

## **SIR HERBERT LEON ACADEMY**

### **Job Description**

**Job Title:** **Student Welfare Officer (incorporating attendance, supporting first aid and administration)**

**Salary** **£19554-21166**

**Location:** **Sir Herbert Leon Academy**

**Hours of work:** **37**

**Reports to:** **Principal, Vice Principal**

**Purpose of the Role:** To implement a comprehensive range of administrative systems and procedures to meet school requirements for effective student welfare and to develop systems that will enable the school to improve on base figures on attendance and truancy as set by the Government and the academy.

### **Responsibilities:**

#### **Main Duties**

##### **Support for Pupils**

- Act as first point of contact for general parent/pupil/visitor enquiries, responding within standard procedures or referring the enquiry to an appropriate destination.
- Support school nurse to undertake welfare support to pupils including the provision of first aid
- Contribute to the smooth running of the student hub when required.
- Be responsible for organising a daily check on children at risk of truanting.
- Initiate and carry out periodical post-registration truancy checks.
- Chase up reasons for absence using agreed systems.
- Provide advice and support for students returning to school after a long period of absence.

- Make contact with feeder schools and gain any relevant information about the attendance records of new students.

### **Support for Staff**

- Be available to staff and parents for home visits on individual pupils.
- Provide regular updates for staff, e.g. Principal, Vice Principal, Senior Head of Year/Heads of Year and Tutors, on student attendance with targets and strategies for improvement.
- Liaise with support services to improve attendance rates.
- Keep up to date with current technology and oversee the training of staff in attendance and registration issues.
- Work with new and supply staff to ensure that the schools system of registration is adhered to.
- Provide cover for admin support absence and at busy times, liaising with caretaking/support/other staff where appropriate and answering incoming external phone calls.

### **Support for the curriculum**

- Participate in the development of school reward systems in relation to attendance.

### **Support for the school**

- Ensure that school registration systems are developed and correctly administered and report on the quality of the registers.
- Produce and interpret statistical data relating to attendance patterns of groups within the school.
- Be the first contact for all attendance issues in school.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

- Assist in the supervision, training and development of staff.

### **Employee value proposition:**

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we're inspiring. Come inspire their remarkable with us.

### **Our values:**

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

The post-holder is also required to undertake such other duties and training as may be required by or on behalf of Academies Enterprise Trust provided that they are consistent with the nature of the post.

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Academies Enterprise Trust.

### **Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the Academies Enterprise Trust at the reasonable discretion of the Principal.
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Post holder may deal with sensitive material and should maintain confidentiality in all Academy related matters

## Person Specification

**Job Title: STUDENT WELFARE OFFICER**

General heading	Detail	Essential requirements:	Desirable requirements:
<b>Qualifications</b>	Qualifications required for the role	<ul style="list-style-type: none"> <li>• GCSE Maths and English (grade A-C) or equivalent</li> <li>• First Aid qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Qualification in childcare, social work, youth and community work or other relevant qualification</li> </ul>
<b>Knowledge/Experience</b>	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> <li>• Technology – knowledge and experience of using IT packages and databases i.e. Microsoft word, Excel.</li> <li>• Ability to write letters and emails</li> <li>• Excellent administrative skills</li> <li>• Experience of producing and interpreting high quality statistical data</li> </ul>	<ul style="list-style-type: none"> <li>• knowledge of school information management systems</li> <li>• Experience of working directly with children in an Educational setting</li> </ul>
<b>Skills</b>	Line management responsibilities (No.)	<ul style="list-style-type: none"> <li>• Ability to support the VP in the LM of staff impacting on attendance ie: Form Tutors, Heads of Year</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	Forward and strategic planning	<ul style="list-style-type: none"> <li>• Ability to prioritise tasks, manage time effectively and meet deadlines</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	Abilities	<ul style="list-style-type: none"> <li>• Ability to maintain records</li> <li>• Ability to communicate effectively with children and</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to negotiate effectively to achieve the best outcomes in all aspects of the role</li> </ul>

		<p>parents in individual group settings</p> <ul style="list-style-type: none"> <li>• Ability to work in partnership with other agencies and professionals</li> <li>• Work effectively as part of a team</li> <li>• Have strong interpersonal skills</li> <li>• Calmness in responding to emergencies and the unexpected</li> <li>• Ability to maintain confidentiality in all aspects of work</li> <li>• Ability to recognise own limitations in situations where specialised skills are required</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to present information at formal meetings</li> <li>• Training in safeguarding</li> </ul>
<b>Personal Characteristics</b>	Behaviours	<ul style="list-style-type: none"> <li>• Excellent reliability and flexibility and be able to adapt depending on circumstances</li> <li>• Be able to use initiative</li> <li>• Be pro-active and driven to raise standards</li> </ul>	<ul style="list-style-type: none"> <li>• Be able to demonstrate a creative approach to work</li> </ul>
<b>Special Requirements</b>		<ul style="list-style-type: none"> <li>• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</li> <li>• Right to work in the UK</li> <li>• Evidence of a commitment to promoting the welfare and safeguarding of children and young people</li> <li>• Equalities – a commitment to and</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

		<p>understanding of equal opportunities and the ability to implement this across all areas of work</p> <ul style="list-style-type: none"> <li>• CPD – commitment to increasing own learning and development</li> <li>• H&amp;S – and understanding of H&amp;S in the workplace and how this applies</li> <li>• Ability to travel as required</li> </ul>	
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