



JOB DESCRIPTION

Post title:	Primary Welfare Lead
Academy:	Academy 360
Reporting to:	Head of School
Salary/Pay range:	£18,000-£20,000 (pro-rata)
Hours of work:	Full time, term time only

Purpose of Job

The Primary Welfare Lead will provide complementary service to existing teaching and support staff in school, addressing the needs of children who need help to overcome barriers to learning, both inside and outside of school, in order to achieve progress and achievement for all students.

Main Duties and Responsibilities

- To work with teachers and support assistants to identify pupils at risk of underachieving.
- To work with identified pupils to address:
 - Significant consistent underachievement
 - Poor behaviour compared to peers
 - Failing motivation and/or confidence
 - Difficulty in concentrating and being focused
 - Poor attendance and/or punctuality
 - Difficulty in relationships with peers or adults
 - Experiencing personal crisis
- In consultation with, draw up and implement individual plans for each student identified.
- Provide support to teachers by working in class or in small groups delivering identified bespoke programmes and completing impact studies/ reports regularly.
- Develop 1:1 mentoring relationships with children needing particular support where necessary, aimed at achieving goals defined in the plan. Monitor and evaluate regularly and record progress.
- Demonstrate a knowledge and appreciation of the range of activities, courses, opportunities, organisations and individuals that could be drawn in to provide extra support for students.
- Develop positive relationships, and maintain contact with families and carers to facilitate the development of family support for the pupils in liaison with SLT.
- To work closely with Year 7 Head of Year and EYFS lead to ensure smooth transition of students into reception class from nursery and Year 7, coordinating and securing continuous support into their first term in Foundation stage and KS3.



- To be a focal point of contact between various agencies where a multi-agency approach is required for a targeted student.
- To use pupil tracking performance data in identifying and analysing targets, monitor and make informed future decisions for pathways for children.
- To work in a variety of ways to support, motivate and challenge levels of achievement. These may include support in class, 1:1 counselling, helping individuals and groups with work and developing skills as well as developing and implementing plans.
- To keep detailed records and make it available to SLT.
- To undertake necessary administration tasks relating to the duties.
- To contribute to the continued development of the role.
- To keep abreast of relevant and current research.
- To be proficient in the use of IT and modern technologies.

Health & Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so

Safeguarding

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2016 where required