

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b><u>Job Title:</u></b> Student Welfare Officer	<b><u>Grade:</u></b> F (points 14-19)
<b><u>Job Family:</u></b> Educational Support	
<p><b><u>Overall Purpose of Job:</u></b></p> <p>As a Student Welfare Officer, you will assist in tackling underachievement by working in partnership with families, parents/carers, students and external agencies in a school context to enable students, particularly the most disadvantaged to have full access to educational opportunities and overcome barriers to learning and participation. You will work directly with families in a non-judgemental way empowering them and their family to get the most out of the educational opportunities available.</p>	
<p><b><u>Main Responsibilities</u></b></p> <ol style="list-style-type: none"> <li>1. You will form part of the safeguarding team within the academy, ensuring regular communication within the team to ensure all safeguarding concerns are reported and dealt with appropriately and recorded on CPOMS</li> <li>2. You will act as children's education advocate and facilitate the educational partnerships between home, school, community and the local authority through support, liaison and negotiation; and where conflict arises you will give paramount consideration to the interests of the child</li> <li>3. You will take statutory action over non-attendance cases where necessary, including presentation of cases in court under the Education Act 1996 and the Children Act 1989 as well as being the designated supervisor for Education Supervision Orders.</li> <li>4. You will work closely with the administration and attendance team to monitor attendance giving close attention to early identification and prevention of absence habits.</li> <li>5. You will contribute proactively and with a preventative emphasis to relevant areas of academy policy and planning including the development of a whole academy attendance policy and liaison with AAB members as appropriate</li> <li>6. You will invoke and participate in child protection procedures, as appropriate, including making education social work contribution to design and implementation of child protection plans, and provide child protection advice, information and support to academy staff.</li> <li>7. You will make referral to, liaise with and collaborate in joint work with other practitioners, educational colleagues, local agencies and community groups in relation to both individual cases and aspects of children's general welfare</li> <li>8. You will have oversight of the mental health waves to ensure that students are identified, recorded and appropriate support plans and interventions are in place</li> <li>9. You will provide advice and support to parents, academy and children on welfare matters and mobilise financial and other material resources from voluntary and statutory sources where required to further educational opportunities.</li> </ol> <p><b><u>General</u></b></p> <ol style="list-style-type: none"> <li>10. You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person without delay.</li> <li>11. You will participate in training and other learning activities and performance development as required.</li> <li>12. You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking.</li> <li>13. You will ensure strict confidentiality in all areas of work.</li> </ol>	

14. You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR).
15. You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records).
16. You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once.
17. You will always comply with the Trust's policies and procedures.
18. You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

## **KNOWLEDGE, SKILLS AND EXPERIENCE**

### **Essential**

- GCSE grade C/4 or above, or equivalent, in Maths and English (C)
- A recognised and relevant vocational qualification (NVQ3) and/or demonstratable equivalent practical work experience (C/A/I)
- Willingness to undertake relevant training focused on the Children's Service's needs (A/I)
- Proven experience working with children and their families (A/I/R)
- Proven experience working in multi-cultural contexts (A/I/R)
- Proven experience working with challenging people and in challenging circumstances (A/I/R)
- Previous experience of working effectively with young people preferably in a school setting (A/I/R)
- Strong interpersonal skills (A/I/R)
- Proven ability to work effectively as a team (A/I/R)
- Working knowledge of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection (A/I/R)
- Excellent communication skills both oral and written (A/I/R)
- Strong ICT skills to support the role (A/I/R)
- Ability to build positive relationships with all stakeholders (A/I/R)
- Excellent time management and organisational skills (A/I/R)

### **Desirable**

- Relevant safeguarding qualifications (C)
- Proven experience working with multi agencies (A/I/R)
- Emergency First Aid or First Aid at Work qualification (C/A)

Key: C – Certificate; A – Application Form; I – Interview; R - Reference

### **Behaviours**

- Proactive
- Organised
- Resilient
- Personable
- Effective
- Team Player
- Flexible
- Adaptable
- Clear communicator
- Reliable
- Trustworthy

**Contacts and Relationships:**

**Managers** - in daily contact with the Principal/Head of Academy, senior leaders and teachers within the academy.

**Support Staff** – in daily contact with support staff who are involved in administration, classroom support, facilities, finance, and health and safety.

**Trust Staff** – in regular contact with Trust staff within the wider Safeguarding and Inclusion team.

**External** – in regular contact with parents/carers, visitors, external agency professionals, and other government and local authority staff, as required.

**Note:**

This job description is provided for guidance only and does not form part of the contract of employment.

The post holder will be subject to an enhanced DBS check with barred list check.