



STUDENT WELFARE OFFICER

CANDIDATE PACK



Central Region
Schools Trust

Founded by the RSA



Waseley Hills
High School



Introduction

Waseley Hills High School is a special place with a real sense of community, togetherness and purpose. The school community is made up of fantastic students, supportive parents and carers, and of course dedicated staff.

Our vision for the school is underpinned by three pillars: *Aspire, Invest and Respect*. By working together, with a common goal of students having the very best education and experience, we believe that our young people can flourish and become the best versions of themselves. We nurture every student's natural curiosity, providing them with life enriching opportunities to develop socially, academically and morally. Students at Waseley develop confidence, resilience, respect for others and a life-long love of learning. Our vision is for students to aspire to great things and become respectful members of the wider community.

Being part of the Central Regions School Trust, we are able to both provide and draw on expertise from within our network to underpin our commitment to provide exceptional quality education for all of our students. We believe that students can achieve brilliant things irrespective of their starting points and we always have the highest expectations of every one of our students. We expect them to always wear their uniform smartly and with pride, to behave well and to model the school values by trying their absolute best in all activities they take part in. We aim to support every student by working in partnership with parents and carers, keeping them informed about the achievements of their children and asking them to keep us informed about what is happening at home.

Through developing a strong partnership between school and home we aim to ensure that students are fully supported to develop in a safe environment. Our vision is that this investment in our young people is what allows them to flourish.

However, we believe that is always further improvements to strive towards. We are committed to developing our practice, in partnership with our community, to ensure that every student can leave school having reached their potential and feeling happy. We value every child and live by the mantra of no child left behind as we support them through their journey at secondary school.

Tom Preston

Tom Preston
Head of School





ADVERT



Waseley Hills High School

Aspire, Invest, Respect



Advert

Waseley Hills High School is seeking to appoint an experienced, empathetic and motivated Student Welfare Officer to join our hardworking and dedicated team. Applications are welcomed from candidates with a commitment to raising achievement of all students and are enthusiastic about young people's well-being.

We are a school in the Central Regions School Trust, whose mission is social justice through exceptional schools. Therefore, this provides us with the opportunities, capabilities and desire to develop both our staff and students so this role will be in collaboration with a wider team of staff and departments across other schools and will always be supported.

All support staff are subject to the Conditions of Employment set out in their contract of employment and the National Joint Council for Local Government Services (The Green Book) Document. The Trust and its schools comply with these requirements as a minimum but optionally offer an incredible wellbeing package including flexible working hours, 3 days term-time holiday, free tea and coffee facilities, free eye tests, flu jabs, cycle scheme and an employee assistance programme that offers a wide range of free support from emotional to financial and legal.

Interested candidates who wish to have an informal conversation about this role are welcome to contact Principal's PA Mrs Attridge: mattridge@waseleyhills.worcs.sch.uk

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

The completed form should be submitted by 9.00am on Monday 1st July 2024. However, early applications are encouraged as we reserve the right to interview earlier for this post should suitable candidates apply.



Job Description

Main purpose of role

- To work as a member of the Student Support Team to lead and manage the day-to-day organisation of student behaviour support strategies.
- To encourage and support vulnerable young people by raising self-esteem and achievement.
- To help manage all aspects of student behaviour.
- To work with individual young people who are at risk of exclusion or have attendance difficulties.
- To co-ordinate multi-agency planning.

Duties and responsibilities

- To support Head of Year.
- To monitor, review and intervene to improve student punctuality, lateness and attitude to learning.
- To be the second line of parental contact and to initiate the creation of individual student support plans.
- To monitor, review and intervene to ensure all students are managed and supported well, particularly those with specific learning support needs as well as behavioural/emotional.
- To co-ordinate the activities of internal and external support providers through managing student learning support plans.
- To work with students and their families in re-admission planning following suspensions from school and support students based in refocus.
- To liaise with the Key Stage Learning Support teams, tutors and Senior Team to ensure effective and co-ordinated communication of information.
- To participate in team meetings, supervision meetings and training events as required.



Specific tasks will include

- To liaise closely with Heads of Year and tutors and meet regularly with relevant student support staff to inform and help co-ordinate its work.
- Coordinate assemblies, support vertical tutor sessions when running, rewards events and other student related activities as required.
- Regular liaison with the relevant Head of Year and relevant Student Support Team staff regarding individual student attendance, home visits and first day absence calling.
- Day to day management of students on report.
- Lunch break and end of day duties.
- Respond to emergency alerts for in-classroom support, behaviour incidents or First Aid.
- Investigation, recording and reporting of incidents.
- Interrogate data on behaviour, attendance and achievement to ensure proactive as well as reactive work with students.
- To create learning and pastoral support plans and ensure regular contact with parents to follow up issues/incidents.
- Co-ordination of student documentation for formal purposes.
- Provide student information, advice and guidance on issues that present barriers to learning and wellbeing.
- To support the programme of study support sessions for students to attend during the school day and at specific holiday times.
- To support and deliver sessions with students in refocus as appropriate.
- To coordinate and conduct relevant interventions as instructed by Head of Year to support student's holistic development.
- To attend Parents' Evenings, Year Team meetings and Pastoral meetings/Multiagency meetings as appropriate.
- Meet regularly with SENCo and the Assistant Principal with responsibility for students to review and plan proactively for students with year group.

Other Duties


- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the School's Health and Safety Policy.
- To participate in the school's emergency response arrangements as directed by the designated officer.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the Principal reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.



Person Specification

We are seeking to appoint someone who is able to demonstrate the following qualities and experience. Please note that if you are shortlisted any relevant issues arising from your references will be taken up at interview.

Criteria	Essential	Desirable	Method of Assessment
 <p>Experience</p>	<ul style="list-style-type: none"> • Suitability to work with children. • Able to form and maintain appropriate relationships and personal boundaries with children and young people. • Experience of working in an educational environment. • Positive attitude to use of authority and maintaining discipline. • Understanding of the emotional and social pressures and issues of young people. • Ability to understand and interpret legislation that affects young people in relation to health, education and social services. • Excellent ICT skills. • Problem solving skills. 	<ul style="list-style-type: none"> • Working with the behaviour management of young people. • Experience of working with parents and/or the wider community. • Experience of working with children in the 11-16 age range. • Awareness of the national education agenda, including special needs and inclusion. 	<p>Application form, references and interview. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:</p> <ul style="list-style-type: none"> • 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.





Interpersonal Skills

- Must relate well to children and adults.
- Ability to work with initiative and as part of a team.
- Ability to work effectively and professionally with young people.
- Ability to work in partnership with parents and carers.
- Self-motivated with a proactive and adaptable approach to work.
- Ability to prioritise own workload and meet deadlines.
- Approachable style of working with others to achieve successful outcomes.
- Flexible approach to work, to accommodate the needs of the post.
- Confidential and discreet.
- Must work within and apply all school policies e.g. Child Protection, Health & Safety.
- Ability to communicate clearly and concisely both verbally and in writing.

Application form, references and interview.



 <p>Personal Qualities</p>	<ul style="list-style-type: none"> • Willingness to participate in further training and development. • Ability to relate to and promote the ethos of the Trust. • Excellent attendance and punctuality. • Reliable. • Friendly disposition. • Believes in and maintains high standards. • Team player. • ICT skills. 		<p>Application form, references and interview.</p>
 <p>Education and qualifications</p>	<ul style="list-style-type: none"> • GCSE (or equivalent) pass at grade C or above in English/literacy and Maths/numeracy. • Awareness of GDPR and confidentiality. 	<ul style="list-style-type: none"> • Evidence of higher-level qualifications. • Qualification(s) in relevant field such as Safeguarding, Pastoral Care, Behaviour Management, Counselling, Mental Health Support. • First Aid qualification. 	<p>Application form.</p>

Central Region Schools Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. As part of our stringent recruitment process, all applicants undergo thorough child protection screening, encompassing checks with previous employers and an enhanced DBS disclosure, in strict alignment with the 'Keeping Children Safe in Education' guidelines, which also includes an online search for all shortlisted candidates. At Central Region Schools Trust, we stand as proud advocates for diversity and inclusivity across all our schools, serving as an equal-opportunities employer and we encourage applications from individuals of all backgrounds and communities.

Need more advice?
Please see our website
www.waseleyhillsschool.org.uk



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