and ensure stakeholder satisfaction.

Other Considerations

- A Disclosure and Barring Service (DBS) check at Enhanced Level is required.
- To undertake any other duties and reasonable requests that are in keeping within the requirements of this post.

This supplementary information forms part of the role description and should be used alongside the role specific information.

Maltby Learning Trust is committed to safeguarding the welfare of children and expect all staff to share this commitment. An Enhanced DBS Disclosure is required for all staff.