



Caistor Grammar School

Job description: Student Welfare Assistant

Caistor Grammar School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

We are committed to safeguarding and promoting the welfare of young people and expect all staff share this commitment. All posts will be subject to an enhanced DBS disclosure, medical, reference and Social media/web search checks. All Pre-employment checks are in line with "Keeping Children Safe in Education. Shortlisted applicants will be subject to a Social Media/ Web search check. This does not form part of the shortlisting process and you will have a chance to address any issues of concern that come up during the search.

Job details

- Salary:** £21,568 to £22,628 pa (pay award pending)
- Payscale:** NJC 8 -11
- Hours:** 35 hours per week, 0830-1600 with 30 min unpaid lunch break
38.4 weeks (term time plus 2 INSET days)
- Start date:** 01/09/2026
- Contract type:** Permanent
- Reporting to:** Deputy Head (Pastoral Lead)

Overarching Purpose

Duties and responsibilities

- Working alongside the Deputy Head (i/c Pastoral), along with our excellent pastoral leaders, your role is to ensure the highest standards of Safeguarding and student support are maintained at all times.
- Provide support to the Deputy Head (i/c Pastoral) for any welfare or pastoral support of students as required, responding immediately to emerging staff or student concerns
- Following training, act as a Deputy Designated Safeguarding Lead.
- Monitor the attendance of 'vulnerable' groups of students
- Work directly with students in need and their families in the community to promote, strengthen and develop the potential of parents/ carers and their children being placed in care/ suffering significant harm.
- Ensure students who are victims of abuse are supported appropriately and sensitively and that all actions are successfully carried out and monitored.
- Maintain a working knowledge of the educational guidelines on child protection. (Keeping Children Safe in Education Parts 1-5)
- Support the Deputy Head (i/c Pastoral) in processing Education Child Protection referrals directed to Child & Adult Services, and PREVENT via Channel.
- Meet with parents, use appropriate external agencies for advice and make appointments for students internally and externally where appropriate.
- Manage, lead and support interventions such as Early Help, Team Around Family and behaviour support
- Make referrals following the approved and appropriate protocols where and when required.



- Attend meetings as the school representative, such as Early Help, Team Around Family, Child in Need and Child Protection meetings, Safeguarding briefings, etc. as directed by the Deputy Head (i/c Pastoral) Liaising with parents, taking child's voice, as required.
- Manage casework as directed by the Deputy Head (i/c Pastoral)
- Ensure that information systems used to store student welfare concerns and safeguarding issues are kept up to date & confidential
- Follow the Lincolnshire Six Year Training Pathway, as guided by the Deputy Head (i/c Pastoral), to attain and then maintain DDSL status
- Support the primary to secondary transition process, identifying any students who are on the Child Protection register or where there are general safeguarding concerns
- Shares with teachers, colleagues and supporting professionals and parents, issues of concern and positive feedback about the student's welfare and achievement
- Support students returning from fixed-term or internal exclusion.
- Support students identified as displaying emerging behaviour difficulties through the Behaviour Policy
- Cover lunchtime supervision and Year 11 supported study when required
- Be first aid trained
- Attend staff briefings on Monday mornings (8.38am)
- Support Safeguarding training of staff in School
- Undertake fair and reasonable duties as directed by the Headteacher
- Other optional continual professional development (CPD) opportunities shall be discussed with the Line Manager through the Performance Review Process.
- Personnel employed in the role should be suitably qualified and experienced in the identified areas. Where training needs are identified, the individual will be allocated the time and relevant training in order to undertake their role safely, and effectively.

Notes:

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

- Deadline for applications: **Monday 15th June, midday**
- Interviews: **TBC**
- Email: Charlie.coulston@caistorgrammar.com with your application. You must complete an application form to apply for this role. [[link](#)] Your application cannot be considered if you do not complete the school form.
- We reserve the right to interview before the deadline date, if appropriate.



Person Specification

CRITERIA	QUALITIES
Qualifications and Experience	Essential <ul style="list-style-type: none">➤ GCSE English and Maths (A-C) or equivalent experience➤ Proficient in the use of email and the internet Desirable <ul style="list-style-type: none">➤ First aid training or the willingness to achieve the first aid training certificate➤ Further relevant qualification (e.g. Level 2 Mental Health, Level 3 Safeguarding Training)
Knowledge & Experience	Essential <ul style="list-style-type: none">➤ Experience in the use of IT➤ Experience of supporting groups of students as well as students on a one to one basis Desirable <ul style="list-style-type: none">➤ Experience of working in multi-agency arena➤ Experience of dealing with safeguarding issues➤ Knowledge of strategies that promote behaviour for learning
Skills & Abilities	Essential <ul style="list-style-type: none">➤ Good organisational, timekeeping and administrative skills➤ Outstanding communication skills in dealing with a wide range of people➤ A high degree of emotional intelligence with the ability to analyse rapidly, evaluate situations and effectively apply de-escalation techniques➤ Able to work on own initiative as well as part of a team➤ Working to deadlines and targets➤ Have a flexible approach to ensure deadlines are met➤ Able to communicate empathetically with a range of stakeholders across a wide range of complex issues Desirable <ul style="list-style-type: none">➤ Knowledge of current procedures for absence and attendance➤ Fully aware of safeguarding requirements, legislation, systems and practices at an operational and strategic level➤ Work under pressure to meet specific deadlines➤ First Aid trained➤ Willing to update and adapt skills as required

If you don't have all the experience listed below but are interested in applying, contact the Headteacher's PA, Charlie Coulston (Charlie.coulston@caistorgrammar.com).

Notes:

This job description may be amended at any time in consultation with the postholder.

If you don't have all the experience listed above but are interested in applying, contact the Headteacher's PA Charlie Coulston (Charlie.coulston@caistorgrammar.com) to arrange a discussion with the hiring line manager.

We reserve the right to interview before the deadline date, if appropriate.