

JOB DESCRIPTION

JD no: 18

Job Details

Post Title	Education Welfare Assistant
Responsible to	Line Manager

Purpose of job

To engage with parents/carers and families to provide early intervention, support and guidance to improve attendance and learning outcomes for pupils, under the direction of the line manager.

Responsibilities

1. To maintain effective contact and communications with parents/carers and families including home visits.
2. Work with a range of school staff to help run strategies and interventions to address individual pupil issues, under the instruction of the line manager.
3. To promote the regular, punctual attendance and behaviour of all students.
4. Provide advice and guidance to families and report on progress and achievements.
5. Implement action plans with parents/carers and monitor and report on progress and achievements.
6. Signpost families to sources of advice and guidance.
7. Support school strategies to improve behaviour and attendance. To assist with investigating persistent absences and improving punctuality.
8. Work with external agencies.
9. Maintain pupil records and case files. To assist with maintaining and analysing attendance data.
10. Liaise with other staff regarding persistent absentees and follow appropriate procedures.

Individuals in this role may also:

1. Develop and deliver a programme of family-related activities to meet the needs of the school community.
2. Undertake first day contact of pupils/carers

Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Education Welfare Assistant will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

Student Care Role

- The Education Welfare Assistant will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

Training and Development

- Training and development will be given to ensure that the Education Welfare Assistant is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

Communication

The Education Welfare Assistant will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

Hours of work

- The Education Welfare Assistant is employed for [hours] per week for [weeks]

Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy

Performance Management

The Education Welfare Assistant will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

Appraisal

The Education Welfare Assistant will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.

Job Details

Post Title	Education Welfare Officer
Responsible to	Line Manager

Purpose of job

Responsible for school attendance and managing the family support service and work effectively with other agencies to improve outcomes for pupils.

Responsibilities

1. Responsible for assuring school attendance and devising strategies and action plans for pupils whose attendance is falling.
2. Analyse attendance information and data to identify and work with pupils who have poor attendance or are at risk of developing poor attendance.
3. Follow up lack of response to first day contact and other contacts by home visiting or meeting parent/carers in school, following up any welfare concerns through the appropriate routes.
4. Support, challenge, motivate and provide information to parents/carers to increase their capacity for parenting.
5. Act as a Designated Senior Lead, responsible for day-to-day management of safeguarding/child protection queries in line with established procedures and regulations.
6. Manage the delivery of the family support and pupil wellbeing service in line with the school plan and budget.
7. Work in partnership with external agencies to support attendance and wellbeing initiatives, campaigns, and parental responsibility measures.
8. Support the identification of alternative provision for pupils with persistent absence.
9. Advise on effective family support for school staff and families and disseminate good practice.
10. Prepare reports on attendance and wellbeing for the senior leadership team and governing body; ensure maintenance of accurate and factual records in a confidential manner.
11. Develop links with pupils who are transferring into the school to promote the school ethos of regular attendance.

Individuals in this role may also:

1. Manage caseloads and maintain casework documentation
2. Line manage a team of support staff.
3. Establish and manage Service Level Agreements with service providers.
4. Develop and deliver a programme of family-related activities to meet the needs of the school community.
5. Support the senior management team in the production and implementation of whole school plans, initiatives and strategies to improve pupil behaviour, manage a caseload of pupils in improving their behaviour and learning and support the re-integration of pupils back to school to help prevent future exclusions.

Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Education Welfare Officer will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

Student Care Role

- The Education Welfare Officer will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

Training and Development

- Training and development will be given to ensure that the Education Welfare Officer is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

Communication

The Education Welfare Officer will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

Hours of work

- The Education Welfare Officer is employed for [hours] per week for [weeks]

Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy

Performance Management

The Education Welfare Officer will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

Appraisal

The Education Welfare Officer will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.

Job Details

Post Title	Student Support Officer
Responsible to	Line Manager

Purpose of job

To support pupil wellbeing within the school and by extension, to parents/carers, addressing the mental and physical needs of pupils to overcome barriers to learning.

Responsibilities

1. Provide support and advice to pupils (and to parents/carers) to promote their social care and personal development.
2. Assist in resolving relationship issues between pupils.
3. Maintain links with families/carers of pupils in need of additional support, liaising with external agencies as required. Act as the point of contact for sharing information.
4. Support initiatives and strategies to improve pupil behaviour.
5. Support the senior management team in the implementation of whole school plans, initiatives and strategies to improve pupil behaviour.
6. In line with agreed strategies and packages, provide support for pupils to reintegrate them into school following periods of exclusion/absence.
7. Organise the supervision of pupils excluded from or not otherwise working to a normal timetable.
8. Facilitate the sharing of information between the school and external agencies and act as the point of contact for specialist support services.
9. To work with pupils who have poor attendance or are at risk of developing poor attendance and/or pupils to improve their behaviour for learning.
10. Be responsible for the development and monitoring of individual action plans.

Individuals in this role may also:

11. Manage finances within a budget and arrange funding for activities and events.
12. Assist in the supervision of pupils during out of school activities.

Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Student Support Officer will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

Student Care Role

- The Student Support Officer will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

Training and Development

- Training and development will be given to ensure that the Student Support Officer is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

Communication

The Student Support Officer will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

Hours of work

- The Student Support Officer is employed for [hours] per week for [weeks]

Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy

Performance Management

The Student Support Officer will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

Appraisal

The Student Support Officer will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.

JOB DESCRIPTION

JD no: 56

Job Details

Post Title	Senior Student Support Officer
Responsible to	Line Manager

Purpose of job

To mentor small groups of pupils who require additional support to overcome barriers to learning.

Responsibilities

1. Liaise with teaching staff to assess and provide particular support to targeted pupils to raise achievement and enable them to overcome barriers to learning
2. Identify the needs and assess those pupils requiring extra support and support the development of individual action plans for targeted pupils.
3. Work in a one-to-one relationship with targeted pupils to implement an action plan.
4. Work with parents/carers and external agencies (through CAF/TAF meetings) to help address poor performance/attendance/behaviour.
5. Act as a Designated Senior Lead, responsible for day-to-day management of safeguarding/child protection queries in line with established procedures and regulations.
6. Undertake home visits to keep parents/carers informed and secure positive family support.
7. Monitor the implementation of plans and report on progress achieved, support the re-integration of pupils excluded from school or following an alternative timetable.
8. Support the development of partnerships with external agencies/organisations to set up resources/initiatives to help address barriers to learning.
9. Maintain accurate pupil records and prepare written reports and evaluations.
10. Provide extra support to pupils through knowledge of a range of activities and opportunities available to them.

Individuals in this role may also:

11. Manage finances within a budget and arrange funding for activities and events.
12. Assist in the supervision of pupils during out of school activities.
13. Contribute to the development of activities to encourage family involvement in the school.

Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Student Support Officer will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

Student Care Role

- The Student Support Officer will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

Training and Development

- Training and development will be given to ensure that the Student Support Officer is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

Communication

The Student Support Officer will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

Hours of work

- The Student Support Officer is employed for [hours] per week for [weeks]

Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy

Performance Management

The Student Support Officer will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

Appraisal

The Student Support Officer will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.

JOB DESCRIPTION

JD no: 6

Job Details

Post Title	Attendance Officer
Responsible to	Line Manager

Purpose of job

To work alongside key school staff in school to promote excellent attendance, reduce levels of absence and work with pupils and families to promote high levels of attendance.

Responsibilities

1. To support and advise the school on strategies to promote the regular, punctual attendance and behaviour of all students and assist with the implementation of the strategies.
2. To promote positive attitudes by students and families towards education and to ensure that parents are made fully aware of their statutory responsibilities.
3. To collate, maintain and update attendance data through the Academy's Management Information System. Preparation of reports for senior management where requested.
4. To establish and develop a professional service to support the school in raising attendance, investigating persistent absences and improving punctuality.
5. Communicate effectively with staff, students, parents and outside organisations on attendance and punctuality matters.
6. Upon analysis of attendance data, to establish the reason for non-attendance, make assessments and agree a plan for facilitating a return to school using appropriate strategies within specified timescales.
7. To initiate appropriate legal action with Education Welfare Officer to ensure the school is carrying out its statutory responsibility in respect of students. This will include preparing statements, attending and presenting evidence or requesting the issuing of penalty notice fines or other legal sanctions and completion of Common Assessment Form (CAF) referrals.
8. To be fully aware of and carry out all work in line with Child Protection Procedures. To liaise with and provide support to the Designated Senior Lead regarding all child protection issues, where appropriate.
9. To undertake any other duties, commensurate with the level of the post, as may be required from time to time.

Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Attendance Officer will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

Student Care Role

- The Attendance Officer will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

Training and Development

- Training and development will be given to ensure that the Attendance Officer is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

Communication

The Attendance Officer will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

Hours of work

- The Attendance Officer is employed for [hours] per week for [weeks]

Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy
- ✓ maintaining confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.

Performance Management

The Attendance Officer will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

Appraisal

The Attendance Officer will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.

Job Details

Post Title	School Counsellor
Responsible to	Line Manager

Purpose of job

The role is primarily to provide one to one counselling to pupils, to maintain appropriate records and liaise regularly with the senior leaders and with other professionals as necessary.

Responsibilities

1. To provide an independent and confidential counselling service to pupils within the Academy through individual sessions, responding to their personal, social, emotional or educational concerns.
2. To promote a caring and supportive environment where such concerns may be explored, thereby promoting the mental and emotional health at the Academy.
3. To play an active role in safeguarding children and adhere to the Academy's policies.
4. To maintain confidentiality (except in those circumstances, in line with BACP practice, where this should be breached).
5. To maintain a high level of knowledge and awareness of changes and developments in the fields of counselling and education and their impact on the delivery of counselling. To uphold good practice as described by the BACP ethical guidelines.
6. To make referrals, where appropriate and with the pupil's consent, to other agencies.
7. To maintain appropriate records and to keep these secure.
8. To liaise with school staff, including the Designated Senior Lead/s, and other professionals as appropriate to ensure the effective operation of the service.
9. To undertake any other duties, commensurate with the level of the post, as may be required from time to time.

Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the School Counsellor will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

Student Care Role

- The School Counsellor will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

Training and Development

- Training and development will be given to ensure that the School Counsellor is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

Communication

The School Counsellor will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

Hours of work

- The School Counsellor is employed for [hours] per week for [weeks]

Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy
- ✓ maintaining confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.

Performance Management

The School Counsellor will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

Appraisal

The School Counsellor will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.

JOB DESCRIPTION

JD no: 20

Job Details

Post Title	Education Healthcare Assistant
Responsible to	Line Manager

Purpose of job

To provide care for student health injuries and/or illnesses in an expedient and safe manner. The Education Healthcare Assistant will provide a holistic approach to the care of students, working with parents, students, and relevant medical personnel and external agencies to promote optimum health of each student.

Responsibilities

1. To provide emergency care of illness or injury to students in accordance with school policy and as directed by the School nurse.
2. Administers oral, inhaled, and topical medications to students as delegated by the School nurse.
3. To maintain medical records accurately, confidentially and safely.
4. Record dispensing of drugs in line with protocols agreed by the School nurse.
5. To promote health education throughout the school population.
6. Be aware of and maintain the recommended safe storage, usage and disposal of medical supplies and drugs.
7. Provide first aid and emergency care and treatment as necessary.
8. Ensure care plans are developed and written for students requiring them, in liaison with students, parents and school staff.
9. Notifies the Principal or other relevant staff of serious incidents, significant help problems, referrals, and possible concerns about welfare of a student.
10. To provide advice and guidance to students on physical and mental health issues, referring students to external agencies where appropriate.
11. Performs all other health-related work delegated or required in line with school policies and procedures.

Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Education Healthcare Assistant will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

Student Care Role

- The Education Healthcare Assistant will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

Training and Development

- Training and development will be given to ensure that the Education Healthcare Assistant is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

Communication

The Education Healthcare Assistant will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

Hours of work

- The Education Healthcare Assistant is employed for [hours] per week for [weeks]

Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy

Performance Management

The Education Healthcare Assistant will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

Appraisal

The Education Healthcare Assistant will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.