



**HALL GREEN SCHOOL**  
**JOB DESCRIPTION**  
**POST: WELFARE MANAGER**

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| Post Title                     | Welfare Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Purpose                        | <p>To lead on day to day safeguarding matters and promoting a culture in which safeguarding is everyone's responsibility and promoting the welfare of pupils.</p> <p>To liaise with the Lead DSL on the overall welfare strategy.</p> <p>To improve working relationships with disengaged and vulnerable families.</p> <p>To liaise closely with families to assist and coordinate interventions to overcome barriers, including attendance, learning, achievement and wellbeing.</p> <p>Lead on the provision for children known (and previously known) to children's social care, including looked-after children and post looked after-children.</p> <p>Support the altered and alternative provision programme for the most vulnerable and disadvantaged pupils.</p> |
| Reporting to                   | Deputy Headteacher for Pastoral/DSL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Line management responsibility | Welfare Assistant<br>Pastoral Assistant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

**Core tasks and responsibilities:**

- To support the school by delivering a needs-led professional supportive service to children and their families by building and maintaining professional relationships with partner agencies.
- To assist the school in maintaining a high level of attendance by liaising with staff, parents/carers and other support agencies and by assessing need and incorporating appropriate interventions for vulnerable pupils.
- To lead on the effective transfer of those pupils known (or previously known) to children's social care, including looked and post-looked after children at any stage (e.g. from primary to secondary, post-16 or new school admissions).
- To assist the Designated Safeguarding Lead by taking on the operational element of the role:
  - To attend statutory meetings, ensuring that the relevant reports from significant staff are presented to these meetings.
  - To complete referrals requesting support at all levels of safeguarding need in line with the most up to date Right Help, Right Time framework.
  - To coordinate safeguarding interventions in school provided by outside agencies (e.g. Mental Health Support Team or counselling services).
  - Lead on the placement for Student Social Workers allocated to Hall Green in liaison with local universities.
  - To regularly monitor, re-assess, and manage 'risk' to individuals, families, carers, groups and communities.
  - To assist in the promotion of children's welfare in school, offering advice on the most up to date guidance from Keeping Children Safe in Education and Working Together to Safeguard Children and any other relevant local guidance.
  - To keep detailed, accurate and secure written records of concerns and referrals.
  - Establish a robust and swift closure of safeguarding incidents, utilising thresholds to guide case management.
  - Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff.
  - Act as a source of support and advice to staff on matters of safeguarding.
  - To attend Parents Evenings, Open Evenings and transition events, when required.

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| <ul style="list-style-type: none"> <li>- Contribute to quality assurance processes, such as Section 175 self-audit or external audits.</li> <li>• To line manage the Welfare Assistant and Pastoral Assistant.</li> <li>• To liaise with the Pupil Support Assistant to ensure the emotional well-being and progress of pupils in the Pupil Support Base.</li> <li>• To support the Senior Pastoral Leader on the management of disadvantaged and vulnerable pupils requiring managed moves and alternative provision: <ul style="list-style-type: none"> <li>- Coordinate referrals, induction meetings and review meetings</li> <li>- Liaise with families, pupils and educational institutions to arrange appropriate and tailored provision</li> <li>- Assist in the quality assurance of provision and safeguarding in alternative provision institutions</li> <li>- Be the first point of contact for external institutions</li> <li>- Assist in identifying appropriate provisions depending on pupil needs.</li> </ul> </li> <li>• To liaise with medical professionals when required.</li> <li>• To liaise with the school nurse when required.</li> <li>• To work with Careers Coordinator and Foundation Learning Leader to develop liaison with Colleges regarding Post 16 placements for vulnerable pupils.</li> <li>• Undertake professional development activities to increase own and school's effectiveness regarding safeguarding.</li> <li>• To work alongside the Deputy Headteacher to plan and deliver a relevant and up to date safeguarding CPD programme for staff.</li> <li>• To liaise closely and support the work of the LAC Designated Teacher.</li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Generic responsibilities of all Hall Green School Staff                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>• To work consistently to uphold the school's mission statement.</li> <li>• To follow all school policies.</li> <li>• To work in a cooperative and polite manner with staff and all other Stakeholders.</li> <li>• To work with pupils in a courteous, positive, caring and responsible manner at all times.</li> <li>• To follow child protection measures and in so doing ensure that pupil safety and wellbeing is never compromised.</li> <li>• To take an active part in the school's commitment to the development of staff and the appraisal procedure.</li> <li>• To work with visitors to school in a way that upholds the school's reputation.</li> <li>• To seek to improve the quality of the service the school provides.</li> <li>• To present oneself in a professional way that is consistent with the values and expectations of the school.</li> <li>• To carry out, in good grace, any other duty deemed reasonable by the Headteacher.</li> </ul> |
| <p>The post holder will be subject to appraisal objectives, which will be agreed and reviewed annually. The post holder is expected to carry out such other duties as may reasonably be assigned by the Headteacher.</p> <p>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |