

Job Profile

Pupil Support and Welfare Officer (Faith School) Grade 7

Responsible to: Headteacher

School Purpose and Values

Living and learning in the love of Christ is our school motto. The formation of the whole child is central to our mission. We want our students to be fully engaged in their learning and to recognise that they have a part to play in their own education. To foster this our students are taught how to learn through the development of personal learning and thinking skills alongside co-operative learning. These skills provide the qualities needed for success in learning and life.

Statement of Purpose

Under the direction of senior staff, contribute to developing support structure in the school by addressing the needs of students who need help in overcoming barriers to developing their potential and progressing both inside and outside the classroom.

Support to Pupils

- Working directly with staff and parents to improve individual student behaviour
- To work with vulnerable groups of students within school (e.g. student carers, 'Looked After' students, students in crisis)
- Lead Rainbows Bereavement Support programme in school.
- Working directly with individuals or groups to raise self-esteem and confidence
- To improve the behaviour and well-being of individual students by developing approaches based on our existing good practice.
- To mentor specific students whether 1:1 or with small groups as directed
- Working with outside agencies, education welfare and parents in monitoring individualised programmes of support evaluating the impact.
- Support students who may have attendance/truancy issues
- Deal with any issues raised by students during confidential discussions promptly and inform relevant staff of the issued and the action taken.
- To promote the five outcomes of Every Child Matters
- To develop outreach work with other educational settings.
- To contribute to the provision of special programmes for identified pupils.
- Support and counsel students and resolve any issues: this requires being available during break and lunch times for student to talk and report anything.
- Support & Work with pupils in class as required, including occasional cover
- Teach BSL to pupils

Support Organisational Management

- To share appropriate information with the relevant staff.

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- Contribute to whole school responsibility for the non-curriculum Catholic life of the school by developing participation in worship and liturgy.
- Engage with external agencies where required
- Conduct home visits where necessary.

Professional Accountabilities (this list is not exhaustive and should reflect the ethos of the school)

The post holder is required to 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. In addition, they are to contribute to the achievement of the school's objectives through:

Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Undertake the role of Deputy DSL.

Financial Management

- Personally accountable for delivering services efficiently, efficiently within budget and to implement any approved savings and investment allocated to the service area.

People Management

- To comply and engage with people management policies and processes
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

- Delivering energy conservation practices in line with the County Council's corporate climate change strategy.

Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the County Council's Health and Safety policy.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the school's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

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Person Specification

Pupil Support and Welfare Officer (Faith School) Level 3

Criteria	Measured by
<p>Experience</p> <ul style="list-style-type: none"> • Experience of working in a setting committed to the inclusion agenda • Experience of working with pupils demonstrating challenging behaviours 	A/I
<p>Qualifications/Training</p> <ul style="list-style-type: none"> • NVQ 3 in learning and development and support services for children, young people and those who care for them or equivalent qualification or experience in a relevant discipline • Safeguarding Level 3 	A/I
<p>Knowledge/Skills</p> <ul style="list-style-type: none"> • Good communicator with a high level of written and oral skills • Ability to assess, plan and prepare programmes which will impact upon children and families • Facilitate above re educational support • Good organisational skills • Judgement and decision-making skills • Ability to work within established processes and procedures • Analytical and problem-solving abilities • Ability to recognise and defer issues when appropriate • Ability to engage and collaborate with external agencies • Car driver with permanent use of a car • Strong numeracy, literacy and ICT skills • Ability to remain calm in situations of high tension • Ability to relate well to children and adults • Knowledge of BSL and willingness to teach this to pupils • Knowledge of Rainbows Bereavement programme 	

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<p>Behavioural Attributes</p> <ul style="list-style-type: none"> • Customer focused • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener • Takes responsibility and accountability • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations • Is committed to the provision and improvement of quality service provision • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive • Communicates effectively • Has the ability to learn from experiences and challenges • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	<p>T/A/I</p>
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A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***

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