



**GEORGE
SALTER
ACADEMY**

“OneWorld
In OneSchool” ofsted

Student Welfare Manager

SCP 29 - 31, £25,951 - £27,668 pro-rata;

Permanent, Term-time plus 1 week (required to attend Parents' Evenings and other occasional evening work)

Closing Date for applications: Monday 5 June 2017 at 12 noon

Required for September 2017

We are seeking to appoint a dynamic and effective Student Welfare Manager You will play a vital role in ensuring the welfare and safeguarding of our students by promoting and supporting good levels of attendance, engagement and behaviour, across a specific year group.

As part of the Student Welfare team, you will work closely with the Head of Year to develop positive relationships between students, staff, parents and where necessary other agencies.

You will:

- Be highly conscientious and organised
- Have experience of working in an educational context
- Have well developed inter-personal skills with the ability to quickly establish professional relationships and the resilience to deal with stressful situations
- Have good IT skills and the ability to produce & analyse data
- Have a thorough understanding of safeguarding and child protection practices

To discuss the position or arrange a visit, please contact Richard Reeve, (Vice Principal) e-mail richard.reeve@georgesalter.com

For an application form and further details please contact Satty Bhogal (H.R.) on 0121 553 4665 (Ext.263) or email satty.bhogal@georgesalter.com

George Salter Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Job Description - Student Welfare Manager

Responsible to	Head of Year	Grade	SCP29—31	Persons Responsible For	
Working Hours	37 Hours per week Hours worked 8.00 am to 4.00 pm Term time plus one week			Special Conditions	Required to attend Parents evenings and other evening occasional work

This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet changing circumstances.

Job Summary

- To provide effective support for students within the Year groups to enhance the quality of Pastoral Care
- To ensure effective implementation of Academy's Safeguarding Policy

Collecting and providing data

- To provide the Head of Year and tutors with a range of Student data, as required
- To monitor the Year group attendance, punctuality and behaviour take appropriate action.
- To manage attendance information including First Day absence.
- To monitor Rewards and Sanctions data across the Year Group, celebrating achievement individually and at assemblies where appropriate.
- To provide discipline referral data to the Head of House.
- To oversee summary information for Exclusion and other disciplinary meetings provided by staff.

Contributing to the effective running of the House

- To work with departments to ensure that the Behaviour Policy is consistently applied including support in the classroom where appropriate and in consultation with HOY.
- To support creating a vision, sense of purpose and pride in the Year Team.
- To support the production and maintenance of the Student Welfare Managers Handbook, and to implement, monitor and evaluate all of its policies and documentation.
- To develop and maintain effective methods of communication with the Principal, SLT, other staff, pupils, parents, governors, external agencies and the wider community (including schools, business and industry), etc.
- To liaise with the Head of Year on discipline issues, and take a leading role in the Discipline System.
- To assist the Head of Year in liaising with External Agencies in order to support individual students learning and emotional and social well being.
- To develop a close working relationship with each Form Tutor in the Year Team in order to assist them in carrying out their duties.
- To meet regularly and work with the Head of Year to develop effective team management.
- To be responsible along with Head of Year and Form Tutors for notice boards and display areas in the House.
- To keep well informed of developments and new ideas related to Student Welfare Management and undertake appropriate duties as requested.
- To be responsible for the update of student records and relevant data.

Undertaking the following tasks to ensure there is effective Student Welfare for all students

In school tasks

- To receive and collate reports before issuing to tutors.
- To identify and applaud areas of success for individuals and groups.
- To attend Year assemblies which must meet the legal requirements for collective worship and register students if required.
- To help organise and publicise form activities which will stimulate extra curricular school life.

Student Welfare

- To be responsible for managing day-to-day discipline issues and 'on report' system.
- To meet and work with individual or groups of students regarding behaviour or attendance and involve tutors and parents as appropriate.
- To attend weekly meetings with HOY.
- To liaise on a daily basis with HOY re. Year issues.
- To attend weekly Inclusion Committee meetings with Vice Principal Inclusion. AWO. FSW and Health Adviser
- To attend and contribute to Pastoral team meetings.
- To engage and provide helpful and accurate responses to parent/carer enquiries.
- To attend (with the SENCO or AWO) pupil reviews which are coordinated by outside services.
- To attend Parents' Evenings and any other relevant pastoral evenings and support the Head of Year in working with parents

Off site tasks

- To conduct home visits, to work with our hard to reach families.
- To attend off-site meetings with other agencies.

Other duties

- To work within Academy policies and procedures including Safeguarding & Child Protection Policy and Pupil Behaviour Policy.
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To care for their own and other people's health and safety.
- To be aware of the confidential nature of issues.
- To contribute to the overall ethos, work & aims of the school.
- Actively participating in performance management.
- Identify personal training needs and other learning activities as required.
- Develop an understanding of policies & procedures, complying with their contents and raising concerns in a timely manner.
- To recognise own strengths, areas of expertise and use these to advise and support others.
- The post holder may be required to undertake other duties that are commensurate to the post holder's abilities, position & grade.
- The duties listed above are examples of duties at this level and other duties of a similar level/nature may be undertaken by individuals and are not excluded simply because they are not itemised.

Context:-

Support staff as a part of a whole Academy team. Each individual is required to support the values and ethos of the Academy and Academy priorities as defined in the Academy Improvement Plan. This will mean focusing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

Due to the nature of this job, it will be necessary for the appropriate level of Disclosure Barring Services application to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (amendments) Order 1986.

Therefore, applicants are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Signature:

Print Name:

Date:

GEORGE SALTER ACADEMY

Person Specification – Student Welfare Manager

Category	Essential	Desirable	Method of Assessment
Qualification and Training	<ul style="list-style-type: none"> Educated to NVQ Level 3/4 or equivalent 	<ul style="list-style-type: none"> To hold a full clean driving licence 	Application Form
Experience	<ul style="list-style-type: none"> Working with children young people, parents and families preferably within an educational context As a part of a team, as well as on your own initiative 	<ul style="list-style-type: none"> Working with professionals from other agencies and in multi-agency context Experience of working in an educational setting 	Application Form and Interview
Skills and Knowledge	<ul style="list-style-type: none"> Demonstrate an understanding of issues linked to confidentiality Demonstrate an understanding of safeguarding and child protection issues Ability to communicate effectively both orally and in writing especially with students, parents, staff, social workers and other professionals. Ability to engage in joint goal setting with an individual student as part of the learning action planning process Ability to use IT systems effectively to produce reports, record information and monitor outcomes for individuals and groups Ability to persuade and negotiate as well as good interpersonal/communication skills Ability to relate to young people, within different age groups about attendance and behaviour issues Able to use own initiative and work alone when necessary Ability to overcome communication barriers with students Ability to maintain accurate and up to date records Ability to meet tight deadlines and plan and manage own time effectively Excellent organisational skills A thorough understanding of safeguarding & Child Protection practices 	<ul style="list-style-type: none"> 	Application Form and Interview
Personal Attributes	<ul style="list-style-type: none"> Demonstrate an ability to cope with stressful/conflict situations Approachable with a 'can do' attitude. 		Application Form and Interview.

