

JOB DESCRIPTION

Post title:	Student Welfare Lead
Academy:	Westgate Hill Primary Academy
Reporting to:	Head of School (or other member of SLT with delegated responsibility)
Salary/Pay range:	£26,000 full time equivalent/£23,300 actual salary
Hours of work:	37 hours per week (plus 5 training days and 5 additional days)

Purpose of Job

To manage the Welfare Team and support pupils and their families in improving attendance and engagements by removing barriers to learning.

Main Duties and Responsibilities

The following main duties and responsibilities are as follows:

1. Lead, manage and monitor the Welfare Team, ensuring effective and efficient practice.
2. Identify and respond as appropriate to the training and development needs of staff with regards to pupil welfare, development and attendance.
3. To use professional skills and knowledge to develop effective relationships with parents, families, children and outside agencies.
4. Ensure the team is working with appropriate agencies/partners to support and follow up concerns about attendance.
5. Manage school safeguarding systems ensuring they are used effectively to communicate with senior leaders and academy staff about issues affecting pupils' progress and wellbeing.
6. To take the lead, on behalf of the school, of multi-agency support of families, including Early Help and Child Protection cases.
7. To be the Deputy Designated Safeguarding Lead and carry out duties relevant to this role as they arise.
8. To participate in the creation and update of school policies and procedures relevant to the role.
9. Manage and the implementation of the school's registration system for morning and afternoon statutory registration.
10. Ensure and monitor action planning, target setting and monitoring of progress of identified individual pupils with regard to attendance.
11. Ensure that analysis of attendance and response to issues is updated every week and reported to appropriate lead.
12. Manage and carry out home visits as and when required.
13. Manage and carry out attendance meetings implementing attendance contracts when required.

14. Oversee the reporting of attendance figures to the Senior Leadership Team/Governors, ensuring they are timely and accurate.
15. Support the Senior Leadership team in the monitoring and analysis of attendance records and progress towards school attendance targets.
16. Oversee the team who manage the in-year admissions process of pupils following their initial offer.
17. Manage and monitor the recording and accuracy of school records on attendance, progress, interventions and communications for evaluation, accountability and statutory purposes.
18. Be flexible in your approach in order to meet the circumstances of the day.
19. To promote and implement the School's Equality Policy in all aspects of employment and service delivery

Any other duties as may reasonably be requested by your line manager. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

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 2018 where required
- Have responsibility for promoting and safeguarding the welfare of children and young people that they are responsible for, or comes in contact with.