

**Job Description: Student Welfare Officer****Line Managed by: Year Leader****Purpose:**

To support a Year Leader developing student welfare with a specific year group. To provide strong leadership and management and ensure high quality student intervention which results in high student achievement, attendance, engagement in learning and personal and social development.

**Leadership Responsibilities:**

- Support the Year Leader in developing a clear year group ethos that aligns with the values of the school, supporting excellent, attendance, behavior, progress and safeguarding.
- Collaborating with Year Leaders to develop and implement strategies to promote the welfare of students in their respective year groups.
- Providing pastoral support to students in the year group, including one-to-one guidance and small group sessions
- Identifying students who require additional support and liaising with teaching staff and external agencies to provide holistic support.
- Leading investigations into behaviour incidents relating to the Year Group and providing support to the Year Leader and AHT Behaviour/DHT Pastoral
- Monitor and support the attendance, behaviour, progress and outcomes of students in the year group, and reporting back to Year Leaders on any issues or concerns and working with parents to improve
- Supporting Year Leaders with organising and delivering training sessions for teaching staff on issues relating to student welfare and safeguarding policies and procedures
- Attending regular meetings with Year Leaders to discuss the progress and welfare of students in the year group
- To support the DSL in ensuring effective safeguarding practices, supporting the Year Leader as a DDSL as required
- To support the running of sanctions across the school

**Student Development Responsibilities:**

- To have an awareness of all students in the year
- Support the Year Leader and attendance officer on attendance and punctuality matters related to the year group. Support the intervention strategies to ensure the year meets attendance and persistent absence targets.
- Liaise with external agencies such as Education Welfare & Attendance services (EWAS) as appropriate
- Support the accurate and up to date records are kept on students. Respond to all requests for reports and references
- Assist the Year Leader in co-ordinating information from staff, parents etc. regarding students and communicate effectively and appropriately
- Assist the Year Leader in being accountable for the monitoring of students' behaviour at all times. Work with the year leader to develop and implement effective and robust support programmes to deal with individual/group student behaviour

**Working with parents, carers and the community**

- Develop positive and effective relationships with parents and carers
- Actively seek community activities and networks specific to the year group
- Attend all year group events and productions

**Other Specific Duties:**

- To role model a record of excellent attendance and punctuality
- Undertake other tasks as reasonably required by the Headteacher

## **Student Welfare Officer – Person Specification**

### **Qualifications and Experience**

- Educated to at least GCSE Grade C standard or equivalent in English and Maths
- Experience of working with children / young people
- Experience of working with disadvantaged young people
- Experience of working in a school or similar establishment
- Experience of working with external agencies and other professionals

### **Knowledge and Skills**

- Ability to build and form good relationships with students, colleagues and parents / carers
- Ability to work constructively as part of a team, understanding school roles and responsibilities including own
- Knowledge and understanding of how students learn and barriers to learning
- Knowledge of Equal Opportunities and approaches to inclusion
- Knowledge & understanding of Child Protection and Safeguarding procedures
- Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, parents / carers and other professionals
- Good standard of numeracy and literacy skills
- Ability to proficiently use office computer including word-processing, spreadsheet, database and internet systems
- Ability to absorb and understand a wide range of information
- Ability to maintain accurate records and filing systems
- Ability to deal with confidential data / issues appropriately

### **Personal Qualities**

- Initiative and ability to prioritise one's own work
- Able to follow direction and work in collaboration with line manager and colleagues
- Able to work flexibly to meet deadlines and respond to unplanned situations
- Efficient and meticulous in organisation
- Desire to enhance and develop skills and knowledge through CPD
- Commitment to the highest standards of child protection
- Recognition of the importance of personal responsibility for Health & Safety
- Commitment to the school's ethos, aims and its whole community