



JOB DESCRIPTION

Job Title: Student Welfare Officer
Grade: SO1 (SCP 23-25)
Reporting to: Senior Student Welfare Officer and Senior Leadership Team

Job Purpose:

The purpose of this role is to work under the supervision and guidance of the Lead Student Welfare Officer and the Senior Leadership Team, providing short term, evidence-based interventions, working flexibly to support the needs and welfare of students at The Stephen Longfellow Academy.

Responsibilities

The main responsibilities of this role include but are not exclusive to:

- Develop relationships with students needing support in order that academic and behaviour progress targets are met.
- Promote positive student behaviour, dealing with conflict, encouraging students to take responsibility for their own behaviour in line with the academy policies.
- Assist and support vulnerable students, enabling them to overcome barriers to learning within the academy.
- Support the Student Welfare team in ensuring the health and safety of both staff and students is a priority, using de-escalation techniques where possible.
- Ensure detailed, accurate reports are written and logged following academy protocols with any physical intervention.
- Provide support for students in crises, signposting to appropriate provisions within the academy.
- Respond to requests for 'on call' (room removal) in the Academy, visiting classrooms and removing students where required by the classroom teacher, allowing the learning of other students to be free from low level disruption.
- Supervise and support the movement of students on duty and around the academy.
- Support the development of enrichment opportunities within Tier 1 and Tier 2 curriculum.
- Support the day-to-day operational running of the on-call room.
- Support the development of activities and initiatives aimed at engaging students who may be considered hard to reach or at risk of exclusion.
- Liaise with teaching staff, providing support in raising achievement and attendance of targeted students.
- Assist with proactive pickups by challenging and motivating students, promoting and reinforcing self-esteem.
- Carefully monitor behaviour trends, ensuring that a preventative approach is taken to managing student choices.
- Provide feedback to students in relation to progress, achievement, behaviour and attendance.
- Establish relationships and communicate with agencies/professionals (where applicable), liaising with classroom teachers to support progress of students.
- Support students on off-site activities and visits when required.
- Attend regular supervision and appraisal meetings with the Senior Student Welfare Officer.
- Undertake any additional training required.
- Adhere to TGAT policies and procedures, in particular the framework for the safeguarding of children.

GORSE

- Keep up to date with child protection issues, current policy and procedures.

Personal Responsibilities:

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.

Person Specification Student Welfare Officer

Criteria	Essential/ Desirable
Qualifications	
GCSE Grade C / 4 or above in English & Mathematics	E
A relevant level 3 qualification or willing to work towards	E
Knowledge and Skills	
Able to work independently on own initiative without specific guidance and in response to student's needs	E
Ability to prioritise workload	E
Ability to use a wide range of methods to communicate information to others	E
IT literacy (including Microsoft, Internet and Email)	E
Ability to keep accurate records	E
Ability to build strong relationships and establish credibility with students, parents/ carers, academic staff and senior leaders	E
Professional and a strong role model	E
Willingness to be flexible to meet the needs of the academy.	E
A patient and resilient attitude coupled with the ability to maintain calm whilst under pressure.	E
A passion for supporting children and young people by removing barriers to learning.	E
Work in ways that promote equality of opportunity, participation and diversity	E
A commitment to abide by and promote the Academy's Equal Opportunities, Health and Safety and Child Protection Policies.	E
The post holder will have an energy, initiative, enthusiasm and a sense of humour.	E
Team Teach trained	D
Experience	
Experience of working to safeguard children and young people	E
Experience of working with students who have challenging behaviour	E
Experience of working with young people with specific social and emotional needs.	D
Experience of working in education or other local government organisation	D
Continuous Professional Development	
Evidence of commitment to Continuing Professional Development	E
Other Conditions	
Enhanced DBS Clearance.	E

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