

**Job Description**

Title: Welfare Officer

Project Team: Inclusion

Reports to: Deputy Headteacher (Inclusion and belonging)

Salary: SCP Grade 8

**Key Responsibilities and Duties**

* Undertake the role of Deputy DSL and attend refresher DSL training every 2 years as currently required.
* Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person and sharing information with relevant staff as appropriate.
* Work in partnership with the Pastoral Team and Senior Leadership Team to ensure that the wellbeing and welfare of our students are met.
* Oversee the management and monitoring of safeguarding cases, ensuring that they are handled in a sensitive, confidential, and thorough manner, and in compliance with statutory guidance.
* Assess risk in cases where a safeguarding concern is raised regarding a child or family, taking action accordingly in line with the Local Authority procedures and Multi-Agency Threshold document. (This encompasses levels of need, i.e. additional/CIN Plan and complex and significant/CP plan).
* Be the lead representative for safeguarding meetings including TAF, CiN, CP, strategy discussions, MASE, CiC Review and other professionals’ meetings. This includes attendance at meetings during school holidays as and when required.
* Support the Lead DSL in completion of Early Help Assessments, where an Early Help need is identified, and to make referrals to external agencies, including Sandwell Children’s Trust (e.g. MARF referral to MASH, Prevent for concerns about extremism), acting as the lead professional where appropriate.
* Support other staff who have made referrals to the Local Authority children’s social care.
* Manage effective relationships with external agencies and professionals involved in safeguarding, including social services and mental health support services.
* Be the lead point of contact for Police related matters which involves a child within our Academy community.
* Be the Mental Health Lead offering guidance and support to co-ordinate and manage the referrals and processes in place, i.e. supporting staff, sharing information and appropriate referrals are made to internal and external agencies.
* Attend the Mercian Trust Wellbeing Lead Strategic Group meetings and disseminate information accordingly.
* Identify, and be responsive to, at-risk students and students exhibiting signs of poor mental health, ensuring that appropriate support is in place. This includes liaising with primary schools during the Y6 to Y7 transition.
* Manage the transition of relevant safeguarding files, and information about attendance, emotional wellbeing, behaviour and family vulnerabilities, for incoming Y7 students. Use the information to identify barriers to learning and/or accessing education.
* Support other staff who have made referrals to the Local Authority children’s social care.
* Be the point of contact for a family where a safeguarding concern has been highlighted. This will involve working in collaboration with the Ethos Team Family Support Worker.
* To signpost families to sources of advice and guidance within the local community and via other agencies.
* Work alongside the Academy Community Champion to develop links with the local community and other agencies.
* Keep accurate records of meetings and share with relevant staff.
* Provide guidance and support to students who may be at risk or in need of safeguarding intervention and act as an advocate with the Academy, parents/carers and other external agencies.
* Establish and foster good relationships with parents/carers of children at the Academy and encourage good home/Academy communication.
* Signpost and engage families with sources of advice and guidance within the local community and via other agencies.
* Liaise with other agencies supporting families and assist with referrals as appropriate.
* Carry out home visits and create plans, with other professionals, to tackle significant barriers to learning.
* Identify whole Academy need/trends and be proactive in liaising with the lead for Wellbeing Inspire/PSHE as necessary.
* To work with the AHTs to develop action plans and undertake individual case work with families to support them in addressing issues which might be impacting on their child’s learning and mental health.

**Person Specification**

**Essential criteria**

Candidates are expected to demonstrate the following:

* + **Experience**: Prior experience working with children, young people, or other vulnerable groups in a professional capacity, such as social work, education, or counselling.
	+ **Qualifications**:
		- Good general education, including a minimum of GCSE Grade 4 (or C) in English and Maths.
		- A degree or diploma in social work, youth work, or counselling is often preferred. (desirable???)
		- A willingness to undertake further training, such as in safeguarding or counselling.
	+ **Knowledge**:
		- Thorough understanding of safeguarding and child protection legislation and procedures.
		- Knowledge of relevant policies and guidance, such as those related to child welfare, attendance, and confidentiality.
* **Skills and abilities**:
	+ **Communication**: Excellent verbal and written communication skills, with the ability to relate to a wide range of people, including children, parents, and external agencies.
	+ **Interpersonal**: Strong interpersonal skills, empathy, and a non-judgmental, patient approach when dealing with sensitive situations.
	+ **Organisational**: Good administrative and organisational skills, including the ability to manage a caseload, maintain accurate records, and use IT systems effectively.
	+ **Problem-solving**: Ability to assess complex situations and plan appropriate interventions.
	+ **Teamwork and initiative**: Can work constructively as part of a team but also manage their own workload and use their initiative.
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**Important considerations**

* **Safeguarding commitment**: All candidates must show a clear and unfaltering commitment to safeguarding and promoting the welfare of children and vulnerable adults.
* **Background checks**: The post is exempt from the Rehabilitation of Offenders Act, and a satisfactory enhanced Disclosure and Barring Service (DBS) check is required.