



PLANTSBROOK SCHOOL

'Be the best that you can be'

UPPER HOLLAND ROAD, SUTTON COLDFIELD B72 1RB

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Headteacher: Ms T Campbell, BA, MEd

JOB DESCRIPTION

Title of Post:	Student Welfare Officer – Safeguarding Y7 – Y13
Status:	36.5 hours per week, term time only Mon – Thurs 8.15 am – 4.15 pm (30 min lunch break) Friday 8.15am – 3.15pm (30 min lunch break)
Responsible for:	Team of Support staff
Post reports to:	Assistant Headteachers
Salary:	Grade 4 £25,951 – £32,486 per annum, pro rata Actual Salary £22,687 to £28,400

1 JOB PURPOSE:

- Designated Safeguarding Lead following the guidance set out in Annex B of the DfE 'Keeping Children Safe in Education'. The broad areas of responsibility are managing referrals, training and raising awareness.
- Contribute to and co-ordinate specialist support where required, including attending CAF/Child Protection meetings.
- To support school attendance, retention and achievement strategies by providing high quality pro-active welfare and wellbeing support to individual students and groups.
- To co-ordinate, strategies to develop student motivation in order to improve students' attainment and attitude to learning.

2 DUTIES AND RESPONSIBILITIES:

- To arrange, manage and attend home visits for vulnerable students and their parents/carers.
- To attend and actively contribute to child protection meetings and CAF meetings.
- To coordinate, lead and manage a team of support staff, carrying out performance management meetings and reviews and updating Bluesky Education as per the staff performance review cycle.
- To ensure safeguarding administration and communication is completed to a high standard.
- To coordinate and attend external safeguarding meetings to support vulnerable students. (including CIN, CP, attendance concerns).
- To coordinate and attend CAF meetings.
- To mentor vulnerable students to ensure they can access the school curriculum.
- To mentor relevant vulnerable students, groups and families with poor attendance/attitude

to school.

- To develop relationships with parents to remove barriers to learning.
- To develop safeguarding awareness workshops for students and parents.
- To support the senior DSLs to deliver staff training on safeguarding.
- To signpost students and parents to the relevant external support services and offer advice.
- To collate data and provide reports to the Senior Leadership Team.
- To support vulnerable students with the transition process.
- To engage with 'hard to reach' parents.
- To work closely with the Inclusion department to support vulnerable students.
- To coordinate and monitor bereavement and counselling for vulnerable students.
- To assist the Assistant Headteachers in developing and running strategies for improving student attendance.
- To assist and support the behaviour and management of students in the isolation room.
- To support with the First Aid team rota duties.

Supervision Received

Supervising Officer Job Title: Assistant Headteacher

Level of Supervision

Left to work within established guidelines, subject to scrutiny by supervision.

Closing Date: Friday 26th January 2018

This Job Description is current at **January 2018**, and is representative of the duties/responsibilities expected of the post. These duties and responsibilities are neither static nor exhaustive and, at the discretion of the Executive Headteacher, are liable to variation to reflect any future changes required of this post.

All posts are subject to an Enhanced Disclosure check with the Disclosure and Barring Service (DBS), for which proof of identity is required.

Plantsbrook Learning Trust is committed to the highest standards in protecting and safeguarding the welfare of the children and young people entrusted to its care at all times.

PERSON SPECIFICATION

Title of Post: Student Welfare Officer

Attributes	Essential	Desirable	How Assessed
Relevant Experience	<ul style="list-style-type: none"> • Experience of supporting young people 11-19 years • Experience of managing a team • Working in Secondary Education Environment or Education Welfare • Experience of working with students/families in breaking down barriers to education 	<ul style="list-style-type: none"> • Experience of liaising across several organisations • Experience of working with Support Services for young people • Knowledge of external agencies to help and support vulnerable students and families • Knowledge of the CAF process 	<p>AF/I</p> <p>AF/I</p> <p>AF</p> <p>AF</p> <p>AF</p>
Skills & Abilities	<ul style="list-style-type: none"> • Experience of Safeguarding procedures • Good communication skills verbal and non-verbal. • Good organisational skills and efficient working practices • Good IT skills– Microsoft Office with particular expertise in spreadsheets and databases • Ability to summarise and record information accurately • Prioritise own work and ability to work on own initiative • Experience of writing reports • Ability to use conflict resolution strategies and breaking down barriers to education • Ability to travel to attend meetings at various locations 	<ul style="list-style-type: none"> • Hold DSL training certificate or willing to undertake DSL training 	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF</p> <p>AF/I</p> <p>AF</p> <p>AF/I</p> <p>I</p>
Personal Attributes	<ul style="list-style-type: none"> • Confidence, authority and excellent interpersonal skills • Initiative and self-motivation • Innovative approach to problem solving • Effective time management skills • Flexibility to work in two different school settings and prepared to travel between sites and to attend meetings • Attention to detail • Creativity and ability to think laterally • A 'can do' approach and positive outlook • Be optimistic, enthusiastic and generous of spirit • Have a sense of proportion and humour • Be committed to safeguarding and promoting the welfare of children and young people 		<p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>AF</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>
Qualifications	5 + A* - C grades at GCSE (or equivalent) including Maths and English.	<p>A Level (or higher) qualifications</p> <p>Child Protection Certificate/Training</p>	<p>AF</p> <p>AF</p>