

School Name: Acklam Grange School
Post Title: Student Welfare Officer
Salary: Grade G Point 12-15, £28,598-£30,024 (actual salary £26,598 - £27,934)
Responsible to: Headteacher
Deputy Headteacher
Assistant Headteacher
Student Welfare Manager

JOB SPECIFICATION: MAIN RESPONSIBILITIES OF THE POST:

Working as a member of the core safeguarding team and closely with the Student Welfare Manager, Deputy Designated Safeguarding Leads (DDSL) and Designated Safeguarding Lead (DSL) to ensure the welfare and safety of vulnerable student groups in accordance with the most recent safeguarding guidance.

MAIN TASKS AND RESPONSIBILITIES:

The successful applicant will be expected to:

- Manage a caseload of CLA, CP, CIN and Early Help cases.
- Have working knowledge of safeguarding responsibilities within the education environment
- Have experience of mentoring students to support social and emotional wellbeing
- Have well-developed interpersonal skills to be able to relate well to a wide range of stakeholders
- Be able to motivate students and engage them with their learning
- Be able to defuse difficult situations
- Be a point of contact within the school for Safeguarding and student welfare related concerns.
- Work alongside parents and external agencies to support students.
- To support the Designated Lead for Children who are Looked After (CLA).
- To follow local procedures to ensure that safeguarding and welfare concerns relating to students are expedited to the relevant service
- Work as part of a team to ensure the social, emotional and physical needs of all students are met.
- Maintain up to date knowledge of the most recent safeguarding guidance, supporting implementation at all levels.
- Support the work of the Transition/Induction Year 6 to Year 7 Team.
- Attending external stakeholder meetings to represent Acklam Grange School and communicating essential information to the Senior Leadership Team (SLT) and other staff as appropriate.
- Ensure the secure storage and transfer of records to enable appropriate support for students when they arrive or leave school.
- Advocate the importance of Safeguarding, Child Protection and Emotional Wellbeing to partners and stakeholders
- Contribute to the delivery of child protection training for staff and stakeholders as part of induction and on-going.

SUPPORT ACROSS THE SCHOOL:

- Providing guidance on relevant matters to the ARC Teams, and to other members of staff, as appropriate.
- Follow and be actively involved in the Acklam Grange Way and Acklam Grange PRIDE

ALL EMPLOYEES HAVE A RESPONSIBILITY TO:

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos of the school/trust
- Participate in training and other learning activities and performance development as required

Other duties commensurate with the grade of the post as required by the Headteacher or Senior Leadership Team.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.