



CHRIST'S HOSPITAL

A SCHOOL LIKE NO OTHER

STUDENT WELFARE OFFICER

JOB DESCRIPTION			
Department	Safeguarding	Date	June 2025
Responsible to	Designated Safeguarding Lead	Responsible for	N/A
Job Purpose To work directly with students and with colleagues in the Welfare Team in supporting students; liaise with pastoral staff, external agencies and services, including Early Help and Children's Services and liaise with parents, helping to co-ordinate integrated support for students in need.			
Responsibilities/Accountabilities 1. Work closely with the Designated Safeguarding Lead (DSL) and Assistant DSLs. 2. Provide emotional wellbeing support for students on both a regular and ad hoc basis. Training, supervision, and support is provided. 3. Liaise with other members of school staff, such as houseparents, matrons, Senior Nursing Officer, therapists and Heads of Year, regarding pastoral concerns about students. 4. Attend the weekly Welfare Team meeting to discuss complex pastoral concerns with the Senior Deputy Head, Senior Nursing Officer, therapists, DSL, Assistant DSL, Chaplain, Head of Learning Support and other key pastoral staff. 5. Attend meetings and liaise with parents and with other agencies, especially Children's Services, Early Help services, Child and Adolescent Mental Health Services (CAMHS), the Children's and Families' Courts Advisory Support Service (CAFCASS), the police and pastoral staff at other schools. 6. Keep records of significant communications, sharing these with the DSL and Welfare Team to ensure joined-up working. 7. Make entries as necessary on CPOMS and assist other pastoral staff in their use of CPOMS. 8. Assist the DSL in their 'designated teacher' role for looked-after and previously looked-after children' by helping to maintain PEP documentation and liaising with Virtual Schools, Welfare Call and other agencies. 9. Assist the DSL in responding to confidential information requests and other queries from Children's Services. 10. Assist the DSL with the transfer and receipt of child protection and safeguarding files when students join or leave the school, including sending written requests to schools sending students to CH and conducting verbal handovers in cases of ongoing or complex concern. 11. Maintain Level 3 Child Protection Training by attending biennial refreshers.			
Christ's Hospital is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment			

PERSON SPECIFICATION	
Experience	Experience of working in a pastoral context with young people. Experience of providing administration support within a complex and fast-moving environment (desirable).
Qualifications	Good general standard of education. Must be trained in level 3 Child Protection before taking up the role.
Skills & Abilities	High level of accuracy and attention to detail. Be proficient in the use of Microsoft Office, especially Word and Excel. Work on own initiative. Be able to prioritise work and work under pressure. Strong organisational skills. Communication in a wide range of contexts; team-work; tact, discretion & confidentiality; empathy; ability to adhere to professional boundaries. Able to clearly communicate verbally and in writing in English.
Additional Work Elements • In the event of a major incident or disaster, you may be required to provide assistance, in whatever capacity necessary and participate in any training to ensure the School is fully prepared • This is a full time role (up to 40 hours per week Monday to Friday), term time only (33 weeks per year). Actual hours worked to be agreed with line manager.	