

STUDENT WELLBEING OFFICER

JOB DESCRIPTION

Primary Objective of Role

The primary purpose of this role is to provide administrative support to the Student Welfare team and support in the well-being of the students.

Accountability and Responsibilities

Safeguarding and promoting the welfare of students

- Incorporate the school's vision, mission and core values into normal working practice.
- Be responsible for safeguarding and promoting the welfare of all students that the Learning Support Assistant comes into contact with.
- Follow the reporting procedure contained in the Child Protection Policy with regards to raising concerns about the welfare of any student.
- Act in accordance at all times within the school's policies and procedures, including but not limited to, the Standards of Conduct Policy, Health, Safety, Security and Environment Policy and the Human Resources Policy Manual.

Main Duties

- Be an integral part of the wider school welfare team.
- Have a commitment to the well-being of students and support them through mentoring, coaching and safeguarding as necessary.
- Support the safeguarding of students by updating registers with student approved school activities and, once the class registration is complete for each lesson, investigate any missing students.
- Prepare reports as needed to support in the welfare and tracking of students.
- Support the admissions and careers progression of students by producing student transcripts throughout the global university application process.
- Manage Settling in Reports or other round-robins as needed to support students.
- Maintain a database of student incident reports and upload the information onto SIMS.
- Prepare KPI reports for Board Meeting and Leadership Group regarding behaviour and attendance.
- Support students such as allocating lockers, lost property, confiscated items.
- Maintain records, create/update forms and reports of student information relevant to Student Welfare.



- Maintain a visible and positive profile with colleagues, staff, students and parents.
- Work alongside the school counsellor to provide emotional and well-being support to students
- Support students who are distressed or who have welfare issues that may arise during the day
- Work alongside the welfare team to provide emotional support to students (counselling or student coaching experience within a school setting is highly desirable)
- Work closely with the school counsellor and nurse to provide students and parents with proactive strategies to care for their well-being.
- Attend regular line-management meetings
- Communicate effectively with colleagues
- Maintain up to date skills and knowledge
- Self-evaluate and review changing practice models and methods that may arise
- Participate in the school's Performance Development Review process and be involved in opportunities for Continued Professional Development, including attending inset.

Technical and support staff are expected to work flexibly to enable the effective discharge of their professional duties.

Safeguarding

Doha College is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including reference checks with previous employers and a criminal records check. Teaching staff will also be subject to a Barred List and Prohibition from Teaching Check

PERSON SPECIFICATION

Key Requirements

Qualifications

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| • Minimum Secondary/High School Level Education | Essential |
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Experience

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| • Experience of working with children and young people | Desirable |
| • Experience of working in an educational environment, preferably in a similar role | Desirable |
| • Coaching and mentoring young people | Desirable |
| • Confident in using computers with a willingness to learn new programmes and applications | Essential |

Skills, Knowledge and Abilities

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| • Excellent interpersonal and communication skills, with a good command of the language (written and verbal) | Essential |
| • Must be able to prioritise and plan work activities so that time is used efficiently | Essential |
| • Must be organised, accurate, thorough, and able to monitor work for quality | Essential |
| • Ability and willingness to work independently with minimal supervision | Essential |



• Proven ability to set priorities and manage multiple tasks	Desirable
• Sensitive, caring and responsive to the needs of young people	Essential
• Evidence of continued professional development	Desirable
• A commitment to training to develop in areas of coaching and mentoring	Essential
• A commitment to the safeguarding and well-being of students	Essential
• Adept in the use of Google applications	Desirable

