



Stretford High School

Job Description

Welfare Hub Support Assistant

Role Title: Welfare Hub Support	Typically reports to
Welfare Hub Support Assistant Band 4 (12-17) Term Time plus 3 weeks	Head of Learner Welfare
Purpose of the role (job statement)	
<p>To assist the Governors and Headteacher in creating, establishing and delivering a vision for the school to ensure that every child succeeds and supports others so that the school fulfils its statutory attendance, child protection and exclusion obligations.</p> <p>The Welfare Hub Support assistant works under the supervision of the Head of Learner Welfare and is based in the Hub – a wellbeing centre that provides a safe and supportive environment for vulnerable students within a mainstream school setting.</p> <p>This post – holder will:</p> <ul style="list-style-type: none"> - Promote positive attitudes towards regular school attendance and engagement in learning on the part of students and their parents/carers and to derive maximum benefit and opportunity from their education. - Ensure that children who live with, experience or begin to develop well – being / behavioural / social / emotional issues, receive solution focused early intervention, to prevent crisis, protect and improve educational achievement, minimise persistent absenteeism and promote growth. 	

- Deliver solution focused early intervention, including delivering group and 1:1 work, to prevent and respond to crisis, protect and improve educational achievement and wellbeing.

- Support the management of the Hub (on site welfare provision).

Principal Responsibilities

In addition to carrying out key duties particularly assigned by the Head teacher the post holder will:

1. Assist in the implementation of the aims and objectives of the school.
2. Maintain and develop the distinctive ethos and character of the school in accordance with the directions given by the Governors and Head teacher.
3. Support the school to fulfil its statutory attendance, child protection and suspension obligations under current legislation.
4. Provide encouragement and support for students' learning, maintaining high expectations at all times.
5. Support the Hub team with record keeping, producing reports with key hub/welfare data and other relevant administrative roles.
6. Ensure the health and safety of colleagues and young people.

Specific Responsibilities

Direct work

- Support students who access the hub during the school day to regulate emotions and have a safe space.
- Support the school and the student to facilitate an improvement in school attendance, punctuality, engagement and attitude to learning.
- Oversee the day to day running of the Hub, keeping up to date daily records and administration tasks.
- Support key transition points in a vulnerable child's life including KS2-3 transition, option choices, KS4-5 transition.
- Audit, support and signpost young carers in the school.
- Work alongside welfare and pastoral teams to ensure vulnerable students fulfil their potential.
- Support students with their learning and liaise with teaching staff and departments to meet individual academic needs.
- Support with student intervention following suspensions as part of the re-admission process.
- Respond to the needs of students who use the hub throughout the day, identifying what additional support may be needed and informing appropriate welfare and pastoral colleagues, student services and teaching staff.

- Run 1:1 and small group interventions to support the needs of our students such as ESLA (emotional literacy) interventions.
- Run a daily breakfast club and ensure that the hub is open during social times, creating a positive and fun environment so that students start their day well.
- Attend relevant meetings if and when required, and provide necessary paperwork to support the welfare team.
- Oversee the Stretford High Food Bank and uniform support, ensuring accurate logging of information and producing reports when needed.
- To lead and coordinate Trafford Team Together (Early Help support) for our students and families.
- Ensure that our students and families are supported following Encompass referrals.
- Complete referrals for external providers.
- Undertake any other duties commensurate with the grading of the post, as directed by the Headteacher.

Line management and supervision

- The support assistant will have supervision from the Head of Learner Welfare.
- Training needs will be supported through the school appraisal process.
- Opportunities for external training will be supported.

Person Specification	
Qualifications: <ul style="list-style-type: none"> • Relevant qualification in child welfare (e.g. social care / teaching / TA / youth work) • Emotional literacy ELSA qualification or willingness to train and acquire qualification • 5 GCSE, grade C or above • Appropriate training and experience of working with young people • Willingness to undertake any relevant training 	D E E E E
Skills/Abilities: <ul style="list-style-type: none"> • Ability to work sensitively with others to build effective relationships • Commitment to and ability to promote a positive ethos within the school 	E E

