



Job description

Student and Family Welfare Lead

Responsible to: Assistant Principal (Behaviour & Attitudes)

This job description may be amended at any time following discussion between the Principal and member of staff, to be reviewed annually. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Summary of Role

- To provide strategic leadership for student welfare, safeguarding, family support, attendance intervention and pastoral services across the academy. The postholder will lead and coordinate a comprehensive student and family support service, ensuring vulnerable students receive timely intervention and that safeguarding practice is effective, compliant and impactful.
- The Student Welfare Lead will act as a Designated Safeguarding Lead (DSL) and lead the operational management of complex student welfare, child protection and family support cases, coordinating the work of pastoral and support staff and acting as a key link between the academy, families and external agencies.

Key Responsibilities

Strategic Leadership

- Develop and implement the academy's student welfare and family support strategy.
- Contribute to whole-school safeguarding, attendance, inclusion and behaviour priorities.
- Lead on targeted intervention programmes designed to improve student wellbeing, engagement, attendance and outcomes.
- Monitor emerging risks and trends affecting students and families and develop appropriate responses.
- Provide reports and analysis to senior leaders, governors and trust representatives.

Safeguarding Leadership

- Act as Designated Safeguarding Lead.
- Lead on child protection and safeguarding cases as delegated by Assistant Principal (Behaviour & Attitudes).
- Provide safeguarding advice and guidance to academy staff.
- Ensure concerns, referrals, actions and outcomes are accurately recorded and compliant with statutory requirements.
- Quality assure safeguarding records and processes.
- Support external audits, reviews and inspections.

Student and Family Support

- Lead support for students experiencing social, emotional, behavioural, safeguarding or attendance concerns.
- Work directly with children and families facing challenging circumstances.

- Undertake assessments, identify needs and coordinate support plans.
- Provide practical intervention to minimise barriers to education.
- Conduct home visits where appropriate.
- Support families in accessing specialist services and external support.
- Act as lead professional in multi-agency meetings where required.
- Develop positive relationships with parents and carers to improve student outcomes.

Multi-Agency Working

- Lead liaison with Children's Services, Early Help, Health Services, Police, CAMHS, Attendance Services and other agencies.
- Coordinate referrals and monitor intervention outcomes.
- Represent the academy at professional meetings, conferences and reviews.
- Ensure effective information sharing and communication between stakeholders.

Team Management and Development

- Provide day-to-day leadership and supervision of welfare, safeguarding and family support staff.
- Support staff development through coaching and training.
- Contribute to recruitment, induction and performance management processes.
- Promote consistent practice across the pastoral and safeguarding team.

Data, Monitoring and Quality Assurance

- Maintain oversight of safeguarding, welfare and family support records.
- Analyse attendance, behaviour, safeguarding and vulnerable learner data.
- Identify patterns and implement interventions.
- Produce reports for senior leaders and governors.
- Monitor effectiveness of interventions and evaluate impact.

Special Conditions

Whilst every effort has been made to explain the main duties of the post, each individual task undertaken by the post holder may not be identified.

The job description is current at the date of issue, but following consultation, may be changed by the Principal to reflect changes in the job which are commensurate with the salary and job title.

Given the religious designation of the school, all staff are expected to uphold the school's Christian ethos at all times.

Safeguarding Children

Blue Coat Church of England Academy is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including with past employers and the Criminal Records Bureau. If we have any concerns with regards to safeguarding relating to our children, we have a duty of care to report it to the Safeguarding Designated Leads.

Print Name:

Signed:

Date:

Personal Specification

	ESSENTIAL	DESIRABLE
QUALIFICATION	Level 4 or above qualification in Education, Safeguarding, Social Care, Youth Work, Family Support or related field. Designated Safeguarding Lead training or willingness to achieve immediately. GCSE English and Mathematics (Grade C/4 or above).	
KNOWLEDGE, EXPERIENCE, SKILLS AND ABILITIES	Significant experience supporting vulnerable children and families. Experience of safeguarding and child protection casework. Experience of multi-agency working. Experience of leading interventions that improve student outcomes. Experience of supervising or coordinating staff. Working knowledge of Keeping Children Safe in Education. Understanding of safeguarding legislation and statutory guidance. Knowledge of Early Help and child protection processes. Awareness of barriers affecting vulnerable learners and families. Strong leadership and organisational skills. Excellent written and verbal communication. High-level case management skills. Ability to analyse complex information and make informed decisions. Ability to influence, challenge and support professionals and families appropriately.	Understanding of the role of the class teacher, the parent or carer and external agencies in developing and maintaining an effective learning environment. Current first aid certificate.
WORK-RELATED PERSONAL REQUIREMENTS	Commitment to safeguarding and promoting the welfare of children and young people. Willingness to undergo appropriate checks, including enhanced DBS checks. Ability to form and maintain appropriate relationships and personal boundaries with children and young people. Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline. Have a willingness to demonstrate commitment to the values and behaviours which flow from the academy's Christian ethos. Ability to maintain confidentiality. Ability to reflect. Ability to demonstrate patience with firmness.	