

## HESTON COMMUNITY SCHOOL

### JOB DESCRIPTION: STUDENT WELFARE OFFICER

<b>Post Title</b>	Student Welfare Officer
<b>Overall responsibility:</b>	To support the collating and monitoring student attendance and student welfare services, including first aid. The supervision of whole classes during the short-term absence of teachers.
<b>Reporting to:</b>	Student Services Manager
<b>Liaising with:</b>	All Staff
<b>Disclosure Level:</b>	Enhanced
<b>Salary/Grade:</b>	NJC SC5

#### **Purpose**

To ensure Student Services promote excellent attendance and punctuality, reduce levels of absence and work with children and families to promote high levels of attendance. To be the main point of contact for all student welfare issues, including First Aid.

#### **Key tasks and accountabilities will include the following:**

##### **Attendance and punctuality**

- Monitor day-to-day attendance across the school, using SIMS, Invenry, phone and email communication. Remind teachers, as required, to take lesson registers in a timely manner.
- Sign in late students using the Invenry system. Input minutes late on SIMS. Run and share with staff the daily report for attendance catch-ups.
- Update SIMS with absence details
- Produce a daily fire register and be responsible for distributing during fire drills / fire alarms
- Produce paper registers as required for trips and events and input onto SIMS
- Liaise with parents/carers, Learning Coordinators and the Local Authority on attendance matters including supporting meetings with students and parents as necessary.
- Provide administrative support for the Student Services Manager and the Educational Welfare Officer in all matters relating to attendance and punctuality.
- Produce attendance statistics for staff, Education Welfare Officer and the Local Authority as required.

##### **Welfare Support**

- Maintain Free School Meal records liaising with the Local Authority as required
- Produce uniform vouchers for PPG students as required liaising with the Finance Officer
- Maintain an orderly Lost Property service for staff and students, including returning named items to students.
- Collect and maintain donated uniform and liaise with the Pastoral team regarding distribution as required
- Provide administrative support for the school nursing service and organise annual vaccination programmes
- Managing School First Aid provision, including training, cover and monitoring of defibrillators and medicines cupboard
- Provide First aid to students and staff as required
- Record accident information and, as necessary, liaise with parents / carers / staff over medical and welfare issues
- Keep an up to date record of students with serious medical conditions/allergies and ensure Health Care Plans are in place.

### **Broader Responsibilities**

- To work collaboratively as a member of the School Team.
- To play a full and active part in the life of the School Community.
- To support the safeguarding of students and staff.
- To support the School's distinctive mission and ethos.
- To lead by example and from the front.
- To encourage and ensure staff and students follow the example set and to challenge constructively when the standards set are not met.
- To promote actively the School's corporate identity and policies.
- To continue to be a lifelong learner and encourage others to be the same.
- To comply with the School's Dress Code, Health and Safety Policy and to undertake Risk Assessments, as appropriate.

Additional duties and tasks will be negotiated and agreed at the time of appointment and annual review at the direction of the Headteacher.

**This Job Profile is current at the date shown but, in consultation with you, may be changed by your Line Manager, Academy Business Manager or Headteacher to reflect or anticipate changes in the job commensurate with the salary and job title.**

### **Context:**

All staff are part of a whole school Team. They are required to support the values and ethos of the School and school priorities as defined in the School Development Plan.

This will mean focusing on the needs of colleagues, parents/carers and students and being flexible in a busy and pressurised environment.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 [2] of the Rehabilitation of Offenders 1974 [Exemptions] [Amendments] Order 1986. Therefore, applicants are not entitled to withhold information about convictions, which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action by the School. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers.

**The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.**

## PERSON SPECIFICATION

		Essential	Desirable	Evidence
<b>Qualifications and Experience</b>				
1	GCSEs grade C/4 or above, including Maths and English	✓		A
2	Level 3 or higher qualifications		✓	A
3	Evidence of recent and relevant training		✓	A
5	Working as part of a team	✓		R, I
6	Working effectively in an education environment or with young people		✓	R, I
8	Knowledge and understanding of Safeguarding practice		✓	A, R, I
<b>Skills, Personal Attributes and Behaviours</b>				
11	Listen to and reflect on feedback from others	✓		R, I
12	High level of verbal and non-verbal communication skills	✓		A, I
13	Strong level of ICT skills	✓		R, I
14	Able to build and maintain positive relationships with individuals	✓		R, I
15	Prioritise, plan and organise self	✓		R, I
16	Use of SIMS or equivalent		✓	A, R, I
17	An interest in educational issues	✓		A, R, I
18	A commitment to inclusion	✓		A, R, I
19	Positive attitude	✓		R, I
20	Calm disposition	✓		A, R, I
21	Approachable with a good sense of humour	✓		R, I
<b>Ability to Fulfil Wider Professional Responsibilities</b>				
22	Willingness to make a positive contribution to the wider life and ethos of the School	✓		R, I
23	Ability to develop effective professional relationships with colleagues, students and parents	✓		R, I

**Key to Evidence: A = Application**

**I = Interview**

**R = References**