



HATTON ACADEMIES TRUST

JOB DESCRIPTION

Job Title:	Welfare Officer – Oakway Academy
Responsible to:	Principal
Line Manager:	Assistant Principal
Pay scale:	NJC Scale Point 14 to 20
Hours:	37 hours per week, 39 weeks per year (term time)
Working Pattern:	Monday to Thursday: 8.30am to 4.30pm Friday: 8.30am to 4pm ½ hour daily lunch break

Job Purpose

The role of the Welfare Officer is to assist in tackling underachievement by working in partnership with families, parents, carers and children and staff to enable children to have full access to educational opportunities and overcome barriers to learning and participation.

Main duties and responsibilities

- To act as a Designated Safeguarding Lead, within the wider academy DSL team, with a focus on welfare and attendance
- Understand the rights and responsibilities of parents to raise their children
- Carry out Early Help Assessments for identified families to ensure support is identified and sourced with impact evidenced
- Lead welfare interventions for children and/or families in line with skills and experience e.g. emotional literacy, drawing and talking, protective behaviours
- To keep suitable case records about interventions completed with children and to provide evaluation and analysis of the impact of these interventions with the Lead DSL
- To work with a diverse range of issues including bereavement and loss, transition, self-harm, depression, anger management and erratic behaviour, abuse of any kind, anxiety and fears.
- Act as a keyworker to support parents and carers by working with them to improve their parenting skills for example by providing information or referrals

Hatton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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basic

parenting

- Work with all parties to identify why a child is not achieving full attendance
- Work with all parties to ensure child's welfare is not a barrier to learning and attaining
- Carry out home visits to support parents in encouraging their child to maintain full and regular attendance and supporting welfare issues
- Work alongside the Attendance Officer ensuring Persistent Absence figures are as low as possible
- Facilitate sessions at key transition points for early identification of problems and improve parent capacity to support their child through transition
- Keep records up to date and provide relevant information to Welfare Team
- Provide updates at morning meetings and when required termly. Attend meetings with outside agencies on behalf of the Academy
- Work closely with teachers to support their role in welfare and attendance duties. Liaise daily with them.
- Provide support and information about welfare and attendance for class teachers and Senior Management Team
- Carry out duties which fall within the broad spirit, scope and purpose of the job description

General

- Responsibility for safeguarding and promoting the welfare of children at the Academy.
- The Academy has a commitment to be inclusive in terms of ethnicity, gender, disability, social background and academic ability and expects all staff to share this responsibility.
- Share and actively promote the Academy's commitment to promoting equal opportunities and tackling discrimination
- In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances.
- Demonstrate a commitment to personal and professional development by attending related courses, workshops or seminars.
- Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and comply with policies and procedures relating to health and safety within the Academy.

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- To carry out other relevant duties as may be reasonably requested by the Inclusion Manager / Principal /& Assistant Principals commensurate with the pay and grade of the post.
- To work within policies and procedures to ensure effective lines of communication are established and maintained with staff, children and parents;

Signature of Post holder _____

Date _____

Signed on behalf of the Academy _____

Date _____

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