

JOB DESCRIPTION

Post title: Welfare Manager
Academy: Academy 360
Reporting to: Head of School
Salary/Pay range: £23,633 FTE, £20,724 Actual
Hours of work: 37 hours per week, Term Time Only

Purpose of Job

Welfare Managers are responsible for supporting the Head of School in the strategic development of their school within the academy, working closely with the Head of School for Student Welfare and Development.

Main Duties and Responsibilities

- Provide high profile leadership and management to ensure the day to day operation of the school.
- Provide high quality support to students on a one-to-one, as well as target group basis, both through your own contact with students and through managing the quality of the services and support of others as identified by your School Principal or Head of School.
- Provide high quality support to parents/carers both through your own contact and through managing the quality of the services and support of others as identified by your Head of School.
- To manage a safe and secure working environment for students who have been “internally excluded” and placed in the Behaviour Support centre / Internal exclusion room.
- To lead and manage the inclusion room.
- To ensure all legal, statutory, LA and school policies are followed in all areas within your responsibility.
- To be responsible for day to day management of the MATRIX ensuring effective and efficient systems are in place, reviewing procedures as necessary.
- To work alongside the pastoral team and other colleagues in school to ensure maximum support is provided to students and staff.
- To be flexible in your approach in order to meet the circumstances of the day.
- Work with the Head of School to produce and deliver the school’s development plan and SEF within the framework of The Academy.
- Work with the Head of School to develop, deliver and monitor the application of all school and Academy policies with specific reference to those relevant to Student Welfare and Development including attendance and behaviour.
- Lead, manage and monitor the quality of student welfare and development support and its effectiveness and impact on standards.
- Identifying and responding, as appropriate, to the training and development needs of staff with regards to student welfare and development.
- Implement the school’s strategy for student tracking and intervention with regards to support for welfare and development.
- Maintain an overview of the support that all students are offered.
- Review and evaluate the quality of support that students are offered.
- Manage support and monitor the work of a team (school based and external agencies) to ensure that effective support is in place to support the needs of students.

- Contribute, as appropriate, to the school's processes for assessment recording and reporting.
- Work closely with the school's leadership team to monitor the quality of every student's one to one mentor/ coach/ progress review experience.
- Work closely and co-operatively with the school's leadership team to ensure that students' needs are identified and met.
- Liaise with parents/ carers to maximise the support and resources available to all students.
- Liaise, where appropriate, with external agencies and the wider community to maximise the support and resources available to all students.

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 2019, where required.