



ST. MARY MAGDALENE
C OF E SCHOOL

Student Welfare Support Assistant

Job Description

Core Purpose of Role

At St Mary Magdalene, we recognise the impact of a pupil's home life on their ability to access education. The role of the Home School Link Worker (HSLW) is focussed on supporting the students on a daily basis to ensure they can access their education, are focused on their learning and are able to make the right behaviour choices which enable them to achieve their full potential. The role of Student Welfare Support Assistant links closely with that of the Home School Link Worker.

Specific responsibilities and duties

The following list of duties is not exhaustive and there is an expectation that this list will evolve over time. Where duties or responsibilities significantly alter from the list, this will be discussed at the annual appraisal and amendments will be made.

Signposting

- Develop and maintain good working relationships with parents and carers.
- After the family tutor the Student Welfare Assistant will be the first port of call for any student issues, queries or support.
- Gather, organise and keep up-to-date records of daily attendance monitoring and refer to the attendance officer where necessary.
- Work with teachers, family group tutors, SEN team to ensure every student is able to access the taught curriculum.
- Use telephone consultations and meetings at school to provide support both directly and indirectly to families.
- Work closely with the HSLW if a referral to an outside organisation has been made to ensure the student and family are kept up to date of the support in place.
- Give professional opinions based on facts and which support the best interest of the student and their future when requested to do so for external agency meetings.
- In conjunction with the HSLW and Vice Principal ensure that where mentoring is recommended for a student that a log of all sessions and progress over time is well documented.
- Administer first aid for the designated year groups where necessary and ensure logs are updated and home is contacted.
- Work closely with the relevant HOY and ensure that any concerns and updates are clearly communicated so that all stakeholders are aware of any actions which have taken place.
- Follow the day to day duties and running of the pastoral welfare for students within their year groups.

Student work

- To support students who are disengaged, withdrawn, anxious or have friendship group issues so as to allow them to access mainstream education confidently.



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- To support those parents/carers who are struggling to manage their child's behaviour/emotions and give advice or signpost to the HSLW who will liaise and seek external agencies which can help.

Teamwork

- The Student Welfare Assistant will be supported and coached by the HSLW. The HSLW is an integral part of the wider Inclusion Support Team.
- The Student Welfare Assistant will have excellent communication skills and be able to work independently and as part of a team.
- There may be occasions where lone-working is necessary to engage families and students. The Student Welfare Assistant will follow all policies and procedures in place to ensure safeguarding practice is of the highest priority.