

Job Description – Prince William School

Job title:	Assistant Student Welfare Officer
Responsible to:	Deputy Headteacher (Student Behaviour and Welfare)
Liaising with:	Student Welfare Officers, Attendance Officer, Student Mental Health staff, Heads of Year, Senior Leadership Team, parents/carers.
Pay range:	NJC 8 - 12 FTE salary will be pro rata for 40 weeks
Contract terms:	40 weeks per year (term time + INSET days + 2 exam results days + 5 evening events) 37 hours per week Normal working hours 08:00 – 16:00 Mon - Thur, 08:00 – 15:30 Fri (30 mins unpaid lunch per day) Permanent



All staff should be committed to the school and East Midlands Academy Trust's purpose to provide a relentless focus on great leadership and management and outstanding teaching. East Midlands Academy Trust is committed to support the school leaders, teachers and support staff to be the best they can be.

Role of the Assistant Student Welfare Officer

- To take statements from students about any incidents and concerns.
- To liaise with colleagues about the most appropriate course of action.
- To keep students well-informed about the actions being taken about any incidents or concerns.
- To support students who have particular welfare or emotional needs and liaise with parents/carers and external agencies as necessary to assist them to thrive.
- To provide support to the pastoral team to ensure student behaviour is closely monitored and responded to quickly and appropriately.
- To promote positive attitudes towards education and to ensure that parents/carers are fully aware of their statutory responsibilities.

Support for Students and Parents/Carers

- Listen to students' concerns and liaise with colleagues about appropriate actions.
- Support students to resolve any incidents or conflicts that arise so that they can return to focussing on their lessons and learning quickly.
- Ensure students understand what action has been taken and that they feel supported and listened to.
- Liaise with colleagues and parents/carers about individual students needing additional emotional support.
- Support parents requesting help with managing their children at home as required and organise outreach support where necessary.

Support for Staff and School

- Resolve behaviour issues that have occurred, for example at breaktime, quickly so that students can return to lessons and learning as quickly as possible.
- Contribute to the gathering and collating of information about students, providing information to teachers as necessary so they can support students better in lessons.
- Provide support to the pastoral team to ensure student behaviour is closely monitored and responded to quickly and appropriately.
- Follow school systems and procedures consistently through recording, monitoring, tracking, and reporting to ensure a clear overview of attendance and welfare issues and identify areas of concern.
- Maintain student files with welfare and Child Protection information and contribute to the administration procedures related to Pastoral procedures.
- To be fully aware of and carry out all work in line with Child Protection Procedures.

General Requirements

- Adaptable, imaginative, creative, and flexible approach to work.
- Self-motivated with the ability to identify own training needs and a willingness to attend relevant training.
- Prepared to attend meetings outside of office hours (taking time off in lieu).
- Able to promote and safeguard the welfare of children, young and vulnerable people with whom you come into contact.
- Compliant with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- Able to ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- Committed to safeguarding and promoting the welfare of children and young people in line with the Governing Body's and Trust's expectations of all staff and volunteers.
- Able to ensure compliance with data protection regulations at all times.

Additional duties

All support staff at Prince William complete some duties supervising students at lunch time.

Whilst every effort has been made to explain the main duties and responsibilities, please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

N.B. The post holder will carry out his/her responsibilities in accordance with the Trust's equal opportunities policy.

This job description is provided to assist the post holder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

Health and Safety

So far as is reasonably practical, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and students.

Safeguarding

EMAT is committed to the safeguarding of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Board of Trustees to ensure the safety of all young persons within its care.

Equal Opportunities

It is the policy of EMAT to provide equal opportunities for all individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. EMAT promotes equal employment opportunities in all aspects of employment through positive employment policies and practice.

If any special requirements are needed to attend an interview, please inform the trust.

Compiled by: HR	Revision Number: v2
Approved by Headteacher:	Revision Date ____/____/____
Approved by HRBP:	

**East Midlands Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
All appointments are subject to safer recruitment requirements.**

This post is subject to an Enhanced DBS Disclosure

Person Specification	Essential	Desirable
Education and Qualifications		
Good level of education to at least 5+ GCSEs at grade 4 – 9 (or equivalent)		✓
Education to at least A-level standard or equivalent.		✓
First Aid training		✓
Other relevant qualification		✓
Experience		
Working in a school or with teenagers	✓	
Ability to use Microsoft office, including Outlook, Word and Excel	✓	
Working and liaising with a range of adults (e.g. parents, teachers, other professionals)	✓	
Experience in the use of SIMS or Arbor		✓
Knowledge and understanding		
Understanding of successful behaviour management and de-escalation strategies	✓	
An understanding of confidentiality	✓	
Safeguarding policies and procedures	✓	
An understanding of the roles played by various adults in a student's education		✓
Skills and Attributes		
Work with guidance but with limited supervision	✓	
Empathy for teenagers and the pressures they contend with	✓	
Liaise and communicate effectively with others on the telephone, in writing, and face to face	✓	
Demonstrate excellent organisational skills	✓	
Monitor, record, and make assessments about individuals' progress	✓	
Able to deal confidently with young people when they are anxious, angry, or upset	✓	
Personal Qualities		
Cheerful approach and able to work well under pressure	✓	
Stamina, drive, resilience, and a determination to succeed	✓	
Proactive approach and to be able to work well under pressure	✓	
Excellent interpersonal communication and administrative skills	✓	
Ability to work independently and as part of a team	✓	
Ability to demonstrate sound and balanced judgement	✓	
Punctual and reliable	✓	
High level of honesty and integrity	✓	
Strong commitment to children and education; a belief we can make a difference for every child	✓	
Commitment to the belief in the equal value of students	✓	
Punctual and reliable	✓	
Further requirements		
Willingness to work flexible hours on occasion	✓	
Willingness to maintain confidentiality on school matters	✓	
Willingness to undertake training courses that are relevant to the duties of the post	✓	
Willingness to be involved in internal and external meetings	✓	
Supportive of the ethos of the trust and school	✓	

