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|  | **THE HOWARD PARTNERSHIP TRUST**  **OXTED SCHOOL**  Student Wellbeing Officer |  |

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| **Grade** | **Job Title** | **Capsule Job Profile** | **Competencies** | **Qualifications, Training and Development** |
| **S5**  **£16,406 - £18,580 pa pro rata**  **(£19,245 - £21,796 pa FTE)** | **Student Wellbeing Officer**  **36 hours per week/39 weeks per year** | To work with the Student Wellbeing Lead in providing intensive support for individuals who are not making progress according to their circumstances.  **Directly responsible to the Student Wellbeing Lead**  **Main Duties:**   * Support with caseload of the Student Wellbeing Team as required * To provide an effective safe place for students to raise any concerns * To actively contribute to the monitoring and identification of high needs social, emotional and mental health students, the co-ordination of a programme of support, liaising with parents/carers and to liaise and signpost students to external agencies as required * To liaise with outside agencies and parents in order to fully support SEMH students; this will include contacting and liaising closely with outside agencies, attending meetings and developing school practice in the light of external changes and demands * To work closely with the Year teams, SEN team and faculties on early identification of students who due to SEMH needs may not make adequate progress: this will include transition work from Year 6 to 7 * To work closely with the Head of Student Wellbeing and Student Wellbeing Lead to support the delivery of training and dissemination of information to staff in line with statutory safeguarding policies   **Safeguarding:**   * To be a member of the Safeguarding Team * Effectively manage Child Protection (Early Help, Family Support Programme, MARF and CAMHS referrals) and ensure that all Child Protection files and records are compliant with statutory guidance * Support vulnerable students effectively in school * Lead/contribute to child strategy meetings, multi-agency meetings, child in need and child protection conferences * Promote safeguarding best practice and policy in the school   **LGBT:**   * Be the lead for LGBT in the school, to meet and support student’s needs * Run LGBT student group sessions * Be proactive in raising the profile of LGBT in the school   **Young Carers:**   * To work alongside the Student Wellbeing Lead to meet and support the needs of Young Carers * Run a weekly Young Carers support group * Be proactive in raising the profile of Young Carers in the school   **Looked After Children:**   * Support Looked after Children (LAC) in consultation with Student Wellbeing and the designated teacher for LAC, including liaising with external agencies   **General Duties:**   * Any other duties which pertinent to the role * To maintain confidentiality in and outside the workplace with particular regard to data on the school’s computer systems * Be pro-active in matters relating to health and safety * Support aims and ethos of the school, setting a good example in terms of dress, behaviour, punctuality and attendance | Post holders should demonstrate the competencies identified from the list below:   * The confidence, competence and temperament to be an excellent role model * The ability to communicate effectively to a range of audiences, in writing and in person * The ability to work to and achieve high standards * Ability to interpret data and develop intervention strategies to improve students’ learning * Competent user of ICT with the ability to use these skills in the classroom * Evidence of career progression/Continuing Professional Development | Good general education to GCSE Level in English, Maths and Science – Grade C and above or equivalent.  Post holder should demonstrate a commitment to on-going professional development.  Training and development to include:   * Induction Training * On the job Training * Familiarisation with Trust policies and practice * Support Staff Performance Management Programme * Safeguarding Training   The post holder will be expected to participate in training and personal development opportunities.  The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).  THPT is committed to the safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. |