Wymondham High Academy
Job Description

Job Title:	Student Welfare Officer
Salary range / job grade:	Scale Point 12-17
Responsible to:	Deputy Headteacher [Designated Safeguarding Lead]
Responsible for:	Effective safeguarding practice at Wymondham High Academy.
Effective Date:	

Role and Context

Purpose:	• To act as the Student Welfare Officer • To follow statutory guidelines in the promotion of pupil welfare • To provide regular child protection/safeguarding training to all school staff, including new staff induction. • To promote a culture of child protection across the school community • To advise and support members of staff on child welfare, safeguarding and child protection matters, and liaise with relevant agencies such as the local authority and police and to determine whether a referral is appropriate.
Duties and Responsibilities:	**Safeguarding and Child Protection** • Act as a Student Welfare Officer in accordance with statutory guidance. • Support the Designated Safeguarding Lead (DSL) in ensuring effective safeguarding and child protection procedures are implemented throughout the school. • Receive, review and appropriately respond to safeguarding concerns raised by staff, students, parents and external agencies. • Ensure concerns are accurately recorded and maintained using CPOMS. • Monitor our Tootoot platform • Support referrals to Children's Social Care, Early Help, Police, CAMHS, Channel and other external agencies as appropriate. • Attend and contribute to child protection conferences, core groups, strategy meetings, Team Around the Family meetings and other multi-agency forums. • Undertake welfare checks and home visits where appropriate. • Work with external professionals to ensure effective safeguarding support is provided to vulnerable students. • Assist in managing looked-after children, previously looked-after children, young carers, children in need and children subject to child protection plans. • Promote educational outcomes by sharing information with relevant staff regarding children with a social worker while maintaining confidentiality.

	Student Welfare and Pastoral Support • Provide direct support to students experiencing safeguarding, welfare, attendance, behaviour or emotional wellbeing concerns. • Build positive relationships with vulnerable students and act as a trusted adult where appropriate. • Support students returning from suspension, medical absence, alternative provision or periods of significant absence. • Work proactively with students to identify barriers to engagement and learning. • Support the development of individual support plans, risk assessments and intervention strategies. • Signpost students and families to appropriate support services. **Attendance and Family Engagement** • Work alongside pastoral and attendance teams to improve attendance and reduce persistent absence. • Conduct home visits where concerns regarding attendance, safeguarding or welfare are identified. • Support processes relating to Child Missing Education (CME) and Elective Home Education (EHE) where required. **Case Management and Record Keeping** • Maintain accurate, confidential and up-to-date safeguarding records. • Ensure safeguarding and child protection files are compliant with statutory requirements. • Facilitate the transfer of child protection files when students move schools or families opt for Home Education. • Prepare reports and documentation for safeguarding meetings and external agencies. • Monitor actions arising from safeguarding meetings to ensure timely completion. • Ensure information sharing is lawful, proportionate and in the best interests of the child. **Safeguarding Leadership and School Improvement** • Support the DSL in monitoring safeguarding practices across the school. • Assist in the implementation of safeguarding policies and procedures. • Contribute to safeguarding audits (Trust and NCC), quality assurance activities and action plans. • Assist in producing safeguarding reports for governors, trustees and senior leaders. • Promote a culture where safeguarding is everyone's responsibility. **Training and Staff Development** • Support the DSL in planning and delivering safeguarding training for staff.

	• Ensure safeguarding updates are communicated to staff regularly.
	• Maintain records of staff safeguarding training and certification.
	• Provide advice and guidance to staff regarding safeguarding concerns and referral processes.
	• Undertake training relevant to the role and maintain competency through regular professional development.
	Multi-Agency Working
	• Develop productive working relationships with: Children's Social Care, Early Help Services, Police, Health Professionals, Educational Psychologists, Alternative Provision Providers, Local Authority Services and Safeguarding Partnerships
	• Represent the school professionally in meetings and external forums.
	• Ensure effective communication and collaboration between services supporting vulnerable students.
	Compliance and Monitoring
	• Ensure safeguarding practice remains compliant with:
	  ○ Keeping Children Safe in Education (KCSIE)
	  ○ Working Together to Safeguard Children
	  ○ Children Act 1989 and 2004
	  ○ Equality Act 2010
	  ○ Data Protection legislation
	• Support monitoring of safeguarding trends and emerging risks.
	• Monitoring our online safety platforms
	• Contribute to annual safeguarding reviews and policy evaluations.
	General Responsibilities
	• Maintain confidentiality and professional integrity at all times.
	• Promote equality, diversity and inclusion throughout all aspects of the role.
	• Safeguard and promote the welfare of children and young people.
	• Follow school policies and procedures.
	• Undertake any other duties commensurate with the grade and responsibilities of the post.
	Key Skills and Attributes
	• Strong understanding of safeguarding and child protection procedures.
	• Excellent communication and interpersonal skills.
	• Ability to build effective relationships with students and families.
	• High levels of resilience, emotional intelligence, and professional judgement.
	• Ability to manage sensitive information confidentially.
	• Strong organisational, record-keeping, and time-management skills.

	• Commitment to promoting the safety, wellbeing, and achievement of all students. This role is subject to an Enhanced DBS check, satisfactory references, online checks, and all safer recruitment requirements

General Information and review:

- The job specification details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes for the job. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder.
- All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

Signature: **Date:**