**CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.**

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| **Job Title:** Welfare Officer | **Salary Range:** Grade 2b Point 19 |
| **Accountable to:** Welfare Manager |  |

**Job Purpose**

The post holder will provide support for students’ physical, mental, and social welfare, removing barriers to success.

**Responsibilities**

1. Provide mentoring for students with a focus on emotional, physical, and social well-being.
2. Coordinate the whole school mentoring programme.
3. Coordinate intervention sessions/programmes to students’ well-being.
4. Liaise with external agencies to support students.
5. Maintain the medical records of students and ensure staff can access all relevant information.
6. Issue medication as needed.
7. Administer first-aid as needed.
8. Support the DSL and Welfare Manager in managing disclosures.
9. Support the DSL and Welfare Manager in managing child protection cases.
10. Conduct home visits when necessary.
11. Such other duties as may be appropriate to achieve the objectives of the post or to assist the academy in the fulfilment of its objectives commensurate with the post holder’s salary grade, abilities and aptitudes.
12. Provide children with a high quality educational experience realised through a collective commitment to its four CORE Values (collaboration, opportunity, respect, and excellence).

*This job description may be subject to review and/or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply wt. any reasonable management requests.*