



## Job Description: Welfare Leader

<b>Reports to:</b>	Culture Leader
<b>Hours:</b>	41 hours per week, term time only, 39 weeks per year plus 40 hours worked across school holidays, annualised hours contract. Permanent Contract
<b>Salary:</b>	Ark Support Staff Band 6 (Outside London) £20,852-£25,927

### The Role

To develop strategies that engender family and community engagement across the academy, particularly amongst those groups deemed hard to reach.

To monitor the attendance and behaviour for pupils within a given year group to ensure any barriers to learning are removed.

To contribute towards safeguarding practices and the delivery of 'taught' sessions which enable students to learn what great behaviour looks like.

To promote the academy in the local community by being an ambassador, a role model and spokesperson.

### Key Responsibilities

- To investigate any behavior that does not meet academy expectations and ensure that the administration and record keeping for such incidences is strong
- To facilitate a weekly parents' forum, ensuring that steps are taken to involve underrepresented and harder to reach groups
- To drive students in the Academy minibus as and when required
- To monitor attendance and put in place support plans for pupils who are not on 97% attendance
- To promote and assert the academy's culture of high expectations, raised aspirations, challenging targets and rigorous procedures, through the maintenance of excellent relationships with families and the wider local community
- To support the community with the understanding of academy communications, where English may be poorly understood due it being a second language
- To support transitions and monitor break and lunchtimes.
- To support with the academy's detention delivery
- To play an active role in the academy's community work, reaching out to engage all groups and co-ordinating links between academic staff, support staff and the wider community



- To support individual students in and outside the classroom through mentoring, coaching, in class support and liaison with parents as appropriate
- To provide additional support opportunities to students and their families including mentoring, coaching and teaching small groups of students
- To provide additional support to groups of parents, allowing them to better assist in their children's education including for example, parenting coaching, literacy and language training, providing curriculum information, explaining homework tasks etc.
- To be an ambassador for the academy in the local community

## **Other**

- Undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development
- To undertake any other responsibilities as directed by the Principal.
- This job description sets out the key outcomes required. It does not describe in detail the tasks and activities to be done to achieve these outcomes.



## Person Specification: Welfare Leader

### Qualification Criteria

- Right to work in the UK
- GCSE Maths and English (Grade C) or equivalent
- Full UK driving licence (desirable)

### Skills and Attributes

- Experience of establishing effective, appropriate relationships with a variety of young people at the relevant age
- Experience of establishing effective relationships with families, the wider community which the academy serves, and other stakeholders
- Genuine passion and belief in the potential of every student
- Helpful, positive, calm and caring nature
- Able to follow instructions accurately but make good judgements and lead when required
- Knowledge of the learning barriers experienced by our stakeholder groups, and how those barriers might be overcome
- The ability to speak a community language in order to assist parents and community groups whose understanding of the English language may be poor, due to English not being their first language (desirable)
- Experience of networking with community groups (desirable)

### Personal Characteristics

- Regularly demonstrates an enthusiasm for working in a challenging educational environment
- Has good listening skills enabling the effective building of relationships with others
- Understands the importance of confidentiality and discretion
- Enthusiastic, committed and proactive approach.
- Adaptable, flexible and non-judgmental style.
- Confident.
- Self-motivated and open to change
- Commitment to working in partnership with children/young people and their families to promote optimum health outcomes.
- Willingness to undertake training appropriate to personal development and the needs of the service
- Ability to work on own initiative as well as part of a team.
- Sound interpersonal skills

### Specific Skills

- Good IT skills, including the ability to confidently use Microsoft Word and Excel
- Strong administrative and organisational skills
- Excellent written and oral communication skills.



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## **Other**

- Commitment to continuing personal and professional development and evidence of recent CPD
- Commitment to the safeguarding and welfare of all pupils
- This post is subject to an enhanced Disclosure and Barring Service check
- To undertake any other responsibilities as directed by the Line Manager or the Principal
- To attend training appropriate to the post

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*