

# JOB DESCRIPTION

## Pupil Welfare Officer

<b>REPORTS TO:</b>	All Heads of Year / Deputy Headteacher/ Assistant Headteacher with Responsibility for Student Welfare and Behaviour
<b>PAYSCALE:</b>	Band 4, Points 19 – 24 (mid-point) (£32,286.05 - £34,695.40)
<b>LOCATION</b>	Royal Docks Academy
<b>TERMS:</b>	37 hours per week (30-minute unpaid lunch break) 41 weeks per year (term time plus inset days, plus two weeks)
<b>CONTRACT:</b>	Permanent, Full Time

## PURPOSE OF THE JOB

To provide an effective and efficient pastoral and welfare support to the school. The post requires flexibility and the ability to work well as part of a team.

### Liaison with:

- The post-holder is expected to liaise with all members of staff within the Academy and other Trust members of staff who may be on site and external agencies.

## KEY RESPONSIBILITIES AND ACCOUNTABILITIES

This list is not exhaustive, but includes:

- To improve attendance and punctuality within the year groups.
- To improve behaviour within the year groups.
- Encourage positive attitudes towards education and support students with any barriers that prevent them from learning.
- Ensure that all students are safe by effective partnership with the DSL and SENCO.
- Ensure that tutors provide effective support and challenge for students.
- Working effectively with parents/carers of students.
- Create a positive ethos, which celebrates and rewards positive behaviours

### Personal Responsibilities:

- Work closely with the Heads of Year, sharing clear guidance and support on how to support the year groups daily.
- Monitor closely with tutors, student uniform and equipment. Put in place strategies that ensure that all students are ready for learning.
- Monitor closely attendance and punctuality data. Put in place interventions that lead to improvement in attendance and behaviour.
- Monitor closely the rewards and achievement of the year group. Build regular moments of celebration in tutor time, assemblies and after the academy day.
- Monitor closely behaviour data. Put in place interventions that lead to an improvement in behaviour and attitudes.
- Evaluate the performance of the year group in terms of attendance, punctuality, behaviour and reward. Share this evaluation with the AP fortnightly.
- Engage in timely and effective communication with parents/carers showing empathy and compassion.
- Create opportunities where you systematically gather student views and use their evaluation to improve the year group and academy.

### Additional duties:

- To play a full part in the life of the School community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

### Other specific duties:

- To continue personal development as agreed.
- To assist with the carrying out of risk assessments as appropriate
- To ensure that Health and Safety policies and procedures are followed
- To actively engage in the performance review process.
- To undertake any other duty as specified by the CEO/ Head Teacher not mentioned in the above
- To comply with the School's Health and Safety Policy and undertake Risk Assessments as appropriate.
- To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.
- To be aware of the responsibilities for all staff to protect personal data under the GDPR, work in accordance with the school's data protection policy and ensure that any suspected data loss or theft is reported immediately, as directed.

## **General responsibilities common to all members of staff**

All staff are responsible for the safeguarding and wellbeing of pupils and must follow BMAT guidance and policies.

BMAT Education Directors are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder.

Person Specification – Pupil Welfare Officer			
		Essential	Desirable
<b>Qualifications and documentation</b>	<ol style="list-style-type: none"> <li>Enhanced DBS and validated references</li> <li>Eligibility to work in the UK</li> <li>Able to demonstrate a good level of general education to GCSE standard in Mathematics &amp; English or equivalent.</li> <li>First Aid Qualification</li> <li>Level 3 Safeguarding</li> </ol>	X X X	X X
<b>Experience</b>	<ol style="list-style-type: none"> <li>Successful recent experience working with children in a school environment</li> <li>Successful experience of working in an office environment</li> </ol>	X	X
<b>Knowledge</b>	<ol style="list-style-type: none"> <li>Ability to use a range of office equipment</li> <li>Good keyboard skill</li> <li>Good working knowledge of Microsoft applications e.g. excel, word, powerpoint, publisher etc.</li> <li>Effective communication skills, both oral and written</li> <li>Understanding of child protection and safeguarding policies and procedures</li> <li>Knowledge of relevant codes of practice and school policies</li> </ol>	X X X	
<b>Personal Qualities</b>	<p><b>Characterised as:</b></p> <ol style="list-style-type: none"> <li>Sensitivity to the needs of others</li> <li>Flexible and adaptive approach to work</li> <li>Reliable and trustworthy</li> <li>Committed to safeguarding children</li> <li>Values and behaviours suitable for working with children &amp; young people</li> <li>Committed to equal opportunities</li> <li>Calm under pressure and flexible in approach</li> <li>A belief in the ability of children and young people to achieve and overcome obstacles to their learning</li> <li>Evidence of further study/higher education/professional development</li> <li>Awareness to and commitment to equality issues</li> <li>Committed to personal and professional development</li> <li>Have high expectation of self</li> <li>Resolve routine issues independently within general procedural framework but refer complex or serious problems to Head of School and/or Executive Head</li> </ol>	X X X X X X X X X X X X X X	