

JOB DESCRIPTION

Post title: Student Welfare Lead
Academy: South Hylton Primary Academy
Reporting to: Head of School (or other member of SLT with delegated responsibility)
Salary/Pay range: £26,228 FTE, £23,000 Actual (Spot salary)
Hours of work: 37 hours per week, term time only (39 weeks)

Purpose of Job

To support pupils and their families in improving attendance and promoting pupils' personal development and engagements by removing barriers to learning.

Main Duties and Responsibilities

The following main duties and responsibilities are as follows:

General welfare

- Be responsible for ensuring effective and efficient welfare practice.
- Identify and respond as appropriate to the training and development needs of staff with regards to pupil welfare, development and attendance.
- To use professional skills and knowledge to develop effective relationships with parents, families, children and outside agencies.
- Work with families to ensure appropriate and timely support with pupil welfare.
- Be flexible in your approach in order to meet the circumstances of the day.
- To promote and implement the School's Equality Policy in all aspects of employment and service delivery.
- To participate in the creation and update of school policies and procedures relevant to the role.

Safeguarding

- Manage school safeguarding systems ensuring they are used effectively to communicate with senior leaders and academy staff about issues affecting pupils' progress and wellbeing.
- To be a Deputy Designated Safeguarding Lead and carry out duties relevant to this role as they arise.
- To take the lead, on behalf of the school, of multi-agency support of families, including Early Help and Child Protection cases.
- Manage and support staff with the recording of safeguarding records.

Pupil well-being

- Design and deliver programs of work to support individual and groups of pupils' well-being.
- Work with individual pupils or groups of pupils to overcome barriers to learning.
- Provide strategies for pupils, staff and families relating to various aspects of well-being.

Attendance

- Ensure and monitor action planning, target setting and monitoring of progress of identified individual pupils with regard to attendance.
- Ensure that analysis of attendance and response to issues is updated every week and reported to appropriate lead. Provide reports for SLT/governors as needed.
- Manage and carry out attendance meetings and home visits when required.

- 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.