

JOB DESCRIPTION

TITLE:	Student Welfare Officer
SALARY:	NJC 30-34
ACCOUNTABLE TO:	Designated Safeguarding Lead
POST:	Full Time (37 hours a week), Term Time Only plus 3 weeks

Job Purpose

To support vulnerable students, develop and maintain links between school and external agencies ensure the safety, well-being and safeguarding of all students

Key Areas of responsibility

- Child protection and safeguarding
- Supporting students
- Supporting staff
- Supporting parents/carers/guardians
- Liaison with other agencies
- Safeguarding

Principal Accountabilities

- Assist the DSL (Designated Safeguarding Lead) in making referrals to external agencies including Children's Social Care.
- Develop robust systems (both electronic and paper) to record all issues relating to students subject to a Child Protection Plan, CAF, those identified as Child in Need, Looked After Children and other vulnerable cohorts.
- Be responsible for writing risk assessments and external agency referrals for identified students and liaising with appropriate staff to gather necessary information.
- Monitor the progress, attendance and behaviour of key cohorts of 'vulnerable' students identified by the school and work with key staff to ensure that they are achieving at least expected progress.
- Maintain accurate and detailed records of all work undertaken with targeted students and their families.
- When necessary escort identified students into school to ensure full attendance.
- Produce reports for external agencies, including documentation for Care Services, TAC meetings and court proceedings.
- Attend all necessary meetings relating to issues of Child Protection and Safeguarding.
- Support colleagues with responsibility for Looked After Children as required.
- Assist the DSP in being a main point of contact for all issues of Child Protection and Safeguarding.
- Develop systems to record and monitor safeguarding and provide data reports for the SLT.

- Be available during social times, before and after school for students to discuss any issues/concerns they may have, whilst upholding the school's ethos, policies and expectations.
- Participate with colleagues in short and medium term planning relating to individual support for students.
- In conjunction with relevant staff liaise with external agencies to ensure individual and relevant support for students.
- Monitor regularly the impact of intervention and support against student progress and assess value for money.
- Facilitate effective communication between students, teachers and other agencies as appropriate.
- Work in partnership with colleagues on issues of Child Protection and Safeguarding, to ensure the safety and well-being of all students.
- Collaborate with teachers to link intervention and support with progress of identified students.
- Communicate effectively to staff issues regarding students being fully supported without compromising issues of confidentiality.
- Undertake home visits as necessary, following school procedures and guidelines to encourage parental participation in their children's educational development and to give information regarding their child's development and well-being.
- When necessary escort parents/carers/guardians to school for meetings.
- Support parents/carers/guardians in their understanding of issues relating to their child's safety and well-being.
- Where appropriate advise parents/carers/guardians to ensure they are receiving appropriate support e.g. benefits, health etc. and signposting them to the relevant external agencies.
- Advise on and assist the school in fostering closer links between schools, parents/carers/guardians and other local agencies.
- Establish and facilitate group work with parents/carers/guardians, where appropriate, to help them realise their potential as educators, know the achievements and expectations of their child and how they can support or assist their child's learning.
- Liaison with other Agencies
- Develop effective working relationships with a wide range of external agencies, e.g. Children's Social Care, LAC services, Health Service representatives, as appropriate to the individual student.
- Keep school fully informed of the nature of contacts made and how the various agencies impact on the progress of the individual student.
- Maximise the use of suitable resources available from outside agencies in order to formulate the most effective strategy for addressing individual needs.
- Maintain accurate records of all agency involvement with any student.
- Undertake the appropriate level of Child Protection training to be able to make referrals to Children's Social Care and other safeguarding agencies.
- Work in conjunction with the DSP to ensure that all matters of child protection and safeguarding are dealt with.
- Ensure continued personal professional development through attendance at relevant training.
- Undertake appropriate training in the use of ICT software programs.

- Support staff in their understanding of issues relating to student welfare.
- Undertake any other duties as reasonably required by the Principal.
- Contribute to the life of the School community, and to support its ethos and policies.
- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Be aware of the specific issues relating to health and safety in your area and make appropriate assessments of any risk.
- Co-operate with the employer on all issues to do with health, safety and welfare.
- Actively promote the School's Equal Opportunities Policy, Diversity Strategy and Equality Act 2010.
- Fully comply with the relevant legislation including Data Protection Act, Health & Safety Act 1974, the School's Health & Safety Policy

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
- Participate in the Trust Professional Performance Review process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.

Person Specification School Student Welfare Officer		
	Essential	Desirable
Education and Qualification	<p>Social Work Qualification - Dip SW, CQSW or equivalent</p> <p>HPC Registered</p>	<p>PQ Qualification</p> <p>Educated to degree standard</p> <p>Counselling qualification</p> <p>Therapeutic training and/or qualification</p>
Experience	<p>Direct work with children</p> <p>Experience of supporting families</p> <p>Experience of child protection and safeguarding assessments</p>	<p>Work within a school setting.</p> <p>Experience of leading CAF assessments.</p> <p>Experience of delivering support groups/training to adults and/or children</p>
Knowledge	<p>Knowledge of the growth and development of children, including the impact of abuse and neglect, separation and loss.</p> <p>Theory and techniques for communication with children and young people.</p> <p>An understanding of relevant national policies and procedures including but not limited to the Children Act 1989 regulations and guidance, Working Together and associated child safeguarding guidance, the Common Assessment Framework, Every Child Matters agenda, including an understanding of the extended school provision.</p> <p>An ability to promote equality, diversity and the rights of individuals and groups.</p>	<p>Group work theory and practice</p> <p>An understanding of the constraints and opportunities of service-delivery within the Voluntary Sector.</p> <p>An understanding of the principles of child learning.</p> <p>Crisis resolution techniques</p>
Skills and Abilities	<p>Effective communication skills, with children, young people, adults and groups</p>	<p>An ability to contribute to the evaluation and development of school policy and procedures and new initiatives</p>

	<p>Confidence to initiate and work independently within school policy and practice guidelines Ability to work within a multi-disciplinary setting</p> <p>Ability to establish inter-agency links and promote the school effectively</p> <p>Ability to work in partnership and respect the ethos, values and mission of the school</p> <p>Good assessment skills</p> <p>Computer literacy.</p>	Ability to facilitate a training and/or support programme for parents and/or students
Personal Attributes	<p>Commitment to providing and maintaining high quality service provision</p> <p>Willingness to be creative and innovative</p> <p>Enthusiasm, empathy and warmth</p> <p>Adaptability and a sense of humour</p> <p>Effective communicator, particularly in a group environment.</p>	
Equal Opportunities	To work in a non-discriminatory way at all times	
Other Requirements	<p>Current Driving Licence and Car Owner, and preparedness to travel</p> <p>A willingness to work irregular hours when necessary to meet service needs.</p>	