



## Welfare Officer Job Description

### Spring Lane Primary School



#### Job Description: Welfare Officer

Spring Lane Primary School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

#### Job details

**Hours:** Full time, term time

**Contract type:** Fixed Term with the potential to be permanent

**Salary:** Pay scale 8-13 FTE ~ experience dependent

**Reporting to:** Safeguarding and Pastoral Lead

#### Responsibilities and Accountabilities:

##### Main responsibilities

- Deputise in the absence of the Safeguarding and Pastoral Lead for the school, overseeing the child protection work and cause for concern records for the school.
- Work closely with the Inclusion team to ensure the welfare of students attending the school.
- Co-ordinate the early help pathway provision, complete assessments and attend panels to present cases where necessary.
- Identify and address the needs of the most vulnerable students and families in order to overcome barriers to learning.
- Support families to be the best parents they can be so that they are able to support their child's learning and wellbeing.
- Work in collaboration with the Safeguarding and Pastoral Lead to ensure continuing and cohesive support for identified families.
- Be familiar with, and know how to implement, all statutory safeguarding guidance, including KCSIE and the Prevent Duty.

##### Specific responsibilities: Welfare and Safeguarding

- Support the Safeguarding and Pastoral Lead in ensuring the effective use and development of the internal referral system for all cases reported and administering the system in school.
- Understand and implement the appropriate use of external referral processes including LA procedures and the procedures of other external agencies.
- Liaise with external agencies including Social Services where there are Child Protection concerns and initiate referrals as required and in line with safeguarding duties.
- To action caseloads as assigned by the Safeguarding and Pastoral Lead
- Support the welfare and wellbeing of students.
- Have a clear understanding of the needs of vulnerable students and support these students as required.
- Work with vulnerable children and their families as identified by the Safeguarding and Pastoral Lead. Develop a plan that meets their needs, addresses family issues and supports them to access appropriate services to enhance the team around the family.

- Adhere to protocols where referrals to Social Care and Health should, wherever possible, be with the knowledge and / or consent of the student and / or their parents, unless to obtain such consent would place the child at risk of significant harm.
- With direction from the Safeguarding and Pastoral Lead, help identify factors affecting an individual students' wellbeing and behaviour within the school and at home and to facilitate appropriate interventions with other professionals and agencies where necessary.
- Support students and families who are at risk of suspension.
- Keep accurate records of information, referrals and completed work.
- Establish effective communication with staff to ensure student's needs are met
- Maintain appropriate resources, databases, and case files
- Maintain confidential, efficient and comprehensive records.
- Help identify factors affecting an individual pupil's well-being and behaviour in school and at home and, under the guidance of the Safeguarding and Pastoral Lead, facilitate appropriate interventions with other professionals and agencies where necessary.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security, and confidentiality reporting all concerns to an appropriate person to ensure students' wellbeing.
- Support administration for the leadership teams in terms of student attendance to after school sanctions, liaising with home as appropriate.

#### **Support to the School**

- Participate staff events/meetings by arrangement.
- Contribute and participate in Trust events and activities where possible.
- Develop and maintain effective working relationships with other staff and parents/carers.
- Adhere to the values and ethos of the school.
- Follow academy and school policies, practices and procedures.
- Accompany staff and students on visits and trips, as required.

#### **Data Security**

- Act under legal provisions regulating confidentiality and security of data and information following GDPR regulations.

#### **Health and Safety**

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with the school on all issues to do with Health, Safety & Welfare
- Contribute to the maintenance of a safe and healthy environment

#### **Continuing Professional Development**

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school and academy, which may lead to improvements in the day-to-day running of the school
- Participate in the annual appraisal system
- Undertake any necessary and identified professional development taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice.
- Keep up to date with current and new legislation and statutory guidance.
- Participate in relevant training and maintain an up-to-date working knowledge of relevant issues, disseminating this information to staff as appropriate.

### Child Protection and Safeguarding

- The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people.
- Inform the Child Protection Officer of any issues relating to the safety and well-being of students.

The post holder will undertake any other duties commensurate with the grade of the post, in consultation with the line manager.

This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

### Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"><li>➤ At least C in English and math GCSE or equivalent</li><li>➤ Desirable but not essential - relevant qualification in social work, counselling, or a related field.</li><li>➤ Evidence of ongoing professional development.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>➤ Experience working with children in a welfare or pastoral capacity.</li><li>➤ Experience in a school setting</li></ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"><li>➤ Excellent attention to detail</li><li>➤ Ability to plan, organise and prioritise</li><li>➤ Understanding of data protection and confidentiality</li><li>➤ Strong communication and interpersonal skills.</li><li>➤ Knowledge of safeguarding policies and procedures.</li><li>➤ Ability to work collaboratively with school staff and external agencies.</li></ul>

<b>Personal qualities</b>	<ul style="list-style-type: none"><li>➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</li><li>➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li><li>➤ Ability to work under pressure and prioritise effectively</li><li>➤ Commitment to maintaining confidentiality at all times</li><li>➤ Commitment to safeguarding and equality</li><li>➤ Embraces change well</li><li>➤ Deals with difficult situations effectively</li><li>➤ Empathy and sensitivity towards the needs of children.</li><li>➤ Commitment to promoting the welfare and safeguarding of children.</li><li>➤ Ability to work under pressure and prioritize effectively.</li></ul>
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**Application deadline:** Friday 17<sup>th</sup> January 2025

**Interview date:** Week commencing 20<sup>th</sup> January 2025