

Job Description – Student Welfare Officer

Job title	Student Welfare Officer
Grade	GR3 Points 9 - 22 36.5 hours a week, term time only (39 weeks per year)
Responsible to	Office Manager
Responsible for	To provide support service to all our students as an integral part of the comprehensive structures we have in place to ensure the safety and well-being of our 1450 students.
Date	1st September 2021

Summit Learning Trust Mission Statement

Strength through diversity
Ambition through challenge
Excellence through curiosity

Role Purpose

- Based in our Student Welfare office you will have a desire to combine an administrative role with working with young people, be calm and patient and able to work under pressure.
- Take lead responsibility for first aid for which a suitable qualification or the willingness to be trained is essential.
- Have the ability to sustain a welcoming environment where students feel able to come knowing that their needs, however small, will be met with understanding and compassion.
- Manage the work of the Student Welfare Office and act as a back up to our Attendance Officer as necessary. Training will be made available for this.

Main duties and responsibilities:

- To manage the work of our Student Welfare Office providing a “one stop shop” for our students’ needs including individual distribution of timetables on request. Also assisting in calls home to parents if needed.
- To take lead responsibility for the provision of first aid including working with external medical staff to manage immunisation programmes and ensuring a safe process is in place for the storage of students’ medication. To maintain and update an accurate log of all medical concerns and accidents.
- To be the first point of contact to First Aid. If not available then to radio or email for support.
- To oversee the process of Free School Meals administration and Yardley Grants information and look at the new process
- To manage the cashless restaurant system, to include Parentpay queries and setting up of accounts for students.
- To liaise with parents as required with care and consideration
- To support the administration of whole school visits as required.
- To work closely with the other pastoral teams in school to ensure that all students are safeguarded and equipped to engage with their learning

- To set an example of personal integrity and professionalism, by working as a team within Student Welfare, Pastoral Managers, Attendance and the Admin Department within the wider context of the school.
- To maintain complete confidentiality.
- To support the administrative function of whole school as required, e.g. in sending out letters to parents, maintaining student files via Pastoral Manager logs and keeping the paper filing system up to date.
- Supporting the Admin Team, including covering Reception in the event of absence.
- Any other duties as required by the Principal that are commensurate with the grade of this post.

General Duties

The expectations of all Ninestiles An Academy staff are:

- To act professionally at all times;
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example;
- To promote the school's corporate policies,
- To be flexible and adaptable.
- To adhere to the ethos of the trust.

Safeguarding

- Ninestiles An Academy School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults that she/he is responsible or come into contact with.

Notes

- Whilst every effort has been made to explain the main duties and responsibilities of the post it may not identify every individual task that is required. You may be asked to carry out any other duties as commensurate within the grade in order to ensure the smooth running of the school.
- This job description is not necessarily a comprehensive definition of the post.
- It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

Job description issued by the Principal:	
Copy received by:	
Date:	

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welcome applications regardless of age, gender, ethnicity or religion. The school is committed to safeguarding and promoting the welfare of our students and we expect all applicants to share this commitment. Appointments will be subject to an enhanced DBS disclosure with barred list check.