



Saint Augustine's

CATHOLIC HIGH SCHOOL & SIXTH FORM

Our Lady of Lourdes Catholic Multi-Academy Company



Job Vacancy

**WELFARE OFFICER
FULL/PART TIME**

Saint Augustine's is committed to the safeguarding and welfare of young people

PERSON SPECIFICATION

E = Essential

D = Desirable

Saint Augustine's Catholic
High School is
committed to the
Safeguarding and welfare of
students



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QUALIFICATION & EXPERIENCE	E	D
Educated to A Levels / NVQ 3 or equivalent qualification with high levels of personal literacy and numeracy (i.e. minimum GCSE Maths and English A*-C / 9-5)	•	<input type="checkbox"/>
Experience of working as a Welfare Officer		•
Experience of working in a high school		•
Excellent computer skills including Microsoft Word, Excel, Power Point, Publisher, Office 365, Email	•	
Awareness of relevant legislation relating to school attendance and safeguarding	•	
Experience of working with a variety of support agencies	•	
SKILLS AND ABILITIES		
Excellent written and oral communication skills	•	<input type="checkbox"/>
Ability to use appropriate judgement to seek and clarify detail(s) where appropriate	•	
Ability to work independently to solve a range of problems regarding non-attendance	•	
Ability to present data and summary information in a clear and concise format	•	
Ability to solve a range of problems by responding to varying circumstances, whilst working within standard procedures.	•	
Ability to recognise when issues need to be escalated to the relevant supporting agency/legal system	•	
Ensure high levels of confidentiality and communication are maintained at all times.	•	
Ability to work independently using own initiative and as part of an effective team	•	<input type="checkbox"/>
Ability to plan, prioritise and organise own work schedule	•	<input type="checkbox"/>
Ability to work under pressure, to meet deadlines, often with conflicting priorities	•	<input type="checkbox"/>
Excellent organisational skills	•	
Excellent attention to detail	•	
Ability to establish trusting relationships to a range of audiences including students and their parents/carers	•	
OTHER ATTRIBUTES		
Support the Catholic ethos of the school	•	
Knowledge of policies and codes of practice/legislation	•	<input type="checkbox"/>
Willing to undertake appropriate training to meet the needs of the role	•	<input type="checkbox"/>
Commitment to safeguarding and welfare of students	•	<input type="checkbox"/>
Flexible approach to duties	•	<input type="checkbox"/>

JOB DESCRIPTION

Job Title:	Welfare Officer
Responsible to:	Assistant Principal for Pastoral
Job Purpose:	To actively encourage the attendance of students and support their parents/carers to ensure students access the best education available whilst adhering to safeguarding protocols. Advocating the importance of welfare and well-being.
Salary:	Grade 4 -5 SCP 7-17 £19,554 - £23, 836 FTE per annum dependent upon experience
Hours:	Part time - 20 hours per week. 9am – 1pm Monday to Friday. Full time - 37 hours per week 8:30am -4:30pm Monday – Thursday and 8:30am – 4:00pm Friday with 30 minutes for lunch each day. Term Time only plus 5 Inset days

Main Duties and Responsibilities of the Welfare Officer

- Working closely with the Attendance Officer and Safeguarding lead in schools to identify and resolve attendance problems.
- Meeting parents and students at school or home to explain legal responsibilities.
- Liaising with welfare agencies to offer support for vulnerable students eg SVP, Touchstones, Rainbows etc.
- Sharing information with other parties such as teachers, educational psychologists, social workers, probation officers, the police and Connexions personal advisers.
- Working alongside key staff members to arrange education for pupils who are excluded
- Conduct welfare checks/site visits for targeted students with a specific focus on Alternative provision
- Writing case notes and letters to parents in line with school policy and procedure
- Handling sensitive information keeping to deadlines and targets working within GDPR regulations
- To oversee referral processes to the school nurse
- Tracking pupils who go missing, liaising with the DDSL and DSL as appropriate
- Liaising with pastoral team to remove barriers to learning.
- Liaising with key staff in the Multi Academy Company where families have children that attend one of the other schools

Support for Attendance

- To act as relief cover for the attendance officer following school procedures.
- Supporting the Attendance Officer with home visits in line with school procedure
- Using computer software to analyse patterns of attendance and taking proactive approaches to remove barriers eg. Parental workshops.

Student Support

- To work with SENCO to lead workshop groups for vulnerable students – Social interaction, Sulp, Exam Stress.
- To Mentor students in need of support – e.g. Bereavement, Anxiety, Keyworker on EHCP.
- Supporting excluded pupils on their return to school.

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School Events

- To support in the arrangements for school events, eg
- Parents day/evenings
- Curriculum Evenings
- Awards Evenings
- Open Evening KS4
- Transition Events

General

- To maintain confidentiality at all times
- To be aware of and comply with school policies and procedures (e.g child protection, health and safety, data protection) and reporting concerns as appropriate
- To hold a first aid at work certificate
- To be a fire marshal
- To support at all times the Catholic ethos of the school
- Such other duties as may be determined from time to time within the general scope of the post. Duties and responsibilities outside the general scope of the post will only be required with the agreement of the post holder.
- To hold a mini bus licence or be willing to complete training.

Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties, all individual tasks undertaken may not be identified.

This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate within the grade and job title.

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Information for Candidates

How to Apply

All candidates should complete the Catholic Education Service application form, (this can be found on the School or MAC website) including a personal statement outlining how they meet the requirements for the role.

CVs cannot be accepted.

Information about the school

Further information about the school can be found on the school website. www.st-augustines.worcs.sch.uk

Visits to the school

Potential applicants are welcome to visit the school, please contact Mr P Foley on foleyp@sta.lourdesmac.org.uk or call 01527 550400 to arrange a visit.

Application deadline

Closing date for applications is 9am Monday 13th July 2020
Interviews will be held during week commencing 13th July 2020

Applications

Completed applications should be emailed to Sta-hr@sta.lourdesmac.org.uk

Interview candidates will need to provide evidence of;

Right to work in the UK
Photograph ID (current passport or driving licence)
Evidence of qualifications
Provide ID to confirm address

Successful candidates will need to;

Complete an Enhanced DBS check and obtain satisfactory clearance

