



JOB DESCRIPTION

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| Job Title: | Student Welfare Officer – Post 16 |
| Salary: | TPAT Point 8 |
| Responsible to: | Head of Post 16 |
| Direct Supervisory Responsibility for: | None |
| Important Functional Relationships: Internal/External: | TPAT, Local Governing Body, Teachers, Support Staff, Pupils, Students, Parents/Carers, Governors, External Professional Bodies & Visitors |

Main Purpose of the Job:

- To work with and support individuals and groups of students with pastoral, emotional and behavioural difficulties.
- To promote and develop good social skills between students and help to resolve friendship and social issues around the College.
- To work with parents and outside agencies to ensure the health and well-being of pupils.
- To support the behaviour team in the consistent implementation of the behaviour policy, with a particular focus on the operation of the school's 'on call' system.
- To supervise individual and small groups of students who are temporarily out of lessons to access behaviour support.
- To monitor all attendance and absence for Post 16 and maintain accurate records.

Main Duties and Responsibilities:

Key Duties:

- To manage the Post 16 Centre and facilitate study sessions;
- Working with students and Parents;
- To support the behaviour team in the effective implementation of the behaviour policy, with a particular focus on the operational elements;
- To work with students, developing positive relationships and providing appropriate support;
- To support student mental health and well-being by helping them to deal with friendship and social issues;
- To develop home/college links, which encourage good communication between the college and families;
- To promote and facilitate parental understanding of a child's needs;
- To support and advise parents sensitively to help them improve their parenting skills and create an appropriate home environment in which children feel safe and which encourages the development of their self-esteem and resilience;

- To signpost and, where appropriate, refer parents to services delivered by external agencies;
- Work with outside agencies as and when required to support their work with children and families at the school;
- Work with families whose children are at risk of suspension from College;
- To follow and adhere to all agreed Child Protection and Safeguarding policies and procedures. Co-ordination and Liaison with others;
- To liaise on a regular basis with the Head of Post 16 to discuss work carried out with vulnerable children and their families, is having a positive impact;
- To liaise with social workers, family workers as required and to attend Team Around the Child (TAC) meetings where necessary;
- To develop links with agencies that provide and promote learning opportunities for parents and carers;
- To organise and support Post 16 students with their work placements, including liaison with employers;
- To co-ordinate and conduct visits to placements;
- To organise and host the annual Post 16 Apprenticeship Exposition for Year 11 and 13 students;
- To lead on social committee meetings and fundraising for Post 16;
- To keep careful, consistent and high-quality up-to-date records of meetings and incidents following the school protocols.

General / Other

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the School's and the Trust's pupils at all times;
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance;
- To be aware of and adhere to all School and Trust policies and procedures;
- To undertake mandatory training as required by the School / Trust;
- To be responsible for your own continuing self-development and attend meetings as appropriate;
- To undertake other duties appropriate to the post as required.

This job description is not exhaustive and does not form part of your contract of employment. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document will be reviewed annually as part of the appraisal process or as appropriate.

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.